

**LIMERICK AND CLARE
EDUCATION AND TRAINING BOARD**

**HEATING SERVICES UPGRADE & GAS CONVERSION
EMERGENCY WORKS PROJECT**

AT

**ST. JOSEPH'S COMMUNITY COLLEGE
KILKEE,
Co. CLARE**

VOLUME D

PRELIMINARY HEALTH AND SAFETY PLAN

Project 2628 - September 2026



Shanaclogh, Cappawhite, Co Tipperary. Tel:- 062 75929 Email:- info@force.ie

<i>Revision</i>	<i>Issue</i>	<i>Prepared By</i>	<i>Approved By</i>	<i>Date</i>
T0	Tender Issue	L. Lanna	J. Fahey	10 th September 2026

Contents

	Foreword
	Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021
	Specific Requirements of The Tender
1.0	Project Health And Safety Responsibilities
2.0	The Project Team
3.0	The Nature Of The Project
4.0	The Existing Environment
5.0	Existing Drawings
6.0	The Design And Significant Risks
7.0	Construction Materials
8.0	Site Wide Elements
9.0	Overlap With Client Undertaking
10.0	Site Rules
11.0	Continuing Liaison

Appendices

Appendix A	Suggested Format for the Developed Safety and Health Plan
Appendix B	Information required by the client prior to Practical Completion
Appendix C	Legislation Applicable to Construction Sites
Appendix D	M&E Engineers Designer's Risk Assessments

FOREWORD

Fahey O'Riordan as appointed Project Supervisors Design Process (PSDP) for the **Heating Services Upgrade & Gas Conversion Emergency Works Project** at St Joseph's Community College, Kilkee, Co. Clare are required to produce a Preliminary Safety and Health Plan prepared in accordance with The Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021 which brings together Safety and Health information obtained from the Client, Designer, and where appropriate the Project Supervisor (Design).

The Preliminary Safety and Health Plan is intended to be used as the basis for the developed safety and Health Plan for the Construction Stage. The Contractors must take into account the specific requirements of the project as described within the Preliminary Safety and Health Plan when preparing and presenting tenders or similar documents.

This document has been prepared for the purpose of providing relevant information to the Project Supervisor Construction Stage

The Project Supervisor Construction Stage (PSCS), who in this case is the appointed Main Contractor, must develop the Construction Phase Safety and Health Plan sufficiently to comply with the Regulations before any construction work can proceed.

Suggestions for the contents of the Developed Safety File (Construction Stage) are contained within Appendix A of this Plan.

Note:

Design Risk Assessments have been and will be prepared for each discipline / area of expertise for all stages of construction, post construction maintenance and building lifecycle (occupancy and use). The Design Risk Assessments will be communicated to the Project Supervisor Construction Stage (PSCS) for inclusion in the Construction Stage Safety and Health Plan.

SAFETY HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013

All prospective contractors tendering for the works at **St Joseph's Community College, Kilkee, Co. Clare** as described within this Preliminary Safety and Health Plan must be aware that the above Regulations (i.e. Regulations 4, 19, 25, 29 & Appendix 3 & 4) in respect of SOLAS (FAS) Safe Pass Card and CSCS registration will apply.

The implications of this are summarised as follows:

- All persons employed on site must be in possession of a current SOLAS (FAS) Safe Pass Card.
- All persons erecting scaffolding will be required to have a Construction Skills Card.
- Any site with more than 20 workers on site must have a Site Safety Representative.
- The Project Supervisor Construction Stage has additional duties i.e.
 - to co-ordinate arrangements whereby persons at work on a construction site are in possession of a Safe Pass Card and when required a Construction Skills Card
 - to co-ordinate arrangements which facilitate the provision and maintenance of welfare arrangements for all persons who work on site
 - to facilitate in co-operation with contractors the appointment of Site Safety Representatives
- Sub Contractors must furnish the Project Supervisor (Construction) with written confirmation that all persons are in possession of a SOLAS (FAS) Safe Pass Card or Construction Skills Card.
- Contractors with more than 30 persons under their direct employ on multiple sites or 20 persons on a single site must appoint in writing one or more persons as a Safety Officer.
- From 1st July 2002 all Driver Crane Operators, Telescopic Handler Operators, Scaffolders (Advanced), Slings/Banksmen must have SOLAS (FAS) Construction Skills Cards.
- From 1st June 2003 all Tractor/Dozer, Mobile Crane, Crawler Crane, Articulated Dumper, Site Dumper, 180°/360° Excavators and workers employed in roof and wall cladding and built up felt roofing must have SOLAS (FAS) Construction Skills Cards.

The only exceptions are: -

In the case of persons undertaking tasks:

- a) Scaffolding Basic
- b) Tower Crane Operation
- c) Excavator Operator
- d) Roof and Wall Cladding/Sheeting

In order to gain the experience which is a pre-requisite to undertaking the relevant programme, it shall be permissible for those persons to undertake the tasks during the period required by the programme provided that:

- i) They are at all times under the direct supervision of a person who is in possession of the relevant registration card and
- ii) They are in possession of a letter from their employer stating that they are a trainee under supervision and giving the date at which they began undertaking this type of work.
- iii) Under the FAS New Entrant Training Programme trainees will have to under go a four day training course.

SPECIFIC REQUIREMENTS FOR CONTRACT AWARD

Information to be provided prior to the Award of Contract:

It is a requirement of this project that the successful Contractor will provide the information as detailed in the accompanying Declaration of Suitability for Contractors for Small Works prior to contract award:

1.0 Project Health And Safety Responsibilities

1.1 Introduction

This Preliminary Health and Safety Plan collects and passes on information about significant Health and Safety risks which the Principal Contractor will have to manage during the Construction Phase of the project as laid down in The Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021.

The Contractor must make full allowance for complying with the necessary Regulations, both in terms of programme and resources.

The works will involve phased upgrade of the Heating Services and conversion to LPG gas including all associated electrical, civil and builders' works and is programmed for phased completion during October 2026 for the Phase 1 heating centre upgrade and the School Summer Holiday period in 2027 for the Phase 2 Heating Distribution System upgrade.

The appointed Contractor shall undertake the role of PSCS, and shall, prior to commencing any works on site, develop the Health and Safety Plan further to cover all aspects of the Phased Heating Services Upgrade & Gas Conversion and associated electrical, civil and builders works to be undertaken. This will include carrying out design risk assessments where appropriate (e.g. temporary electrics etc).

The Contractors must make full allowance for complying with the necessary Regulations, both in terms of programme and resources.

Construction work will not be allowed to proceed until there is an adequate Construction Stage Health and Safety Plan in place which adequately addresses the site-specific issues described in this document. The Plan must be submitted to the Project Manager at least one week before any activity commences on site.

2.0 Project Team

2.1 Client:-

Name: Limerick and Clare Education and Training Board,
Address: Station Road, Ennis, Co. Clare
Contact: Marie Cooney
Telephone: (065) 6865476
Email: marie.cooney@lcltb.ie

2.2 School

Name: St Joseph's Community College
Roll Number: 70880F
Address: Kilkee, Co. Clare V15 EK83
Contact: Agnes Hehir, Principal
Telephone: (065) 905 6446
Email: kilkeecommunitycollege@lcltb.ie

2.2 Project Manager & M&E Services Engineers

Name: Fahey O'Riordan Consulting Engineers
Address: Shanaclogh, Cappawhite, Co Tipperary
Contact: Mr. John Fahey
Telephone: (062) 75929
Mobile: 087 933 9582
Email: john@force.ie

2.3 Project Supervisor Design Process

Name: Fahey O'Riordan Consulting Engineers
Address: Shanaclogh, Cappawhite, Co Tipperary
Contact: Mr. John Fahey
Telephone: (062) 75929
Mobile: 087 933 9582
Email: john@force.ie

2.4 Project Supervisor Construction Stage

Name: Appointed Mechanical Contractor
Address: TBA
Contact: TBA
Telephone: TBA
Email: TBA

3.0 The Nature of the Project

3.1 Location

The site of the works is at **St Joseph's Community College, Kilkee, Co. Clare.**

3.2 Nature of the Works

The scope of the works for the heating services upgrade & gas conversion includes the following:-

Phase 1 – Heating Centre Upgrade and Gas Conversion (October 2026)

The Phase 1 works will comprise upgrade of the main heating centre in the original school and conversion to LPG as the fuel source to include

- a) Provide a temporary 20 foot shipping container to enable decamping of the school stores from the original boiler room to the container to enable the upgrade works to the boiler room
- b) De-commission, isolate, remove and dispose of the redundant oil fired boilers in the stand-alone boiler house and associated header pipework in the plant room / original boiler room in the main school – to be completed during mid-term break.
- a) Retain the existing oil storage tank to serve the upper school oil boiler which is to be retained for the 2026/2027 heating season.
- b) Carefully demolish the unused part of the oil storage compound and construct the new bulk LPG storage compound – area enclosing the existing tank to be retained.
- c) Construction of a new bulk LPG tank storage compound and connection of the new gas service to run underground to the boiler house to convert the new heating system fuel supply to LPG as the fuel source
- c) Fabricate the new gas fired heating centre main headers and pipework off site for fit out over the October mid-term break
- a) Supply and installation of three new wall mounted gas fired boilers in cascade arrangement c/w low loss header kit, flue systems and gas safety systems.
- b) Supply and installation of the new prefabricated heating centre pipe work, plate heat exchanger, valves, actuators, pumps and controls etc.
- c) Supply and install the new dual packaged pressurisation unit and expansion vessel and associated controls.
- d) Supply and install the new heating system control panel and all associated controls and provide a new remote booster control panel in the principal's office.
- e) Re-connect the three existing heating distribution system pipework circuits to the new heating centre to provide heating to the main school during the 2026 /2027 heating season.
- f) All associated electrical works including isolations disconnections and strip out and new power and controls cabling run in new galvanised steel containment systems to serve the new heating system plant equipment and controls
- g) Testing & commissioning of the new boilers and heating system and controls.
- h) Maintenance of the heating centre and associated electrical installations during the 12 months defects period (until October 2027).
- i) Routine service and maintenance of the new boilers and heating centre including service of the gas boilers and gas safety system and re-certification at end of defects period.
- j) All associated builders works including removal of the boilers, clean out of the boiler house, demolition of the unused oil tank support walls and bund walls including removal of spoil, reinstating and making good
- k) All associated civil works including trenching and laying a new underground gas services from the new LPG tank storage compound to the boiler room and construction of the new concrete base and enclosure for the gas compound and making good to match existing yard levels.
- l) Conversion of the stand-alone boiler house to new external store including new sloping metal faced insulated composite roof panels mounted on treated timber purlins, new rainwater goods, new solid hardwood double doors and blocking up of all redundant flue opes and painting and redecoration
- m)

Phase 2 – Heating Distribution System Upgrade Upper School (Summer Works 2027)

- a) De-commission, isolate, drain down, remove and dispose of the redundant oil fired boiler located in the boiler room in the upper school and all associated header pipework and services
- b) De-commission, isolate, drain down, remove and dispose of the oil storage tank and any remaining heating oil to a licenced waste recycling facility.
- c) De-commission, isolate, drain down, removal and disposal of the redundant heating distribution system and associated services throughout the upper school building including the header runs of pipework back to the existing original boiler room and disposal to a licenced waste facility. Note: The heating distribution pipework circuit serving the lower school building shall be retained.
- d) Supply and install the new heating distribution pipework and low water content radiator and radiant panel systems throughout the upper school building
- e) Supply and install the main header pipework run in Calpex pre insulated pipe underground from the main boiler room across the yard to the upper school
- f) Space heating controls upgrade to provide new two port motorised valves and zone thermostats to each room in the upper school for independent temperature control.
- g) All associated electrical works including isolations disconnections and strip out and new power and controls cabling run in new galvanised steel containment systems to serve the new heating system plant equipment and controls
- h) All associated builders works including removal of the boiler, clean out of the upper boiler house, replace the louvered door set with solid hardwood door set, and conversion to a store room including repainting,
- i) All associated civil works including trenching and laying the new underground Calpex pipework and ductwork from the main boiler room across the yard to the upper school building, reinstating the tarmac yard and making good to match existing levels and finishes.
- j) Conversion of the former oil tank enclosure to an external store including removal of wall caps and build-up of blockwork to one side to form a new sloping metal faced insulated composite roof panels mounted on treated timber purlins, new rainwater goods, new solid hardwood door and blocking up redundant door ope and redecoration
- k) Testing & recommissioning of the new heating distribution systems and controls in the upper school and the retained heating distribution system serving the lower school building.
- l) Maintenance of the heating distribution system and associated electrical installations during the 12 months defects period (until August 2028).
- m) Routine service and maintenance of the new boilers and heating system including service of the gas boilers and gas safety system and re-certification at end of overall defects period in August 2028.

The Mechanical Contractor shall supply all labour, materials, equipment and engineering services, and perform all works necessary to install the complete, tested, commissioned, and operational mechanical systems in accordance with the Specification and Drawings.

3.3 Restrictions on working hours

The works will be carried out in a phased manner during the autumn school term in a live operational school environment and it is proposed that the appointed contractor will operate extended hours at evening and weekends to deliver the Phase 1 Heating Centre upgrade by November 2nd with the heating distribution system upgrade being completed as a separate Phase 2 during the summer holiday period in 2027.

The appointed contractor shall liaise with the Project Manager and School Principal to develop a detailed programme for completion of the Phase 1 Heating Centre Upgrade works by November 2nd to provide the school with a reliable heating system for the 2026 / 2027 heating season.

The school will facilitate the Phase 1 upgrade work during normal hours including all external works and works within the boiler house. These areas shall be segregated from the school by erecting Harris Fence type barriers to prevent unauthorised access to construction work areas. The temporary fencing around the boiler room shall also be fitted with corriboard to

screen the works from view. The contractor shall note that the access road to the side of the school is the primary entrance and exit from the school and must be kept clear at all times. The contractor shall also avoid scheduling deliveries at the peak morning drop off and afternoon pick up times of 8:30 to 9:00am and 3:45 to 4:15 pm. It is intended that this would be agreed on a daily basis with the school and contract manager.

The school will close for the mid-term break on Friday October 23rd and reopen on Monday 2nd November after which date, an operational heating system must be in place.

3.4 Intended Contract Dates:

Contract Award – 30th September 2026
Mobilise on Site – 5th October 2026
Phase 1 Works Complete – November 2nd 2026
Phase 2 Works Complete – August 20th 2027

3.5 Intended Contract Completion Date

Substantial completion by 20th August 2026

3.6 Environmental Restrictions and On Site Risks

St Joseph's Community College is located in the town of Kilkee, Co. Clare. It is located on an enclosed site with low boundary walls and fences to the front and hedging and fences to rear and sides which are not secure and special consideration should be given to site security, access and traffic management in a live school environment.

3.7 Proposed Programme Phasing

It is proposed that the heating upgrade works would be completed in a phased manner as follows:-

Phase 1 – Heating Centre & Gas Conversion Works

Phase 1 would commence immediately on appointment and would include a full fit out of the new heating centre including conversion to LPG and construction of the new Bulk LPG Storage compound. The existing heating distribution system will be reconnected to the new heating centre through a plate heat exchanger to protect the new gas boilers. The existing oil tank must be retained in service for the oil boiler in the upper school which will not be upgraded until Phase 2. The new heating centre must be back in service to provide heating to the main building from November 2nd 2026.

Phase 2 will include full replacement upgrade of the heating distribution system and radiators within the Upper school Building and is scheduled for completion during the 2027 summer holiday period when the school will be vacant and possession can be given over to the appointed contractor. The phase 2 works shall be complete by 20th August 2027

4.0 The Site

4.1 Description of the Site

St Joseph's Community College is located the coastal town of Kilkee, Co. Clare.

The proposed works will be completed in and around the main school building and the stand-alone boiler house as shown on the accompanying tender drawings.

The contractor's normal access to the upgrade works shall be via the main entrance from the R487 Church Road which runs along the front boundary of the school grounds.

To The South - There is the access road standalone boiler house and boundary fence with hedging and Marion Estate residential housing adjacent. There is an overhead ESB Networks 10/20KV Power Line which is routed underground along the boundary and under the hedging.

To The East - There is the basketball court sports field and boundary fence with a caravan park adjacent.

To The West - There is the school car park, main entrance, boundary wall with railing, footpath and set down area and Church Road (R487) adjacent and residential properties opposite. There is an overhead power line running along the street

To The North - There is the Standalone School building extension, a boundary wall residential property and access road to the caravan park.

The site is not secure with easy access possible over the boundary walls and fences.

4.2 Existing Structures

The contractor will be required to take every precaution to ensure that the structure or finishes of the building are not compromised by any necessary builder's works for the proposed Heating Services Upgrade and Gas Conversion.

Should any deterioration be noted then work must cease and advice as to how to proceed sought from the Design Team through the Project Manager.

Consultation must take place with the Project Manager in relation to any work involving breaking through the structure of the buildings to install new services. Locations are to be agreed with the project manager prior to commencement of any such builder's works

4.3 Existing Services

The exiting incoming power supply is brought underground from an ESB minipillar located on the southern boundary to the Electrical Plant Room located in the main school building adjacent to the boiler room and connects to the existing Main Distribution Board and sub-feed adjacent prefabs and stand-alone buildings.

The mains water supply is brought underground to the school and the exact route is unknown but rises in the boiler house. The wastes risers run underground and exact routes are unknown.

Locations and routes of existing services are not detailed. The contractor must verify the extent and location of all existing services that may be affected by the works. Underground services have not been surveyed and local utilities companies including ESB, Telecom, Gas Networks and the local authority should be contacted prior to commencement of any excavation works. A ground penetrating radar (GPR) survey of the proposed trenching and new gas compound area shall be completed by the contractor prior to commencement.

4.4 Ground Conditions (Including Contamination)

No information available.

5.0 Drawings/Information

The drawings, information and other documents which were used in the preparation of the tender package are listed below:

Document No.	Title
2628-SPM-Rev-T0	Volume A - Works Requirements Particular Electrical Specification
2628-FTS6	Volume B - Form of Tender & Schedule
2628-SOP-Rev-T0	Volume C - Pricing Document / Schedule of Prices
2628-PHSP-Rev-T0	Volume D - Preliminary Health & Safety Plan
2628-ITTW4	Instructions to Tenders
PW CF6	Short Form Conditions of Contract

Drawing No	Title
2628-BW-00	Site Plan & Proposed Phasing & Compound Layout
2625-BW-01	Associated General Builders Works Layout & Details Sheet 1 of 3
2628-BW-02	Associated General Builders Works Layout & Details Sheet 2 of 3
2628-BW-03	Associated General Builders Works Layout & Details Sheet 3 of 3
2628-ME-01	Proposed Heating Services Power & Control and Boiler House Electrical
2628-MG-01	Proposed Gas Services Upgrade Layout
2628-MG-02	Proposed LPG Gas Compound Layout & Details
2628-MH-01	Existing Heating Services Layout and Proposed Strip Out & Demolition Works
2625-MH-02	Proposed Heating Services Upgrade Layout
2625-MH-03	Proposed Phase 1 and Phase 2 Boiler House Mechanical Layout
2625-MH-04	Proposed Gas and Heating Services Details
2625-MH-03	Proposed Boiler House Layout and Heating & Gas Services Details
2625-MS-01	Proposed Heating Services Schematic
2625-MS-02	Proposed Heating Services MCC Power & Controls Schematic

6.0 Design and Particular Risks

6.1 Introduction

It is the duty of the PSDP under Regulation 11(1) of the Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021 to apply the principles of prevention. These include the performance of risk assessments, in order to include within the Preliminary Safety and Health Plan and details of specific and particular risks identified.

The following is information concerning risks identified by the designer to allow the contractor to assess and put in place appropriate precautions. No attempt has been made here to describe those hazards and risks which a competent contractor should be able to identify and deal with. These risk assessments will be revised as the design develops. The complete design risk assessments are contained in Appendix D.

6.2 General Site Set Up

The contractor will be allocated an area within the School Campus, in close proximity to the works which can be used as a location for his office, storage and other facilities as required. A source of supply for water can be made available if required. A source of permanent power can also be made available for the works from the employers existing supply, and the contractor must make provision for temporary power for the works. The use of designated toilet/washing facilities within the building will also be available to the contractor for Phase 2 however for the Phase 1 works the contractor shall provide a mobile welfare facility in the contractor compound. Parking facilities will be available within the school grounds.

It would be intended that details of the above and the actual boundaries of the site establishment would be agreed by the contractor and Project Manager at the Contract Pre-Start meeting

6.3 Risks Identified By the PSDP

- It is proposed to complete the Phase 1 heating centre upgrade and gas conversion works during October 2026 when the school will be fully operational as a secondary school between the hours of 8:30am to 4:15pm Monday to Friday. The appointed contractor

shall be required to carefully plan the works and prepare the detailed construction stage plan for Phase 1. The protection of employer staff and visitors is of critical importance at all times.

- The Phase 2 works will be completed between late June and 20th August 2027 when the school will be closed to students and possession will be given to the contractor to complete the upgrade works.
- While the school will be closed for the summer holidays; the admin staff and school caretaker / maintenance staff will continue to operate in the school to carry out normal admin and maintenance duties including office work and grass cutting etc. The contractor shall be required to carefully plan the works to ensure they can be carried out safely. The protection of employer staff and visitors is of critical importance at all times.
- Security of the identified boundaries of the site of both the proposed construction work and the office/storage area in order to prevent unauthorised access. Any security arrangements must include a method of recording who is on site at any moment in time and shall be agreed in consultation with the school operations management and the project manager.
- The protection of pedestrian and vehicular traffic is of critical importance within the access road and yard areas of the School whilst works are in progress, particularly so during the Phase 1 Works in a live school environment.
- Prevention of any build-up of waste or stored materials beyond the boundaries of the identified compound area.
- The provision and maintenance of adequate messing, welfare and hygiene facilities for operatives, staff and visitors to site. The Health Safety and Welfare at Work (Construction) Regulations 2013 Part 14, regulations 98 to 105 inclusive which designate it as a specific duty of the contractor.
- Minimising the nuisance which may be caused by the works to all other areas beyond the boundaries i.e. noise, vibration, dust emissions etc. For information see section 10.1.
- Provision of adequate task lighting or power sources to carry out the works (110v distribution is mandatory (for further information see Item 10.7 of this Plan). Any temporary electric supply required by the contractor for the carrying out the works shall be a matter for the contractor to arrange.
- Ensuring that persons in close proximity to the works but not directly involved in them are not put at risk by poor housekeeping, unprotected opes and other hazards relating to the work.
- Initiation and enforcement of a strict fire plan as required by Item 10.5 of this Plan. A system of "hot work permits" is essential.
- Control of access to the work area. Unauthorised access must be prevented.

6.4 Risks Identified By the Architect
Not applicable.

6.5 Risks Identified By the C&S Engineers
Not applicable.

6.6 Risks Identified By the Mechanical and Electrical Designers
See Appendix D.

6.7 Significant Hazards

Asbestos Material

Due to the age of the building there is a risk that the building may contain asbestos materials. The appointed contractor shall be vigilant when undertaking the works and should any materials of concern be discovered work should cease immediately and the issue reported to the PSCS and PSDP immediately for investigation.

For the purposes of tender the contractor should assume that new services may be installed as indicated on the drawings.

7.0 Construction Materials

The below list is not all encompassing and can be added to by the Project Supervisor (Construction) and/or as the fabric of the works develops.

1. Cement Based Material

I.e. mortar, concrete, floor screeds, plaster, etc.

Glues, Solvents and Paints including Intumescent Paint

Thought must be given to adequate ventilation during use, secure storage and method of disposal of unused material and empty cartons.

The Project Supervisor Construction Stage is required to maintain a register of all hazardous substances including material safety data sheets and COSHH assessments.

8.0 Site Wide Elements

8.1 Position of Site Access and Egress

The contractor shall access the school building via the main entrance from the public road. Local access within the site will be agreed at the Pre Start Meeting with Project Manager.

8.2 Pedestrians

All existing pedestrian and vehicular routes in and around the location of the works must have adequate signage provided in order to make everyone aware of the "works in progress".

8.3 Noise

Noisy works to be only carried out with prior notification and agreement of the Project Manager and School management.

8.4 Dust

Dusty works to be minimised and controlled.

8.6 Off Loading and Storage

A Contractors Compound / Laydown area shall be located in the School yard adjacent to the building, exact details to be agreed with the Project Manager. All materials coming to site must be stored within the Contractors Compound which will subject to agreement with the Project Managers at the Pre Start Meeting. Deliveries should be programmed for outside the school morning and afternoon drop off and pick up times.

8.6 Site Accommodation

Location to be agreed with the Project Manager

8.7 Security

The site must be kept secure to prevent members of the public from entering the working areas. The Project Supervisor Construction Stage is to ensure signing in and out procedure for site operatives and visitors to site, as close as possible to the site entrance.

9.0 Overlap with Client's Undertaking

- 9.1 The existing Fire Alarm systems within the buildings shall be maintained in service for the duration of the works whilst the building is being upgraded. Smoke heads shall be covered during any dusty works to prevent contamination of the detectors and false alarms. Remove all smoke detectors covers on completion.
- 9.2 Fire/Emergency Procedures
Follow Client fire procedures.
- 9.3 Client Rules for Contractors
The Contractor shall at all times follow the rules and requirements as set out in the contract documents.
- 9.4 Client Operations
The client normal school operations will continue between 8:30am and 4:15pm Monday to Friday and the contractor shall liaise as necessary with the principal to ensure the safety and health of the school staff at all times. Program works outside of normal school hours and provide client staff inductions as necessary.

10.0 Site Rules

10.1 Prevention of Nuisance

In the production of any method statement, procedures need to be incorporated to address the following: -

(a) Noise Control

In all cases, the best practicable means of minimising noise on the site must be adopted. In this respect best guidance is given in British Standard, BS 5228: 1984 Code of Practice for Noise Control on Construction and Open Sites.

(b) Spoil Rubbish and Surplus Material

Spoil rubbish and surplus material must be removed from site as it accumulates unless otherwise specified.

- (i) Comply with legislation governing the controlled tipping of refuse and disposal of contaminated water.
- (ii) Avoid infestation by review, disposing properly of any matter attractive to pests.

(c) Pollution

Prevent any pollution of any kind being caused by the execution of the works.

(d) Dust

Dust concentration levels must be kept to a minimum.

10.2 High Visibility Clothing

Contractors employees and those of his sub contractors will wear high visibility clothing at all times whilst within the School Complex, whether working internally or externally.

10.3 Lifting Equipment

Should the Main Contractor decide to use any form of electrical hoisting equipment e.g. hoist, crane, conveyor etc then he must prior to use obtain the following information which will be recorded in the Safety File i.e.

- Type of power source required and availability of that power source.
- Technical data for equipment to be used i.e. height, reach, capacity, base requirements etc.
- Temporary works design if required for the base i.e. foundation, sole boards etc.
- Test certificates for selected equipment.

- Qualifications and details of experience for banksmen or slinger etc if required.
- If a crane is decided upon then the qualifications and details of the experience of the crane driver and the person in charge of lifting operations must be recorded.

10.4 Personal Protective Equipment

The Main Contractor will assess the need and provide all necessary personal protective equipment for persons employed on site and all visitors to site i.e. safety helmets, overalls, safety footwear, face masks etc as required by the Safety Health and Welfare at Work Act 2005-2013 and current Public Health advice.

He must also ensure that protective equipment is worn at all times for the duration of the contract.

10.5 Hygiene

The Main Contractor must provide and ensure the use of suitable hygiene facilities, which will include hot and cold water, soap, towels, barrier creams, sanitizer etc.

10.6 First Aid

The Main Contractor must provide adequate first aid facilities.

10.7 Temporary Electrics

The Contractor must provide the PSCS with details of his proposals for the provision of any temporary electric supply, which he may require during the course of the works. These details will include:

- Source and nature of supply.
- In built protection within the system i.e. RCD or other step down and distribution proposals.

It should also be noted that prior to the use of temporary electric supplies, the PSCS must have received appropriate test certificates to show that all work is acceptable to Electrical Regulations.

The contractor should also note that **only 110v tools will be acceptable**. Temporary electrics are a design element and as such need to be designed by a competent person and require design risk assessments (by the contractor).

10.8 Reporting of Accidents

The Contract Administrator must be kept informed with regard to any accidents or dangerous occurrences that may occur on site and be recorded within the Safety File.

Copies of all correspondence with the Health and Safety Authority in regard to the project must also be copied.

10.9 SOLAS (FAS) Safe Pass Card

The Contractor must be able to demonstrate at all times that both he and his sub contractors are in compliance with the duties imposed in the Safety Health and Welfare at Work (Construction) Regulations 2013 to 2021 (SI528:2021).

11.0 Continuing Liaison

The enclosed Initial Safety and Health Plan is a true reflection of the project with regards to the information available at the time of writing.

The following procedures shall be in place with respect to considering the Health and Safety implications of design decisions, which remain to be made, or where design changes occur or where time required for the completion of the project or phases of the project occurs.

The relevant design decisions, design changes or time changes should only be those which materially affect the information provided with respect to particular risks as defined under the Regulations or to the nature and scope of the project as to the extent necessary to enable the

Project Supervisors to comply with the Safety Health and Welfare at Work (Construction) Regulations 2013 – 2021 SI No 528:2021.

The PSCS will promptly bring to the attention of the PSDP any such design decisions that he is aware of.

Designers are to notify promptly both the PSDP and PSCS of design decisions and provide them with sufficient information i.e. copies of documentation etc, in order for them to carry out the necessary assessments before the revised work is carried out and to give directions regarding same when the assessment has been completed.

The PSDP will be copied with the minutes of all on site meetings where design decisions are involved and all written instructions or confirmation or verbal instructions issued by the Design Team which are relevant decisions or changes as defined above.

The PSDP and the PSCS shall meet as necessary to co-ordinate information received from all designers. The frequency of such meetings will depend on the matters to be addressed by the PSCS in the developed Safety and Health Plan. Health and Safety must be headed up as an item to be addressed at all Project Site meetings, including the contractors meetings with designers sub contractors, suppliers, employees etc.

Where unforeseen eventualities arise during project execution resulting in substantial design changes or affecting the time period for the project, the Designers shall promptly notify the PSDP and PSCS and provide these with relevant information together with the Designer's Risk Assessment. Directions shall be issued as necessary by the PSCS acting on the information and work assessment supplied.

APPENDIX A

SUGGESTED FORMAT FOR THE DEVELOPED SAFETY AND HEALTH PLAN

SUGGESTED FORMAT FOR DEVELOPED HEALTH AND SAFETY PLAN

Note: The format is only given as a general guideline and may be adjusted or revised as the PSCS nevertheless, the Safety and Health Plan must address the issues outlined.

1.0 GENERAL

- 1.1 Description of the Project
Including name of person responsible for carrying out duties of Project Supervisor Construction Stage.
- 1.2 General Statement of Health and Safety Principles and Objectives for the Project
Including a copy of the Contractor's Health and Safety Policy Document and Health and Safety Statement.
- 1.3 Information on restrictions which affect the Work.

2.0 ORGANISATION AND MANAGEMENT

The number and type of staff responsible for Health and Safety on this Project with details of their qualifications, a schedule of their duties and contact numbers, (emergency and normal). Specific and suitably qualified individual(s) must be identified as Site Safety Officer to take overall responsibility for site safety issues including the approval of method statements, permits to work and liaison with the Project Supervisor(s).

3.0 HEALTH AND SAFETY STANDARDS TO WHICH PROJECT WILL BE CARRIED OUT

4.0 MEANS FOR INFORMING ALL CONTRACTORS ON SITE

- 4.1 Please note the definition of Contractor under the Regulations is extremely broad

5.0 SELECTION PROCEDURES

Contractors, self-employed and designers employed by the contractors will comply with Health and Safety requirements and made adequate provision for Health and Safety. Suppliers of materials to provide adequate Health and Safety information to support their products.

Machinery and plant to be properly selected used and maintained and operation training provided.

6.0 COMMUNICATION AND CO-OPERATION

7.0 ACTIVITIES WITH RISKS TO HEALTH AND SAFETY

Risk Assessments include those to be incorporated by other contractors. Control measures including arrangements for issuing directives.

8.0 ACTIVITIES WITH PARTICULAR RISK TO HEALTH AND SAFETY

Control measures including method statements to be clearly set out.

PROCEDURES AND A PROGRAMME FOR THE DEVELOPMENT OF CONTRACTOR DESIGN ITEMS AND CONTINUED LIAISON WITH THE PROJECT SUPERVISOR (DESIGN STAGE) AND THE CLIENT'S SAFETY OFFICER

10.0 EMERGENCY PROCEDURE

For dealing with and minimising effects of injuries, fire and other dangerous occurrences.

Reporting of notified accidents or incidents to Health and Safety Authority under the Safety, Health and Welfare at Work (General Application) Regulations 1995.

Arrangements for ensuring those proper site safety records are maintained.

11.0 WELFARE PROVISION

12.0 INFORMATION AND TRAINING FOR PEOPLE ON SITE

13.0 CONSULTATION WITH PEOPLE ON SITE

14.0 SITE RULES

15.0 SAFETY FILE

Arrangements for passing on information for preparation of the Safety File to the PSDP as the project progresses.

16.0 ARRANGEMENTS FOR MONITORING COMPLIANCE

17.0 PROJECT REVIEW

Reviews on different trades as the work completes.

APPENDIX B

**INFORMATION REQUIRED BY THE CLIENT TO BE PROVIDED BY THE PSCS TO THE PSDP IN
THE FORM OF A HEALTH AND SAFETY FILE ON OR PRIOR TO PRACTICAL COMPLETION
BEING ISSUED FOR ANY SECTION OF THE WORKS**

IMPORTANT NOTICE

The Contractor/PSCS must be aware that the Client will require two hard copies and two electronic copies on disk of all Health and Safety information which will form the basis of the Safety File or Files.

The Contractor/PSCS will be required to provide to the PSDP: -

- Two copies of all encompassing information which includes all 'As Built' operational and maintenance information pertaining to the works. **To be available on or prior to Practical Completion. Delay in submission of the Health & Safety File will result in delay in Practical Completion.**
- Where the nature of the design includes performance specifications for work packages where the Main Contractor or his Sub Contractor is expected to develop the design further in order to prepare installation drawings, the Main Contractor will be expected to provide "As Constructed" drawings and other information for inclusion within the Safety File.

Please Note:

All information must be produced in an acceptable manner i.e.

- suitably sized four ring presentation binder
- sections indexed
- indexes and information fitted into PVC poly pockets for durability
- Drawings in both electronic and paper format

APPENDIX C

LEGISLATION AND STATUTORY FORMS APPLICABLE TO CONSTRUCTION SITES

LEGISLATION APPLICABLE TO CONSTRUCTION SITES

SI No 528 of 2021

Safety Health and Welfare at Work (Construction) (Amendment) Regulations 2021

SI No 129 of 2019

Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2019

SI No 291 of 2013

Safety Health and Welfare at Work (Construction) Regulations 2013

SI No 504 of 2006

Safety Health and Welfare at Work (Construction) Regulations 2006

SI No 381 of 2006

Safety Health and Welfare at Work (Work at Height) Regulations 2006

No 7 of 2005

Safety Health and Welfare at Work Act 2005

This Act applies to all places of work

No 10 of 1955

Factories Act 1955

No 9 of 1980

Safety in Industry Act 1980

Certain provisions of the 1955 and 1980 Acts apply to construction work

SI No 44 of 1993

Safety Health and Welfare at Work (General Application) Regulations 1993

SI No 132 of 1995

Safety Health and Welfare at Work (Signs) Regulations 1995

SI No 619 of 2001

Safety Health and Welfare at Work (Chemical Agents) Regulations 2001

Code of practice for Safety Health and Welfare at Work (Chemical Agents) Regulations 1994

SI No 80 of 1993

Safety Health and Welfare at Work (Carcinogen) Regulations 1993

SI No 446 of 1994

Safety Health and Welfare at Work (Pregnant Employees, etc) Regulations 1994

SI No 357 of 1995

Safety Health and Welfare at Work (Repeals and Revocations) Order 1995

SI No 34 of 1989 &

European Communities (Protection of Workers) (Exposure to Asbestos) Regulations 1989

SI No 276 of 1993

European Communities (Protection of Workers) (Exposure to Asbestos) (Amendment) Regulations 1993

SI No 219 of 1988

European Communities (Protection of Workers) (Exposure to Lead) Regulations 1988

SI No 157 of 1990

European Communities (Protection of Workers) (Exposure to Noise) Regulations 1990

SI No 251 of 1989

European Communities (Protection of Workers) (Exposure to Chemical, Physical and Biological Agents) Regulations 1989

SI No 77 of 1994

European Communities (Classification, Packaging and Labelling of Dangerous Substances) Regulations 1994

SI No 272 of 1995

European Communities (Classification, Packaging and Labeling of Dangerous Preparations) Regulations 1995

1987 Air Pollution Act

1990 Building Control Act

European Communities (Manual Handling of Loads Where There is a Risk Particularly of Back Injury) Directive 90/269/EEC

STATUTORY CONSTRUCTION FORMS

- AF1** Notification By The Client To The HSA – to be made following the appointment of the PSDP.
- AF2** Notification By The PSCS To The HSA – to be made prior to start of the construction process.
- CR2** Certificate of safe working load of an excavator/and or loader used as a crane – to be issued before machine is put into use.
- CR3** Certificate of test of thorough examination of a crane – to be made every 14 months or a period not greater than four years if the crane has been out of use etc.
- CR3A** Report of the results or anchoring or ballasting tests of cranes – to be made on each before the crane is erected.
- CR3B** Report of the results of any test of automatic safe load indicators – to be made before it is put into use or after any alteration that is likely to affect the indicator.
- CR4** Certificate of test and thorough examination of crabs, winches, pulley blocks and gin wheels used for a load of 1 tonne or more – every four years.
- CR4A** Report of thorough examination of lifting appliances (except hoists and mobile elevating work platforms)- every 14 months.
- CR4B** Report on results of weekly inspections of lifting appliances or safe load indicators.
- CR5** Certificate of test and examination of wire rope – to be before the wire rope is put into use.
- CR6** Certificate of test and examination of chains, chain slings, rope slings or similar gear – to be made every six months.
- CR6A** Report of thorough examination of chains, ropes and lifting gear – to be made every six months.
- CR6B** Report of annealing or appropriate heat treatment of chains and lifting gear – to be carried out as the treatment is carried out.
- CR7** Certificate of test and thorough examination of hoist.
- CR7A** Report of results of six monthly thorough examination of hoists.
- CR7B** Report of results of any test and examination of hoist to be used for carrying persons.
- CR7C** Certificate of test or thorough examination of mobile elevated work platform.
- CR7D** Report of results of six monthly through examination of mobile elevated work platform.
- WH1** Work Equipment for Work at Height Inspection Form
- AF3** Inspection and Thorough Examination of:
a) Excavations, shafts, earthworks, underground works or tunnels.
b) Cofferdams or caissons
- IR1** Form of Notice of Accident
- IR3** Form of Notice of Dangerous Occurrence

APPENDIX D
M&E ENGINEERS
DESIGNER'S RISK ASSESSMENTS

Designer's Assessment of Safety and Health Hazards/Risks (M&E)			
Project: Heating Upgrade & Gas Conversion Emergency Works St Joseph's Community College, Kilkee, Co Clare			Job Nr.: 2628
Designer: J Fahey	Checker: J. Fahey	Date: 09/09/2026	Sheet No: 1
Stage: Detailed Design / Tender Stage			
No.	Key Construction Hazard (or risks) Identified	Evaluations, Design decisions made (or alternative Actions)	
1.	Asbestos	Due to the age of the main school building there is a risk that there is asbestos present. The available Asbestos Survey and Report does not list asbestos being present, however vigilance is recommended. It is not envisaged that the proposed Heating Upgrade works will disturb asbestos materials and it is therefore proposed that works can proceed with all due care and precautions being taken by the appointed contractor. Alert tendering contractors to the risk of asbestos and the need for vigilance should any suspect materials be encountered. Copy of the available Asbestos Survey Report provided for contractor information	
2	Existing Overhead ESB 10/20kV Power Lines Crossing Site	There are existing ESB Networks overhead 20/10kV Power Lines crossing the site as indicated on the drawings. These present a risk during the construction phase. In order to mitigate the potential risk to construction traffic / activities the contractor shall liaise with ESB Networks and must comply with the current Code of Practice for Avoiding Danger from Overhead Electricity Lines which is available for download from the ESB Website www.esb.ie	
3	Existing Underground ESB 10/20kV Power Lines Crossing Site	There are existing ESB Networks underground 20/10kV Power Lines crossing the site as indicated on the accompanying drawings with MV cables present along the boundary to the south of the proposed new gas compound. These cables will remain live for the duration of the works. The risk of accidental contact by excavation plant / drilling plant will be minimised by locating any proposed services clear of the existing cables. In order to mitigate the potential risk to construction activities it is recommended that the exact location and route of these underground cables be identified by the main contractor By Ground Penetrating Radar survey (GPR) at commencement of the contract and that the cables route be identified / highlighted and adequate warning notices erected in advance of the main construction work activities commencing. Preliminary site investigation/ hedge removal works and all construction works / excavation works in the vicinity of these underground cables must comply with the current Avoidance of Electrical Hazards When Digging / Drilling which is available for download from the ESB Website www.esb.ie	

4	Work in and around a live operational Secondary School Campus during the Autumn Term with members of staff and students, and members of the public present during normal school hours	The proposed Phase 1 Heating Centre upgrade works will be completed during the Autumn school term in a live secondary school campus environment with school staff and over 200 students on campus during normal school hours for the duration of the autumn school term. Note in the contract documents that the contractor must strictly control access to the work areas. Contractor to prepare risk assessments and method statements for safe completion of the proposed Phase 1 upgrade works in consultation with the school management and project manager and must allow flexibility for unforeseen changes and events. Upgrade works to be scheduled outside of normal school hours where necessary to ensure the health and safety of the school population
5	Work on Live Electrical Apparatus	The existing electrical services will remain live and there is a risk of back feeds to services that are being made redundant and stripped out. Contractor to ensure all electrical works in connection with the upgrade are carried out by competent electricians having completed a site specific risk assessment. No live line works shall be permitted
6	Nuisance Fire Alarms	Fire detection and alarm systems must remain operational within the school at all times. There will be a significant element of demolition and refurbishment works within the working areas which may give rise to dust, fumes and smoke with the potential to raise nuisance fire alarms potentially leading to loss of confidence in the system. Note in the contract documents that the contractor must put in place a permit to work system for works within the working areas which will include covering / isolation of fire alarm detector heads locally prior to commencement of any works with potential to trigger a nuisance alarm. Fire alarms detectors must be placed back in service on completion of the works to ensure that the college campus is provided with automatic fire detection for protection of life.
7	Contractor Site Set up and Establishment	The contractor shall be working on a shared site with other contractors completing other works during the autumn school term. The contractor will also be working in a live school environment during the autumn term and there is a risk of students entering the contractor site and / or compound, Note in the contract documents that the works contractor is required to segregate the contractor's site establishment compound including office, stores and welfare facility completely from the other contractors works areas and the operational school campus with secure barriers which must be kept in place at all material times to control access and ensure the health and safety of the school population and members of the public visiting the school and other contractors personnel on site.
8	Work in and around manholes to underground drainage systems with risk of vermin and Weils disease (Leptospirosis)	The works will involve making connections to underground pipework systems and Personnel working in areas likely to be contaminated (where rats and vermin are present) must ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water, and covered with waterproof dressing or appropriate dressing. After contact with raw water, the hands and the forearms must be thoroughly washed with soap and water especially before eating, drinking or smoking, and persons must also avoid rubbing their nose, mouth or eyes during work. Wherever possible protective clothing including impervious gloves must be worn to avoid any contact with infectious materials. Leptospirosis cards should be issued to those employees at risk and this must be shown whenever you attend your doctor or hospital. Contractor to provide relevant Information, training and instruction on Weil's disease, in the form of Toolbox talks.

9	Program Constraints – risk of school closure	The Phase 1 program of works is very constrained requiring a working heating system by Nov 2nd to avoid school closure due to lack of space heating. The contractor shall adequately resource the project to ensure safe delivery within the available program dates and shall allow for off-site fabrication of the headers and pipework and for extended working hours as required to deliver the .	
10			
Notes re providing information		Item Nos. (from above)	Remarks
a) For client's designers [Section 4.3]		1 to 8	
b) 'Schedule 1'hazards/particular risks [Box C & F019]		1, 2 & 3	
c) Other 'particular risks [Box C & F020]		4 to 9	
d) Re assumed construction methods[Box C & F020]			
e) For Safety File [Section 4.5]		1 to 9	
f) In-house: b/f to future stages		1 to 9	

Note: Section reference are to “Design for Safety in Construction” June 2010

Other parties please take note: These are designer's risk evaluations of design options carried out in-house for the purpose of our complying with designer's duties under the Safety, Health and Welfare at Work (Construction) Regulations 2006. The evaluations relate only to those aspects /elements of the project which we are responsible for designing under the terms of our appointment by our client. Other parties should not rely on these evaluations for their own purposes; in particular, contractors, who must deal with and control all risks arising during construction, must carry out their own definitive risk assessments *ab initio* for that purpose.

Information For The Project Supervisor Design Process

In relation to that section of the Project which under the terms of our appointment by the Client we are responsible for designing/specifying

Project: Heating Upgrade & Gas Conversion Emergency Works
St Joseph's Community College, Kilkee, Co Clare

Job Nr.:	2628
-----------------	------

Designer: J Fahey

Checker: J. Fahey

Date: 09/09/2026

Sheet No: 3

Stage: Detailed Design / Tender Stage

‘Particular Risks’:

Exist
(YES/NO)

The following comprises our opinion of when we believe construction of our design will involve any of the ten forms of work listed in Schedule 1 of the Regulations and thus gives rise to statutory particular risks.

- Work which puts persons at work at risk of (a) falling from a height, (b) burial under earthfalls, or (c) engulfment in swampland, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.
- Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.
- Work with ionizing radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom.
- Work near high voltage power lines.
- Work exposing persons at work to the risk of drowning.
- Work on wells, underground earthworks and tunnels.
- Work carried out by divers at work having a system of air supply.
- Work carried out in a caisson with a compressed-air atmosphere.
- Work involving the use of explosives.
- Work involving the assembly or dismantling of heavy prefabricated components.

No

Yes
(risk of
asbestos)

No

Yes

No

No

No

No

No

No

Note: Where a particular risk is present, and where the presence of this work or its associated particular risk risks would not otherwise be apparent to a competent contractor, the work/hazard (or the particular risk) should be described for inclusion in the Preliminary Safety & Health Plan.

We consider that the particular risks listed above, where present, would be apparent to a competent contractor.

Information For The Project Supervisor Design Process

In relation to that section of the Project which under the terms of our appointment by the Client we are responsible for designing/specifying

Project: Heating Upgrade & Gas Conversion Emergency Works
St Joseph's Community College, Kilkee, Co Clare

Job Nr.: 2628

Designer: J Fahey

Checker: J. Fahey

Date: 09/09/2026

Sheet No: 4

Stage: Detailed Design / Tender Stage

Other Particular Risks:

Other particular risks (i.e. risks which are substantial and unusual in the context of the project) which we have identified:

Note: Where a particular risk is present, and which would not otherwise be apparent to a competent contractor, the work/hazard (or the particular risk) should be described for inclusion in the Preliminary Safety & Health Plan.

- Members of employers staff, students and members of the public present on site in and around the school during normal school hours
- Other contractors on site
- Work in the vicinity of the live electrical services.
- Nuisance / False Fire Alarms due to construction activities
- Work on under pipework systems with risk of Weil's disease
- Program Constraints to avoid school closure

Exist
(YES/NO)

Yes

Yes

Yes

Yes

Yes

Yes

Yes