

Preliminary Safety & Health Plan

Client: Atlantic Technological University

Job No: 72153

Project: Apprentice Expansion

Date: 12 July 2026

Location: Connemara Campus, Letterfrack, Co. Galway

Revision: P.08

Preliminary Safety & Health Plan

This Safety & Health Plan has been prepared on a preliminary basis in accordance with Article 12(1)(a) of S1 291 of 2013, the Safety, Health and Welfare at Work (Construction) Regulations 2013 and is based on project information available of this time.

1.	GENERAL DESCRIPTION OF PROJECT	
1.1	Project Team Details	
	Client	Name: The Minister for Education Address: Atlantic Technological University, Connemara Campus, Letterfrack, Co. Galway
	Architects / PSDP	Name: Taylor McCarney Architects Address: Breaffy Road, Castlebar, Co. Mayo Email: info@taylormccarney.ie Phone: 094 9021988
	Quantity Surveyors	Name: Currie & Brown Address: 3rd Floor Cathedral Court New Street South, Dublin, D08 C525 Email: neil.colin@curriebrown.com Phone: 01 284 3300
	Services Consultants	Name: Doran Professional Services Address: Boheh, Liscarney, Westport. Co. Mayo Email: fergusdoran@gmail.com Phone: 087 24807029
	Other:	
1.3	Receipt of Existing Safety File (if applicable)	No Existing file handed over
1.4	Project Location (Include description of property/Site)	The proposed refurbishment works are located within the mature landscaped grounds, the ATU Connemara Campus occupies a historical protected structure dating from 1886/87. The Campus comprises building infrastructure from different eras; 1886/87, 1990s, and sections of 2010s built construction. The infrastructure from 1886/87 makes up the majority of the campus. This fabric, by its nature, requires a rolling input of extra preventative maintenance. The entire works and extent of the site outlined on drawing No. 06001 will be made available to the works contractor for the duration of the works. NOTE: The contractor, in his site set up and operations, will be required to maintain unfettered access by the client to the existing access roads at all times, and ensure that all services, foul and water supply, remain uninterrupted throughout the course of the construction works. The Contractor will be required to produce a Traffic Management Plan setting out procedures for staff and material ingress / egress with due regard for all University / vehicular, pedestrian and emergency vehicle movement
1.5	Scope of works	The project consists of the refurbishment of existing offices and teaching spaces at Atlantic Technological University, Connemara Campus, Letterfrack, Co. Galway as set out in the works requirements drawings, specifications and schedules. The project includes works to existing internal walls, relocation of mechanical extraction and electrical services, provision of new floor, ceiling and wall finishes, upgrade of mechanical and electrical services to the proposed areas and associated internal works.

1.6	Description of Work Area	The proposed refurbishment works are located within the mature landscaped grounds, the ATU Connemara Campus occupies a historical protected structure dating from 1886/87. The Campus comprises building infrastructure from different eras; 1886/87, 1990s, and sections of 2010s built construction. The contractor's compound is located as highlighted on drawing no. 06001. The contractor is to take cognisance that the access route from builder's compound to the formal entrance is a shared zone with the following activities which will serve the existing campus: • Fire evacuation routes • Delivery vehicles • General activities and car parking The contractor is to carry out the works in such a manner as not to restrict or impede the above functions. The Contractor to demonstrate how this will be managed in a detailed traffic management plan for the
1.7	Restriction of Working Hours	Residential users are to be considered when heavy duty works are being carried out. Works only to be carried out between the hours of 8:00hr – 20:00hr, Monday to Friday. Saturday works by arrangement only.
1.8	Site Layout	Refer to Taylor McCarney Architects drawings No. 06001 Site Safety Layout
1.9	Existing Traffic Systems and restrictions	Maintain – Do not obstruct. Contractor to implement traffic management plan for any deliveries etc, which may cause disturbances to traffic. Refer to Taylor McCarney Architects drawing No. 06001
1.10	Operative Car Parking restrictions/arrangements	Contractor car parking denoted at site compound, illustrated on the drawing 06001. They may use the proposed carpark for contractors parking.
1.11	Contract Commencement	Refer to Instructions to Tenders.
1.12	Contract completion	Refer to Instructions to Tenders.
1.13	Project Phasing	All Construction will take place in one phase.
1.14	Access to Site (include for construction traffic)	Refer to Taylor McCarney Architects drawing No. 06001 The contractor is to ensure and maintain fire vehicle, refuse and delivery access to buildings adjacent to the site at all times. Separation of site traffic and traffic to adjacent premises must be established where possible. Speed limits are to be put in place. The contractor shall implement an appropriate booking in and out system for all site operatives and visitors and contractors' personnel shall carry appropriate (and visible) identification at all times on site. The contractor shall implement a site-specific Health and Safety induction procedure.
1.15	Access to work area (pedestrian access for public and construction personnel)	Refer to Taylor McCarney Architects drawing No. 06001 Construction personnel access to site will be via the compound off the access road off N59 Road Public pedestrian access will be maintained as normal. Safe access to the existing buildings within the campus must be provided and by the lead contractor

1.16	Drawing Reference Number	Refer to Taylor McCarney Architects drawing No. 06001	Note- It is mandatory that all Preliminary Health and Safety plans are issued with a site drawing with all identified hazards, hoardings, access/egress routes and all specific site details listed.
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2.00	OTHER WORK ACTIVITIES	
	Please enter information on other activities on the site, in the premises or adjacent to the site and premises The project will take place within a fully functional university campus.	
2.1	Adjacent Activities & Surrounding Land Uses	The contractor shall have due regard for all activity adjacent to the works and ensure that all construction works are carried out by methods which protect the Health and Safety of all personnel involved on, or contiguous to the site together with all property, building, landscapes and rights of access to other parties.
3.00	EXISTING SERVICES	
	Underground	
3.1	Water Main Contractor to survey the site and establish location of all services, develop risk assessment and include in construction safety file.	
3.2	Electric Cables Contractor to survey the site and establish location of all services, develop risk assessment and include in construction safety file.	
3.3	Telephone Cables Contractor to survey the site and establish location of all services, develop risk assessment and include in construction safety file.	
3.4	Gas Mains Contractor to survey the site and establish location of all services, develop risk assessment and include in construction safety file.	
3.5	Other Liquid/Gases Under Pressure Contractor to survey the site and establish location of all services, develop risk assessment and include in construction safety file.	
	Overground	
3.6	Electric Lines Contractor to identify all overhead electric lines and erect suitable markings.	
3.7	Telephone Cables Contractor to identify all overhead cables and erect suitable markings.	
3.8	Other Not anticipated at time of tender	
	Note • PSCS to ensure they refer to the existing safety file if available and if applicable- (there will not be an existing file if the works involved a new build) • Also note that when you are referring to drawings that they are “indicative only” • Contractor to survey and familiarise themselves with all existing services prior to commencement of any works	

4.00	PARTICULAR RISKS, SIGNIFICANT RISKS, and other matters to be brought to the attention of the CONTRACTOR / PSCS.	
A Safety Critical risk is a risk which if the outcome comes to pass will result in a fatality, serious injury, damage to property or damage to the environment		
The following is the non-exhaustive list of particular risks to the safety and health of persons (as set out in Schedule 1, of S1 291 of 2013) together with the opinion of the Project Supervisor for Design Process on what elements of the works may fall within each particular risk category. It should be noted that many of the risks on the project may arise out of working methods which are at the discretion of the Contractor and as such cannot be determined by the Project Supervisor for the Design Process. Note that in relation to the following:		
(a)	Only those risks which would be evident and reasonably deducible from drawings or other support documentation to a competent Project Supervisor Design Stage are listed.	
(b)	Only those risks which are reasonably foreseeable by the Project Supervisor Design Process are listed.	
(c)	See attached Designers Risk Assessments for all risk Assessed	
4.1	GENERAL SAFETY PROVISIONS	
4.1.1	Duties of Employers	It is the duty of the Contractor engaged in this project to comply in every respect with the relevant Statutory Provisions in relation to his/her duties as employer undertaking Construction activities.
4.1.2	Competence	Note: Under the SHWW Act 2005 a person is deemed to be competent where” <i>having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work the person possess sufficient training , experience and knowledge appropriate to the nature of the work to be undertaken</i>” It is the duty of the Contractor to ensure that all persons engaged in this project for the purposes of construction are competent.
4.1.3	Systems of Work	It is the duty of the Contractor to provide safe systems of work that are planned organised, performed, maintained, and revised as appropriate to be, so far as reasonably practicable, safe and without risk to health.
4.1.4	Plant Machinery and equipment	It is the duty of the Contractor to provide and maintain plant, machinery and equipment which are safe and without risk to health.
4.1.5	Personal Protective Equipment	It is the duty of the Contractor to provide and maintain suitable protective clothing and equipment as is necessary to ensure, so far as reasonably practicable, for the safety health and welfare of his/her employees.
4.1.6	Principles of Prevention	When assessing risks, it is the duty of the Contractor to take account of the Principles of Prevention. The Contractor must therefore, as a priority, eliminate hazards and reduce risks to an acceptable level. For residual risks the Contractor must as far as reasonably practicable provide for integrated safety systems and collective protective measures in favour of personal protective measures.
4.1.7	Emergency Plans (Shared areas/occupied premises	The Contractor must provide for consultation and co-ordination with the client in relation to Emergency Plans. Emergency Plans must be reviewed and co-ordinated on a regular basis and at any change of circumstances.
4.1.8	Licences	It is the responsibility of the Contractor to apply to the Local Authority for any necessary licences relating to the erection of cabins, hoardings, placing of skips/use of mobile cranes and any other possible activities in the public domain if applicable to the project

4.1.9	Sub-Contractors	There may be a number of sub-contractors engaged in these works. All subcontractor activities must be carefully co-ordinated to ensure the proper protective measures are in place at all times. It is the function of the PSCS to ensure for the co-ordination of all subcontractors and this duty should be specifically addressed in the Safety Plan for the Works. The competency of sub-contractors, if used, shall be assessed in respect of Health and Safety by the Principal Contractor. Only competent and trained sub-contractors and operatives shall be permitted on the site.
4.1.10	Operatives	All operatives must be holders of Safe Pass safety training card or a recognised equivalent. Operatives must wear adequate personal protective equipment at all times. All operatives must hold the relevant CSCS ticket depending on their site activities, all must be trained in Manual Handling in compliance with General Application Regulations 2007
4.1.11	First Aid	The Contractor must provide adequate first Aid facilities on site.
4.2	PARTICULAR / SIGNIFICANT RISKS – the following, although not all listed in Schedule 1 to the Construction Regulations, could be considered as Particular Risks.	
4.2.1	Risk: Falling from Height (aggravated)	Working at a height with scaffolding and other machinery for heights. Contractor to provide suitable working platforms with guardrails and netting to prevent debris falling. The Lead Contractor to plan and manage all work at heights activities in line with current regulations, detailed specific RAMS to be compiled for all work at height operations, the correct and certified equipment to be used for all work at heights
4.2.2	Risk: Burial under Earth falls (aggravated)	Not anticipated at time of tender.
4.2.3	Risk: Working on or near Existing structures	Risk cannot be eliminated by Design. Care will be taken by Lead Contractor not to undermine existing structures.
4.2.4	Risk: From Chemical or Biological substances	Not anticipated at time of tender.
4.2.5	Risk: Use of ionising radiation	Not anticipated at time of tender.
4.2.6	Risk: Work near high voltage power lines	Not anticipated at time of tender.
4.2.7	Risk: Of drowning	Not anticipated at time of tender.
4.2.8	Risk: Works on wells, underground earthworks and tunnels	Not anticipated at time of tender.
4.2.9	Risk: Work by divers with a system of air supply	Not anticipated at time of tender.
4.2.10	Risk: Work in a cession with compressed air supply	Not anticipated at time of tender.
4.2.11	Risk: Work involving the use of explosives	Not anticipated at time of tender.
4.2.12	Risk: Work involving heavy or prefabricated components	Yes- Lead Contractor to ensure all Temporary work requirements are in place, specific RAMS for all works, Client Coordination and communication as required for all works involving site cranes/teleporters etc.

4.2.1 3	Hazard: Site Security Risk: Unauthorised Access	The contractor shall implement an appropriate booking in and out system for all site operatives and visitors. Contractors' personnel shall carry appropriate (and visible) identification at all times on site. The contractor shall implement a site-specific Health and Safety induction procedure and review access times to the site. PSCS to ensure measures are put in place to ensure the site remains segregated and secured from the public at all times
4.2.1 4	Hazard: Access to Site Risk: Unauthorised Access, damage to adjoining property, injury nuisance/noise to Client personnel and plant operations	The lead Contractor shall have due regard for all activity adjacent to the site and ensure that all construction works are carried out by methods which protect the Health and Safety of all personnel involved on, or contiguous to the site together with all property, building, landscapes and rights of access to other parties. PSCS to ensure measures are put in place to ensure the site remains segregated and secured from unauthorised access at all times
4.2.1 5	Hazard: Construction traffic Risk: Accident with personnel & deliveries	The Lead Contractor shall submit a detailed Traffic Management Plan to the planning authority for agreement a minimum of four weeks prior to commencement of works on the public road. Due regard for all activity around the site must be given and methods to protect involved personnel.
4.2.1 6	Hazard: Storage of Materials and Waste Risk: Injury from falling waste, waste being dispersed	Risk cannot be eliminated by Design. Works contractor to store materials in the contractor's compound until ready for use, to avoid a build up of materials in the works area. Skips to be covered to avoid unnecessary dust, and all skips to be emptied regularly Employ Clean as You Go throughout the site. Public road to be kept clean not obstructed to the public
4.2.1 7	Hazard: Existing services / utilities Risk: Contact with live / hidden services	Risk cannot be eliminated by Design. There are over and underground services in the area. Works Contractor to survey the work area to assess all services and develop detailed RAMS to carry out any works. Risk cannot be eliminated by Design
4.2.1 8	Hazard: Working at Height Risk: Fall from height	Risk cannot be eliminated by Design. The Lead Contractor shall take into account there will be a requirement for work at height access equipment.
4.2.1 9	Hazard: Working on live drainage	Not anticipated at time of tender.
	Enter Other Particular/Safety Critical Risk	
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4.3	GENERAL SAFETY REQUIREMENTS / INFORMATION – this section to be completed on a task by task basis and adapted to specific to the project	
4.3.1	Essential Services / Fire Safety Systems	All essential services, including fire safety systems must be maintained in working order at all times during the works. Any downtime to services must be notified in good time in advance to the Project Architect ☒ Yes ☐ No
4.3.2	Fire Escape Routes	All fire escape routes for the occupants must be maintained without obstruction at all times ☒ Yes ☐ No

4.3.3	Fire Safety (existing or completed buildings)	There is always a risk of fire from construction activities in an existing building. The PSCS must outline fire safety procedures which will be implemented for the duration of the contract. The Contractor should ensure that adequate equipment is on hand at all times. A preclosure fire safety inspection should be undertaken before closure each and every morning. Smoking will not be permitted in the premises. Hot works should be avoided where possible. However, if they cannot be avoided, they must be undertaken on foot of a hot works permit ☒Yes ☐No
4.3.4	Stability of Existing Structures	The existing structure has been assessed and found to be in good structural order and without risk to its stability from the proposed works by the structural engineer ☒Yes ☐No
4.3.5	Site layout	See attached site layout plan ☒Yes ☐No
4.3.6	Access for Emergency Services	The construction safety plan should outline the emergency plans and the provision of access for Emergency services in the event of an accident arising from the works and for the occupants of the premises ☒Yes ☐No
4.3.7	Parking for Operatives	See attached site layout and logistics/TMA plan
4.3.8	Site Investigations / Ground Conditions / Excavations	Site investigations have been undertaken. See site investigations report with tender documents ☐Yes ☐No
4.3.9	Welfare Facilities	The contractor must provide toilets, canteen and drying facilities for all operatives in accordance with the requirements of the SHWW construction regulations 2013 and must provide adequate office facilities and meeting rooms for management and design teams ☒Yes ☐No
4.3.10	Services for Construction Activities	Mains water is available on site ☒Yes ☐No
4.3.11	Control of dust / dirt / noise	Contractor must ensure that dust, dirt and noise is controlled. Site to be kept tidy at times to minimise nuisance to neighbours. Spray suppression or other similar methods should be used for the control of the above. Adequate ppe should be provided to at risk operatives ☒Yes ☐No
4.3.12	Working Hours	Monday to Friday 08:00 to 20:00 and Saturday works by arrangement only.
4.3.13	Asbestos / ACMs	An Asbestos Survey has been carried out ☐Yes ☒No Asbestos Refurbishment/Demolition Survey to be completed to all internal areas.
4.3.14	Protection of pedestrians / public	All waste, construction materials and skips located in the public domain must be enclosed with double clipped Heras fencing with suitable safety signage ☒Yes ☐No

4.3.1 5	Cleaning of roads	Contractor must allow for cleaning of dirt emanating from the works to roads and footpaths in the vicinity of the site ☒ Yes ☐ No
4.3.1 6	Hoarding Standard	Hoarding to be designed by Temp Works Designer to the relevant standards and installed to ensure against collapse in high winds or adverse weather conditions ☒ Yes ☐ No
4.3.1 7	Isolation of live services	All services must be isolated prior to works, Live works to be avoided where possible. Isolation of live work to be coordinated with tenants to ensure against accidental switch on ☒ Yes ☐ No
4.3.1 8	Manual Handling	All persons to be trained in Manual Handling in accordance with the Current General Application regulations 2007 including all amendments in 2010,2012,2016
4.3.1 9	Storage loading of materials	To be included in the site Logistics plan by the Contractor ☒ Yes ☐ No
	Other-	
4.4	TEMPORARY WORKS	
4.4.1	Temporary Works Co-ordination:	The main Contractor is wholly responsible for the design, installation, inspection and striking of Temporary Works (TWs). This includes temporary works designed by subcontractors. The Permanent Works Designer (PWD) must provide the Contractor with all necessary design information relating to the Permanent Works to allow design of the Temporary Works. The PWD has no duty to the Contractor to detect or prevent faults in the Temporary Works. Approval by the PWD does not relieve the Contractor of responsibility for the TWs. The PSCS shall assume the duty of Temporary Works Co-ordinator and shall be responsible for the co-ordination of Temporary Works during the contract.
4.4.2	Temporary works Envisaged on this project:	Note : Examples of temporary works include, but are not limited to: Earthworks - trenches, excavations, temporary slopes and stockpiles. Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams

4.4.3	The Duties of the PSCS (Temporary Works)	The Duties of the PSCS in relation to TWs shall include: • Co-ordination of all activities including those of sub-contractors. • Communication with all parties involved. • Preparation of TWs design brief. • TW Schedule to be issued to the PSDP at the commencement of the works- where possible • Ensuring TWs are designed and checked. • Issuing of permits to load and dismantle. • Keeping of records. • Ensuring that the various responsibilities have been allocated and accepted. • Ensuring that the designs of TW's are communicated to the Permanent Works Engineer. • Ensuring that TWs are designed to the appropriate standard. • Ensuring that Temporary Works Design Certificates are signed by the appropriate parties. • Completion and issue to the PSDP of Monthly Temporary Works Report to the PSDP.
4.4.4	Temporary works Certificates	Responsibility for the actual design of the Temporary Works remains with the Designers of the Temporary Works and it is recommended by the HSA that Certificates (Permanent and Temporary) are used by the PSDP to record the co-operation of the activities of all designers. In signing the "Temporary works Certificate" the PWD confirms that he/she has communicated his/her design assumptions to the Temporary Works Designer. Then as stated in the certificate "Erection of the Temporary Works may proceed subject to the provision of a Temporary Works Method Statement agreed by the Contractor, Temporary Works Erector and PSCS as being adequate.
4.4.5	Suitability of Materials	Materials used for temporary works shall be the best of their kind and appropriate for the intended function.
5.00	Site Rules, Permitting and Security	
5.1	Site Rules:	The contractor shall implement appropriate site rules for the project. The Designer(s), Client and Project Supervisor for the Design Process (PSDP) have identified the following restrictions affecting the project. (List where applicable)
5.2	Permitting Required:	The contractor will be required to comply with permit requirements (list where applicable)
5.3	Security	The main contractor will be required to apply adequate security measures on this Project to exclude unauthorised persons from the site, including members of the public.
6.00	CONCLUSIONS	
6.1	The Design team and the PSDP have endeavoured as far as reasonably practicable to take account of the Principles of prevention. The foregoing residual particular/safety critical risk activities have been identified. The PSCS SHOULD ADDRESS THE FOREGOING RISKS IN THE Safety Plan and Method Statements should be prepared for these and any other high-risk activities on this project	

6.2	In preparing the relevant method statements and systems of works, the contractor must take account of the Principals of Prevention and endeavour to reduce risks by the use of alternative and safer work practices. All those involved in the planning of the work must take account of the Principals of prevention by eliminating hazards, reducing risks and putting in place collective protective measures in favour of personal protective measures. In particular, collective protective measures must be provided in relation to works at height	
6.3	There may be a number of sub-contractors involved in the works. Coordination of the sub-contractors is a key requirement for the duration of the works. The Contractor must ensure and confirm to the client the competency of all sub-contractors engaged in the works	
6.4	Fire safety is an absolute priority. The contractor must put in place procedures to ensure for the highest level of fire safety throughout the project. A preclosure fire safety inspection must be undertaken at the conclusion of each day's activities. Smoking is not permitted on site	
6.5	Security of the site to ensure against unauthorised access, particularly during non-working hours and weekends is essential	
6.56	Designer Risk Assessments (See attached)	Prepared by the following design team members as listed in Section 1.1 - Architects - Services Consultant
7.0	WELFARE FACILITIES	
7.1	Welfare facilities for construction personnel	The contractor must provide toilets, canteen and drying facilities for all operatives in accordance with the requirements of the SHWW construction regulations 2013 and must provide adequate office facilities and meeting rooms for management and design teams
8.0	CONTINUING LIAISON	
8.1	Liaison Arrangement The PSCS can contact the design team as necessary using the contact details listed in Section 1.2. The main forum for communication between the Project Supervisor Construction Stage (PSCS), the Project Supervisor Design Process (PSDP), the main contractor and designers will be periodic progress meetings. The PSDP will attend Site meetings where appropriate when notified by the PSCS, particularly for changes to the design and review of temporary Works. Phone numbers and e-mails will be readily available to all parties for daily communication.	
8.2	Arrangement for Communication The main forum for communication between the Project Supervisor Construction Stage (PSCS), the Project Supervisor Design Process (PSDP), the main contractor and designers will be periodic progress meetings at which permanent and temporary designs will be discussed and coordinated. It is imperative that the PSCS highlight any material changes in the permanent works design to the PSDP in a timely manner so that any design safety issues which may arise can be adequately coordinated. Similarly, all temporary works associated with the project must be identified by the PSCS and all associated designs must be communicated to the PSDP in a timely manner so that any design safety issues which may arise can be adequately coordinated with the permanent works designers.	
8.3	Unforeseen Eventualities Unforeseen eventualities during project execution resulting in substantial design change and which might affect particular risks, contract period and other resources will be subject to a formal review by the PSDP, PSCS, Designers, Contractors and Client with relevant sign-off.	

9.00	SAFETY FILE	
9.01	Information delivery requirements	A Digital Project Manual ('Safety File') has been specified during the main contract. The PSCS for the main contractor will be responsible for collating all contractor information for inclusion in the Safety File. The Contractor must allow for any costs in procuring the relevant information including all as built drawings. The Project Supervisor for the Design Process (PSDP) is responsible for ensuring that all the relevant information is included in the Safety File and will liaise with the contractor during the project to review the Safety File information. Safety file must be submitted to the PSDP before practical completion. The Safety File is a record of information for the end user, which focuses on health and safety. Information that should be contained in the Safety File includes: 'As built' drawings and plans used and produced throughout the construction and/or installation process along with the design criteria • General details of the construction methods and materials used • Structural details and calculations • Commissioning certificates and fire certificates as required • Details of equipment and maintenance details for any relevant aspects of the development • Details of the location and nature of utilities and services and their maintenance/isolation, safe operating procedures etc. • Operating and Maintenance Manuals • Residual Risks Register • Information on hazardous substances remaining – i.e. relevant safety data sheets. On this project the contractor is required to facilitate the PSDP in the compilation of the comprehensive Digital Project Safety File (DPSF) by employing the services of an approved Digital Safety File Provider to digitise the file. The DPSF and all its specified elements and requirements are to be collated and managed by a specialist DPSF Coordinator and are to be reviewed for any amendments/additions with the client, Project Supervisor Design Process (PSDP) and the Project Supervisor Construction Stage (PSCS) prior to handover to the client. Before Substantial Completion, the contractor DPSF provider must explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual. Include for not less than two operating days for this purpose. Contractors shall ensure that full instructions to the Employer's staff is given to at least 3 no. individuals at managerial level and is signed-off appropriately.

The information contained in this preliminary Safety and Health Plan has been prepared on a preliminary basis prior to the commencement of the work on site. It does not take account of any matters of information, which may come to light after that time.

Signed: 
Project Supervisor Design Process

Date: 12 June 2026