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## **Preliminary Safety & Health Plan**

Baltinglass Outdoor  
Education & Training  
Centre, Weavers Square,  
Baltinglass, Co. Wicklow,  
W91 F4A9





Fig. 1. General View of Baltinglass OETC

#### PROJECT INFORMATION

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|----------------|-------------------------------------|
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# 1. Introduction

## 1.1. Purpose

This Preliminary Safety and Health Plan has been prepared in accordance with Regulation 12 of the Safety, Health and Welfare at Work (Construction) Regulations 2013, S.I. No. 291 of 2013, the Safety, Health and Welfare at Work Act 2005 and the General Principles of Prevention. It relates solely to the replacement of existing external windows and doorsets at Baltinglass Outdoor Education and Training Centre, Weavers Square, Baltinglass, Co. Wicklow, W91 F4A9.

The purpose of this plan is to identify project and design information that may affect safety and health and to enable the Project Supervisor Construction Stage, PSCS, to prepare the Construction Stage Safety and Health Plan. The principal activities are site establishment, pre-order surveys, protection and local removal of fittings, controlled removal of 54 windows and 14 doorsets, temporary weather and security measures, preparation and making good of openings, installation of new glazed units and doorsets, local service coordination, testing, cleaning and handover.

Under Regulation 6 of the Construction Regulations 2013, the Client is required to appoint competent PSDP and PSCS duty holders. The confirmed Client is Kildare and Wicklow Education and Training Board, KWETB, and Horizon Technical Services is the PSDP. The Works Contractor and formal PSCS appointment are TBC and shall be confirmed in writing before construction starts.

This Preliminary Safety and Health Plan does not repeat commonplace hazards that a competent contractor should control through normal good site management. It identifies significant residual hazards, hazardous operations and work sequences that cannot reasonably be designed out. Contractors shall address them through suitable design coordination, safe systems of work and protective measures.

The appointed Contractor shall discharge the duties of the PSCS only when formally appointed and shall provide the competence and resources necessary for that role. Construction shall not commence until the Construction Stage Safety and Health Plan has been prepared, developed and made available to the Client and PSDP.

The PSCS shall coordinate contractors, suppliers and temporary and permanent works designers and secure compliance with the Safety, Health and Welfare at Work Act 2005 and the Construction Regulations 2013. This plan shall be read with the current window and door specification, schedules, drawings, asbestos survey and any later coordinated design information.

This plan and each subsequent revision shall be issued to the Client, PSCS, designers and other persons who require the information to plan or undertake the works safely.

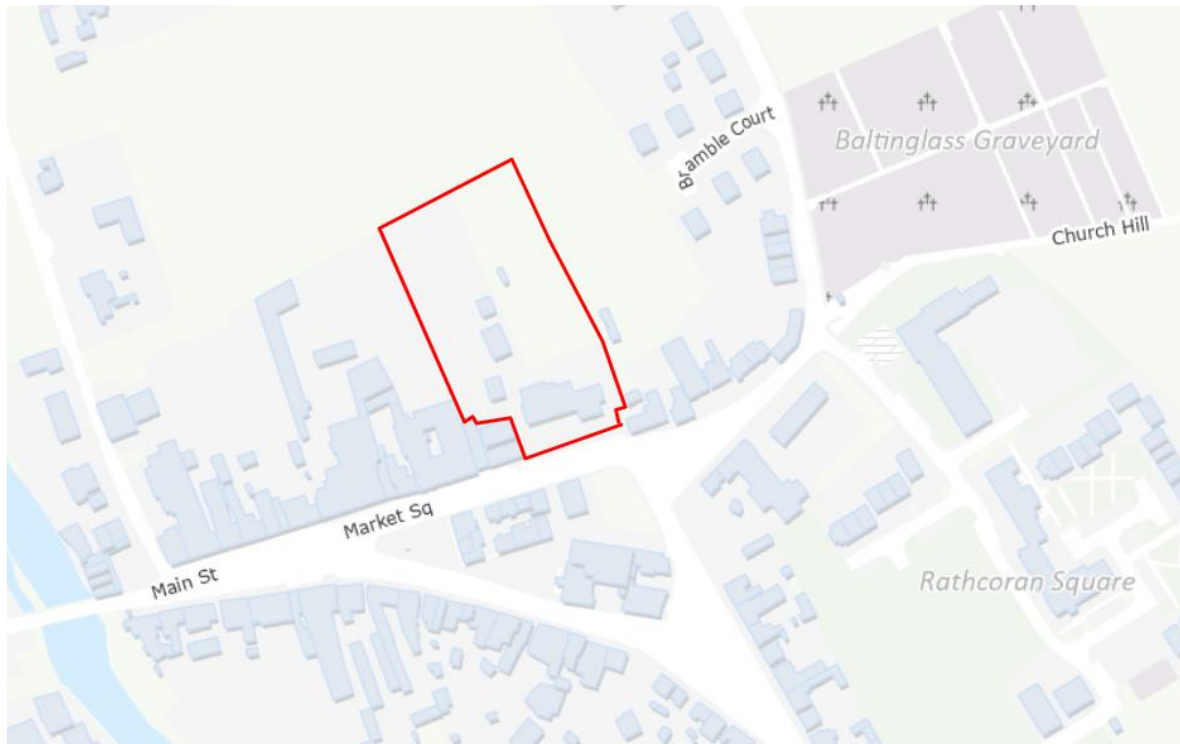
# 2. Description of the Proposed Works

## 2.1. Site Address and Surrounding Environment

Baltinglass Outdoor Education and Training Centre is located at Weavers Square, Baltinglass, Co. Wicklow, W91 F4A9. The site comprises the Main Building and two flank outbuildings within an established education and training centre complex.

The buildings contain ground- and first-floor accommodation with external circulation areas and entrances used by learners, staff, visitors and service providers. Unless vacant possession is confirmed in writing, the premises shall be treated as occupied and operational throughout the works.

Pedestrian access, centre activities, deliveries and emergency movements may share the available external areas. Construction boundaries, access routes, delivery areas, glass-stillage locations and positions for scaffolding or MEWPs shall be agreed with the Client and centre management. Fire-service access, escape routes, accessible circulation and site security shall be maintained.



Site Location and Existing Building

Works are located at ground and first-floor level. Areas below first-floor openings, entrance approaches and rooms adjoining the affected openings may remain accessible. These interfaces require secure segregation, falling-object protection and control of unauthorised access.

Electrical, alarm, security, heating, data and other services may pass through or beside the existing openings. Their locations and condition shall be verified at each workplace. Services shall be treated as live until safely isolated, locked off, tagged and proved safe by a competent authorised person.

The refurbishment and demolition asbestos survey identifies confirmed chrysotile asbestos within a ground-floor laundry sink bitumen pad, first-floor canteen floor adhesive and old boiler rope seals. Asbestos-containing board and further inaccessible boiler sealing materials are presumed to contain chrysotile. These materials shall be protected and left undisturbed unless separately assessed and controlled. The survey records inaccessible areas and does not confirm that all window putties, mastics, sealants or opening surrounds are asbestos-free.

Noise, dust, vibration, glazing breakage, waste movements and temporary service interruptions may affect occupied rooms and adjoining areas. The PSCS shall agree the phasing and working hours with the Client and prevent construction debris, dust or waste from entering occupied areas, public circulation routes or drainage systems.

## **2.2. Description of Project and Scope of Works**

This section is a concise description of the current works and does not replace the contract documents. The scope shall be taken from the coordinated window and door replacement specification, schedules, drawings, approved shop drawings and project-specific safety information.

The project comprises replacement of 54 external windows and 14 external doorsets across three existing buildings at Baltinglass Outdoor Education and Training Centre, including all surveys, temporary protection, controlled removal, opening preparation, new units, glazing, ironmongery, vents, restrictors, local finishes, testing, cleaning and handover required for a complete installation.

# Preliminary Safety & Health Plan

Baltinglass OETC, Weavers Square, Baltinglass, Co. Wicklow



The Main Building contains 42 windows and 9 doorsets. The eastern flank outbuilding contains 6 windows and 4 doorsets, and the western flank outbuilding contains 6 windows and 1 doorset. The scheduled opening area is approximately 131.6 m<sup>2</sup>. Quantities, locations, handing, dimensions and interfaces shall be verified before manufacture.

The Contractor shall carry out a complete measured and condition survey of every opening. Drawing dimensions are not manufacturing dimensions. Conflicting schedule, drawing, configuration, material, threshold, restrictor, vent, glazing or ironmongery information shall be referred to the Contract Administrator and relevant designer and resolved in coordinated shop drawings before procurement.

Existing units and affected blinds, rails, trims, sealants and local finishes shall be removed in a controlled sequence. Retained architraves, linings, window boards, panels, tiles, cills and adjacent fabric shall be photographed, labelled, protected and reinstated where sound. Fragile glass, sharp frames and potentially hazardous putties, mastics or coatings require suitable containment, handling and waste controls.

New factory-finished windows and doorsets shall be installed to the approved details and manufacturer's requirements, including structural fixings, packers, membranes, seals, perimeter insulation, weathering, glazing, safety manifestation, restrictors, vents, thresholds, ironmongery and making good. Each unit shall be stable, weather-tight, secure and safe to operate before the temporary protection is removed.

Unless a formal vacant possession arrangement is agreed, the centre shall be treated as occupied. The Client remains responsible for persons outside the construction areas. The PSCS remains responsible for segregation, workface security, safe access, temporary openings, delivery and waste movements and the effects of noise, dust, vibration, service interruption and fire-system impairment.

A non-exhaustive summary of the current works includes:

- Site establishment, welfare by agreement, secure phased work areas, signage, internal protection, safe delivery and waste routes, stillage locations, ground- and first-floor access equipment and coordination with the centre's activities and emergency arrangements.
- Pre-order measured and condition surveys, review of final drawings and door functions, service tracing, asbestos-survey coverage checks for every disturbed opening and targeted intrusive survey or sampling where the issued survey does not cover the exact material or area to be disturbed.
- Controlled removal of existing windows, doorsets, glazing, frames, beads, fixings, trims, sealants, blinds and local finishes, with suitable support, containment, fragile-glass controls, temporary weathering, security and protection of retained fabric.
- Preparation, local repair and making good of openings; installation and fixing of new units, glazing, restrictors, ventilators, manifestations, cills, membranes, seals, thresholds, ironmongery, closers and associated local finishes in accordance with the approved coordinated design.
- Provision, inspection and removal of scaffold, mobile towers, podiums, MEWPs or other suitable collective access, together with exclusion zones, falling-object protection, rescue planning and secure arrangements at every open first-floor workface.
- Phased replacement of final-exit and entrance doors, including temporary escape and security arrangements, compatible panic or escape hardware, access control where affected, accessible thresholds, door forces, clear openings and functional testing before handback.
- Local identification, isolation, protection, alteration and reinstatement of electrical, alarm, security, heating, data or other services at openings, with documented LOTO, testing, certification and maintenance of essential systems.
- Inspection, weather-tightness and operational checks, glazing and fixing certification, defects close-out, cleaning, removal of temporary measures, phased Client acceptance, as-built records, O&M information and Safety File submissions.
- Management of asbestos and other hazardous materials, dust, noise, vibration, hot work, adhesives and sealants, manual handling, glass and sharp waste, housekeeping, public interfaces and environmental protection throughout the works.

The current works do not include access-path alterations, BER or wider energy measures, wall insulation, roof works, groundworks or structural remediation. None shall be introduced unless formally instructed following competent design, PSDP coordination and revision of the construction-stage controls. Unexpected structural defects shall be made safe and referred to the Contract Administrator; they shall not be improvised on site.

### **2.3. Timescale for Completion of the Works**

The contract period, mobilisation date, construction start, phase dates, workforce and completion date are TBC and shall be agreed before mobilisation. The programme shall allow adequate time for survey, design coordination, procurement, asbestos verification, isolation planning, access and temporary-works design, phased installation, testing, cleaning and Safety File delivery.

Programme pressure shall not justify manufacture before surveys and design queries are closed, disturbance of material outside confirmed asbestos-survey coverage, removal of a unit before temporary weather and security measures are ready, overlapping work above occupants, or handback before the opening and affected life-safety or access systems have been tested.

The Client and PSDP shall complete and submit AF1 where the project is notifiable when the programme and resource forecast are confirmed. The appointed PSCS shall prepare the Construction Stage Safety and Health Plan before construction and submit AF2 where required. Evidence and copies shall be retained for the Safety File.

Working hours and any restrictions on noisy, dusty, high-risk or disruptive work are TBC. The PSCS shall agree them with the Client and centre management and shall coordinate works at entrances, occupied rooms, first-floor openings, escape doors and affected services around the centre's operational requirements.

### **2.4. Other Work Activities**

Education, training, administration, deliveries, maintenance and public access may continue during the works. Separately instructed maintenance or statutory work may also occur. The PSCS shall coordinate these activities and shall not assume exclusive possession unless confirmed in writing.

Safe access and egress, accessible circulation, escape routes, emergency-service access, security and essential services shall remain available. Each phase boundary, delivery route and workface shall be reviewed daily with the authorised Client representative and adjusted as conditions change.

### **2.5. Existing Safety File**

Available existing information includes the project-specific refurbishment and demolition asbestos survey. The PSCS shall also request the existing Safety File, asbestos register and management plan, service and fire-safety records and previous alteration information. The survey records access and inspection limitations, including no access to the second floor and limitations behind solid construction. It does not establish that every window putty, mastic, sealant or opening surround is asbestos-free. The final workface shall be checked against survey coverage and further targeted intrusive inspection or sampling arranged before disturbance where necessary. Final records shall update the Safety File and asbestos register.

## **3. Communications & Procedures**

This document provides pre-construction information on the existing buildings, occupied-centre interfaces, asbestos findings and proposed window and door replacement so that significant risks can be identified, anticipated and planned. Sufficient time shall be allowed for surveys, design coordination, access, temporary works, controlled removal, phased installation, inspection and handover.

Safety and health communications and design coordination shall be managed through the PSDP. The PSCS shall appoint a competent liaison person with authority to coordinate possession, work areas,

deliveries, access equipment, service shutdowns, escape-door replacement, asbestos controls and disruptive work with the Client, centre management, designers and specialist contractors.

The PSDP shall coordinate permanent and temporary works designers and residual-risk information. The PSCS shall coordinate contractors, the window and door specialist, access and lifting specialists, asbestos specialists, service maintainers and any temporary-works designer and shall ensure that design or sequencing changes are reviewed before work proceeds.

### **3.1. Communications between the PSDP, PSCS and designers**

The PSDP shall attend regular meetings throughout the project with the Client, designers and others, as appropriate. These meetings shall ensure co-operation and consultation in relation to health and safety matters, provide an opportunity for two-way discussion, and be properly documented. Regular correspondence between the PSDP, PSCS and the Client shall be conducted by email or letter.

The construction works shall be planned effectively, with appropriate input from sub-contractors, so as to minimise the potential for risks arising from overlapping or interfacing operations during the construction stage. The Preliminary Safety and Health Plan shall be further developed by the PSCS prior to the commencement of construction works and shall be reviewed and updated as necessary.

### **3.2. Procedures for cooperation between designers (Permanent and Temporary)**

All designers, whether engaged in permanent works or Temporary Works, shall be required to complete the relevant design certification forms, namely the Permanent Works Design Certificate (PWDC) and the Temporary Works Design Certificate (TWDC), confirming that their submitted design has taken account of the General Principles of Prevention. These documents are not stand-alone documents, and each designer shall provide project-specific assessment data to accompany them, as referenced in the Designer's Assessment Sheet.

The PSDP shall forward all completed documentation to the PSCS for incorporation into the Construction Stage Safety and Health Plan. The PSCS shall not permit any departure from, or alteration to, the original design where the required safety documentation has not been completed and signed by the relevant Designers and the PSDP.

### **3.3. Procedures for unforeseen events during the project**

Any unforeseen events that result in design and timeframe changes which may impact upon the health and safety of persons involved or affected by the project are to be dealt with as follows:

1. It shall be the responsibility of all designers and contractors to provide written notification of the changes, supported by sufficient information and documentation to the PSDP and PSCS of any such eventuality.
2. The Designers will complete the risk assessment and if necessary, issue an amended design risk assessment to the PSDP and applicable documentation as set out in the above. This shall be passed on to the PSCS who shall update the safety and health plan for the amended project.
3. No on-site design changes should be made without the consultation of the PSDP.

### **3.4. Procedures for considering H&S aspects of the design elements by the PSCS**

1. The PSCS shall contact the PSDP by email or letter in the event that these elements affect the safety and health plan.
2. The PSDP shall request a review of any safety and health implications and required procedures from the relevant design team member.
3. This information shall then be passed on in writing to the PSCS who shall update the project safety and health plan as necessary.

During the design phase of the project the contents and substance of the preliminary safety and health plan will be monitored by the PSDP. Where the design element of the project continues, progress meetings will include a review of the compilation of elements as required in particular design risk assessment and the decision-making processes which require the cognisance of the general principles of prevention to be considered.

### **3.5. Responsibilities of the PSDP to issue directions**

In order for the PSDP to comply with the duties in the legislation, and with a view to protecting persons at work, it may be necessary for the PSDP to issue directions to other duty holders.

If a designer, contractor, or other relevant person does not comply with the PSDP's direction then the PSDP will confirm the original direction in writing. If in the opinion of the PSDP a designer, contractor, or other relevant person fails to implement a confirmed written direction issued by the PSDP, the PSDP is legally obliged to notify in writing the Health and Safety Authority, the Client, and the person to whom the direction was issued of the alleged failure to comply.

This notification will include a copy of the written direction and any response from the relevant person in relation to the direction.

## **4. Emergency Procedures & Site Management**

The site safety rules are given in Appendix 1 and are for the protection of everyone. They apply to all persons on site, including visitors. Non-compliance must mean exclusion. These rules should be further developed by the PSCS as necessary.

### **4.1. Emergency Procedures and Means of Escape**

The Construction Stage Safety and Health Plan shall include project-specific emergency procedures for normal and authorised out-of-hours work. It shall identify 24-hour contacts, the site address and Eircode, access point, assembly point, ambulance and fire-service route, first-aid arrangements, rescue from work at height, fire, glass breakage, asbestos disturbance, electrical incidents, weather damage and arrangements for occupants or persons requiring assistance.

A pre-start emergency coordination meeting shall be held with the Client, centre management, PSCS, PSDP and relevant system maintainers. Arrangements shall be reviewed whenever phase boundaries, entrances, exits, fire-alarm coverage, access control, scaffold or MEWP positions or emergency-service access change.

The emergency plan shall address the Fire Services Acts 1981 and 2003 and the occupied-centre condition. Means of escape, fire separation, alarm and emergency-lighting coverage, fire-service access and evacuation arrangements shall be maintained or replaced by an authorised temporary measure. Hot work shall be subject to permit, suitable extinguishers, inspection and recorded fire watch.

Means of escape from the construction and occupied areas shall not be obstructed. In an emergency dial 999 or 112 and give the site address: Baltinglass Outdoor Education and Training Centre, Weavers Square, Baltinglass, Co. Wicklow, W91 F4A9. The PSCS shall display an up-to-date emergency contact sheet at the site entrance and welfare area.

The nearest appropriate Garda station is:

Baltinglass Garda Station,  
Edward Street, Baltinglass,  
Co. Wicklow, W91 X938  
Telephone: +353 59 6482610.  
Emergency: 999 or 112.

The nearest hospital with a full Emergency Department is:

Naas General Hospital Emergency Department,  
Craddockstown Road, Naas East, Naas,  
Co. Kildare, W91 AE76  
Telephone: 045 849 899.  
Emergency: 999 or 112.

The PSCS shall verify travel routes and emergency-service access before mobilisation. Existing and temporary escape routes shall be protected. Assembly points shall remain outside delivery, lifting, access-equipment and falling-object zones. Any impairment of an exit, alarm, emergency lighting, access control or other life-safety system shall be authorised, notified, time-limited and tested before handback.

#### **4.2. Smoking**

There is a no smoking tolerance on-site. This rule includes any buildings, or parts of buildings, that are handed over to the control of the Contractor. Any persons found breaching this rule may be asked to leave the site.

#### **4.3. Mobile Phones**

The use of mobile phones is permitted on site however, operatives are asked to do so considerately. They should not have loud conversations in occupied buildings where others are working. Phones must be used where safety could be endangered, i.e. not while driving or on scaffolding.

#### **4.4. Security of the Site**

The works are within an education and training centre that may remain occupied. Access required by learners, staff, visitors, service providers and emergency responders shall not be impeded except through agreed, controlled and communicated temporary arrangements.

The PSCS shall secure each phased work area with robust barriers, locked doors or other suitable access control. Particular care is required at entrances, open window and door positions, first-floor workfaces, scaffold and MEWP bases, glass stillages and delivery or waste routes.

Where a hazardous interface with building users or the public exists, hard barriers and supervision shall be provided. Cones, tape or lightweight pedestrian barriers shall not be the sole control for an open facade, overhead work, fragile glazing, moving plant or lifting operation.

A site-specific logistics and access plan shall be agreed with the Client. It shall identify delivery booking, vehicle and pedestrian segregation, banksman requirements, set-down and stillage areas, scaffold or MEWP locations, waste routes, emergency access and arrangements for securing temporary openings, materials and equipment outside working hours.

#### **4.5. False Alarms**

The PSCS shall identify work that may cause false alarms or require isolation of fire alarm, security or access-control systems. Any impairment shall be approved in advance, kept local and short, recorded, supported by temporary measures and fully tested on reinstatement.

#### **4.6. Fire Safety**

The Client and PSCS shall maintain a coordinated approach to fire prevention, emergency evacuation, escape doors, assembly points, fire-service access and persons requiring assistance. Temporary weather screens and hoardings shall not compromise escape, signage, alarm audibility, emergency lighting or firefighting access.

#### **4.7. Site Safety Precautions and Controls**

##### **4.7.1. Signage**

Warning and directional signage shall be provided at work-area boundaries, access-equipment zones, delivery routes, temporary entrances and any changed escape or accessible route. Signage shall support, not replace, physical segregation and supervision.

##### **4.7.2. Hoardings and Barriers**

The PSCS shall provide and maintain secure barriers around each work area. Every removed unit shall be replaced, or the opening closed with a stable, weather-resistant and secure temporary system, before the area is left unattended. Boundaries and temporary screens shall be inspected regularly and after adverse weather.

##### **4.7.3. Delivery Vehicles**

Deliveries and waste collections shall be booked and supervised. Suitable set-down, unloading, stillage and access-equipment areas shall be agreed, with protection of pedestrians, doors, finishes, buried services and emergency routes. Reversing shall be eliminated or controlled by competent banksmen.

Factory-glazed windows and doorsets, glass stillages, scaffold components, MEWPs, lifting aids, skips and long or bulky materials require route and capacity checks. Actual unit weights and centres of gravity shall be confirmed. Loads shall be restrained, stable and kept within approved areas clear of occupants and escape routes.

Traffic must obey the restricted speed limit of 20 km/h at all times.

##### **4.7.4. Waste Management**

Window, door, glass, metal, timber, sealant and packaging waste shall be segregated, contained and removed regularly by authorised carriers. Suspect or confirmed asbestos waste shall not enter the general waste stream and shall be managed under the asbestos plan of work and applicable waste requirements.

##### **4.7.5. Noise control**

Noise and vibration shall be minimised and planned in accordance with BS 5228 and Part 5 of the General Application Regulations 2007. Drilling, cutting, breaking out and other disruptive work shall be agreed with the Client and confined to authorised periods. Exposure and nuisance controls shall be reviewed as workfaces change.

##### **4.7.6. Electrical equipment**

Temporary electrical installations and portable equipment shall be suitable for the environment, protected, inspected and maintained by competent persons. Reduced-voltage or battery equipment shall be used where appropriate, and cables shall be routed away from escape, public and work-at-height access routes.

Only competent authorised persons shall work on electrical, alarm, security, heating or other services. Existing services shall be identified, isolated, locked off, tagged and proved safe before disturbance. Temporary power and any shutdown shall be agreed with the Client and shall not disable essential life-safety or security systems without an authorised alternative.

#### 4.7.7. Visitors on Site

The PSCS has a responsibility to ensure, as far as is reasonably practicable, the safety of visitors on the site. To that end the following procedures should apply:

- All visitors are to sign in and out with site security/PSCS.
- Visitors must be accompanied by an employee of the main contractor at all times while on site.
- Visitors are to be made aware of and obey safety rules and emergency procedures.
- All unaccompanied visitors must receive site safety induction and any other induction by the PSCS prior to being allowed on site.

#### 4.7.8. Public Safety

The safety of members of the public shall be maintained in so far as is reasonably practicable. The PSCS shall ensure that the following takes place based on risk assessment;

- Materials including debris are stored in a segregated area
- Site car parking is established and areas are kept clean
- Traffic management and speed limits shall be established and adhered to
- Nuisance noise and dust are eliminated or kept to a minimum
- Site access control mechanism is established, periodically reviewed and maintained

## 5. Existing Site Information

### 5.1. Existing Records and Plans

The following current information has been made available and shall be read with the contract documents and verified at the workplace:

- Window and door replacement specification and schedule, existing plans and elevations, typical window details and schedules, building photographs and related architectural information defining the current package.
- Project-specific refurbishment and demolition asbestos survey issued by Celtic Asbestos Consultancy, Revision 1 dated 8 September 2026, following survey on 27 and 28 August 2026.
- Background BER, energy and access-path information. This may assist understanding of the buildings but does not define or enlarge the window and door replacement works.
- The issued drawings, schedules and details require final measured survey and coordinated shop drawings. Differences in materials, configurations, handing, dimensions, thresholds, glazing, restrictors, vents or ironmongery shall be resolved before manufacture.
- Existing service, fire-safety, security and access information available from the Client or centre management, together with specialist surveys and design information developed during procurement and construction.
- The existing Safety File, asbestos register and management plan, fire and emergency information, service records, maintenance information and previous alteration records shall be requested and reviewed before intrusive work.

Record information is not a substitute for site verification. The PSCS shall carry out measured surveys, service tracing, controlled opening-up, asbestos-coverage checks, temporary-works coordination and task-specific risk assessments before and during the works. Only current approved information shall be used for manufacture and construction.

### 5.2. Utility and Services Information

Services may be concealed in reveals, heads, cills, walls, floors, ceilings and adjacent joinery. Electrical, fire alarm, security, access-control, data, heating and other systems shall be presumed live or operational until traced and proved otherwise. Final locations and isolation points shall be confirmed before removal, drilling or fixing.

The window and door schedule includes entrances and doors that may affect escape, security, access control and accessible use. The PSCS shall coordinate local isolations and temporary arrangements with the Client and specialist maintainers and shall maintain the required fire, security and access functions throughout each phase.

Low thresholds, external falls, cills and seals shall be coordinated to avoid water ingress, ponding and trip hazards. Existing drainage and adjacent surfaces shall be protected. Pathway and broader external access works are outside the current scope.

The asbestos survey confirms chrysotile in the laundry sink bitumen pad, bitumen adhesive beneath modern vinyl flooring in the first-floor canteen and rope seals to the old boiler in Boiler House 2. Internal boiler board and further inaccessible boiler rope or sealing material are presumed to contain chrysotile.

The second floor was not accessed and the survey records other limitations behind solid walls, floors and ceilings. No evidence has been provided that every window putty, mastic, sealant or opening surround was sampled. Known ACMs shall be protected and left undisturbed unless the approved work requires otherwise. Before each intrusive opening operation, the PSCS shall confirm that the exact area and material are covered by the survey and arrange targeted inspection or sampling where coverage is incomplete. If suspect material is encountered, stop, isolate and obtain competent assessment. Any asbestos work shall be undertaken by competent persons under a site-specific risk assessment and plan of work, with HSA notification where required, suitable exposure, RPE, PPE, decontamination, waste and clearance or reoccupation controls.

Each opening shall be surveyed for construction, fixings, retained fabric and concealed services before removal. If a lintel, support, substrate or adjacent construction is damaged, unstable or materially different from the approved detail, the work shall stop, the area shall be made safe and the relevant designer consulted. No structural intervention shall be improvised.

Any alteration or interruption to electrical, alarm, security, access-control, heating, data or other systems shall be planned and undertaken by competent authorised persons under LOTO and permit controls. Shutdowns, temporary measures, testing and recommissioning shall be agreed with the Client.

The works shall be completed with minimum disruption to centre operations, neighbours, public areas and emergency access. The PSCS shall coordinate phasing, work areas, deliveries, waste, access equipment, first-floor exclusion zones and temporary openings with the Client.

Noise, dust, vibration, glass breakage, solvent or sealant fumes and visual disruption shall be controlled. Occupied rooms, ventilation routes, retained finishes and public circulation shall be protected, and every phase cleaned and accepted before being returned to use.

### **5.3. Restriction on Working Hours**

Construction shall comply with local authority requirements and the working hours and restrictions agreed with the Client. No out-of-hours or weekend work shall take place without prior authorisation and suitable access, security, fire and emergency arrangements.

Noisy, dusty, first-floor, lifting, escape-door, asbestos-related or service-isolation work shall be separately programmed and communicated. Adjoining streets, footpaths and centre routes shall be kept free from debris and materials.

### **5.4. Access to Site and Working Areas**

Construction access, set-down, storage, waste and access-equipment positions shall be agreed before mobilisation. The PSCS shall verify approach routes, gates, turning, unloading, public and occupant segregation, ground conditions, buried-service constraints and emergency access.

Welfare and any site accommodation shall be within an agreed secure area and shall not obstruct entrances, escape routes, accessible circulation, emergency access or workfaces. Use of existing services or facilities is subject to Client approval; otherwise the PSCS shall provide suitable temporary arrangements.

Factory-glazed units and doorsets shall be delivered to approved set-down and stillage areas. Stillages shall be stable, restrained and protected from impact, wind and unauthorised access. Materials shall not be stored in occupied rooms, public areas, escape routes or outside approved work zones.

Adequate lighting shall be maintained at workfaces, internal access routes, temporary openings, scaffold and MEWP access, storage, delivery and waste areas without causing glare or obstruction to building users or road traffic.

Learners, staff, visitors, service providers and the public shall be separated from construction activities by suitable barriers, signage, supervision and access control. Work above or beside occupied areas shall not proceed without effective exclusion or designed protection.

The PSCS shall prepare a written logistics and access plan covering delivery booking, vehicle and pedestrian routes, banksmen, set-down, glass stillages, scaffold or MEWP positions, workforce parking, storage, waste removal, phase boundaries and emergency access. It shall be reviewed as the works progress.

Particular care is required at entrances, final exits, accessible doors, first-floor openings, public boundaries, temporary openings, stillages, access-equipment bases and service interfaces. Emergency access and escape shall be maintained unless a specifically agreed and communicated temporary arrangement is operating.

## 6. Particular Risks

### 6.1. Particular Risks

The following is the non-exhaustive list of particular risks to the safety and health of persons (as set out in Schedule 1 of SI 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.

| No. | Particular Risk                                                                                                                                                                                                                                                              | Applicable / Not Applicable | Project-Specific Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Work which puts persons at work at risk of falling from a height, burial under earthfalls or 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. | Applicable                  | Applicable to first-floor window replacement at open facade positions above occupied or accessible areas. The combination of open edges, heavy and fragile glazing, falling-object exposure, weather and public or occupant interfaces aggravates the risk. Use collective access and edge protection, exclusion below, inspected equipment, secure materials, weather limits and rescue arrangements.                                                                       |
| 2   | 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.                                                         | Applicable                  | The asbestos survey confirms and presumes chrysotile ACMs and identifies unaccessed or concealed areas. Known ACMs are outside the defined window and door package unless affected, but intrusive opening work may encounter unsurveyed putties, mastics, sealants or surrounds. Confirm survey coverage, arrange targeted survey or sampling, protect retained ACMs and apply competent asbestos controls, HSA notification and health surveillance where legally required. |

| No. | Particular Risk                                                                           | Applicable / Not Applicable           | Project-Specific Comment                                                                                                                                                                                                                                                                                     |
|-----|-------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3   | Work with ionising radiation requiring the designation of controlled or supervised areas. | Not Applicable                        | No work with ionising radiation requiring a controlled or supervised area is identified.                                                                                                                                                                                                                     |
| 4   | Work near high-voltage power lines.                                                       | Not Applicable on current information | No work near high-voltage power lines is identified. Local electrical services remain a significant hazard and require survey, LOTO and proving dead. Reassess if overhead or high-voltage information is identified when access equipment is planned.                                                       |
| 5   | Work exposing persons at work to the risk of drowning.                                    | Not Applicable                        | No work over or beside water presenting a drowning risk is identified in the window and door package.                                                                                                                                                                                                        |
| 6   | Work on wells, underground earthworks and tunnels.                                        | Not Applicable                        | No wells, underground earthworks, tunnels, excavation or groundworks are included.                                                                                                                                                                                                                           |
| 7   | Work carried out by divers at work having a system of air supply.                         | Not Applicable                        | No diving work is identified.                                                                                                                                                                                                                                                                                |
| 8   | Work carried out in a caisson with a compressed-air atmosphere.                           | Not Applicable                        | No work in a caisson is identified.                                                                                                                                                                                                                                                                          |
| 9   | Work involving the use of explosives.                                                     | Not Applicable                        | No explosives are identified or anticipated.                                                                                                                                                                                                                                                                 |
| 10  | Work involving the assembly or disassembly of heavy prefabricated components.             | Applicable                            | Applicable to large factory glazed windows and doorsets where actual weights require mechanical assistance or planned team handling. Confirm weights, centres of gravity, route, lifting points, suitable stillages and lifters, workface capacity, exclusion zones and temporary stability before delivery. |

## 6.2. Hazard Identification

Hazard identification based on the General Principles of Prevention has identified significant residual risks from the occupied centre, asbestos, temporary open facade positions, work at height, fragile and heavy glazed units, fire and escape-door interfaces, concealed services, retained traditional fabric, access and logistics, dust, noise, weather and future maintenance.

The PSCS shall specifically address phased possession and segregation, asbestos-survey coverage and controls, opening-by-opening surveys, temporary weather and security, collective access and falling-object protection, lifting and glass handling, service isolation and LOTO, escape-door sequencing, public logistics, temporary works, inspection, testing and Safety File information.

## 6.3. Site-Specific Perspective

The site-specific perspective below is intentionally limited to the principal residual risks that are considered most significant for this project. It is not intended to replace the contractor's detailed risk assessments, method statements, lifting plans, traffic management procedures, access plans or temporary works designs; rather, it identifies the key issues that the PSCS shall specifically address in the Construction Stage Safety and Health Plan.

| Residual design / site risk                 | Principal risk / interface                                                                                                                                                                      | Key PSCS controls required                                                                                                                                                                                                                     |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Occupied education and training centre      | Learners, staff, visitors and service providers may remain close to phased window and door work.                                                                                                | Agree possession and phasing, secure work areas, maintain safe access and escape, coordinate disruptive work and inspect interfaces daily.                                                                                                     |
| Temporary open facade, weather and security | Removed units leave falls, weather ingress, unauthorised access and loss of security or fire separation.                                                                                        | Prepare stable weather-resistant temporary closures before removal, limit simultaneous openings, secure at every pause and inspect after adverse weather.                                                                                      |
| Access, deliveries and public interface     | Vehicles, stillages, MEWPs, scaffold, materials and waste may conflict with occupants, public routes and emergency access.                                                                      | Use an agreed logistics plan, delivery booking, banksmen, segregated routes, approved set-down and storage and maintained emergency access.                                                                                                    |
| First-floor work and falling objects        | Open first-floor windows, access equipment, tools, glazing and debris create aggravated fall and strike risks.                                                                                  | Use collective protection and suitable scaffold or MEWPs, inspected access, exclusion below, secured tools and materials, weather limits and rescue planning.                                                                                  |
| Asbestos and hazardous existing materials   | Confirmed and presumed ACMs are present; the second floor and concealed materials are not fully surveyed, and opening putties, mastics, sealants and surrounds are not confirmed asbestos-free. | Brief the survey, protect known ACMs, verify coverage for each opening, obtain targeted survey or sampling, stop for suspect material and use competent asbestos plans, notification, exposure, waste and clearance controls where applicable. |
| Controlled removal and concealed conditions | Fragile glass, sharp frames, retained fabric, concealed fixings, damaged supports and unknown opening conditions may cause injury or instability.                                               | Use a controlled sequence, local support, containment, opening survey and hold points. Make safe and refer structural or material discrepancies; do not improvise remediation.                                                                 |
| Heavy and fragile factory-glazed units      | Large units may be heavy, brittle, top-heavy and unstable during delivery, storage and installation. Schedule 1 item 10 applies.                                                                | Confirm weights and routes, use rated stillages and suitable lifters, competent handlers, exclusion, temporary restraint and installation inspection.                                                                                          |
| Escape doors, fire and security continuity  | Replacing final exits or controlled entrances may reduce escape capacity or disable alarm, access control, emergency lighting or security.                                                      | Agree phased fire and impairment arrangements, maintain an alternative route, keep isolations local and complete hardware, door and system tests before handback.                                                                              |
| Existing services at openings               | Drilling, cutting and removal may strike live electrical, alarm, security, data or heating services.                                                                                            | Survey and trace, use permits and LOTO, prove dead, protect retained systems and test and certify reinstatement.                                                                                                                               |

| Residual design / site risk                    | Principal risk / interface                                                                                                                                               | Key PSCS controls required                                                                                                                                                  |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Low thresholds, drainage and accessible use    | Incorrect thresholds, falls or sealing may create trips, water ingress and inaccessible or unsafe doors.                                                                 | Coordinate thresholds and external falls, maintain temporary safe transitions and verify clear openings, forces, drainage and finished levels before handback.              |
| Traditional fabric and retained joinery        | Removal may damage retained cills, linings, boards, finishes or breathable traditional construction; incompatible repairs may cause future defects.                      | Record and protect retained items, use compatible repair materials and details, avoid unnecessary breakout and obtain design direction for deterioration or hidden defects. |
| Dust, noise, products and hot work             | Removal, drilling, cutting, sealants and coatings may expose workers and occupants, contaminate rooms or trigger alarms and fire.                                        | Use lower-risk methods and products, enclosure and extraction, agreed hours, alarm coordination, SDS controls, cleaning and hot-work permits where required.                |
| Temporary works, fixings and opening stability | Access systems, temporary closures, lifting arrangements, packers and fixings may fail if substrates, loads or sequence differ from assumptions.                         | Provide competent design where required, verify substrates and loads, state sequence and inspections and retain certification and change control.                           |
| Inspection, testing and phased reoccupation    | Premature handback may leave loose units, unsafe glazing, incomplete seals, defective hardware, service faults or residual contamination.                                | Use an inspection and test plan with hold points; complete fixing, glazing, weather, operation, escape, access, service and cleaning checks before Client acceptance.       |
| Safety File and future maintenance             | Future cleaners and maintainers need safe access, unit weights, replacement routes, restrictor and hardware information, concealed-service records and ACM restrictions. | Collect concise as-builts, certificates, O&M information, cleaning and replacement methods, asbestos records and residual risks progressively for the Safety File.          |

## 7. Other Hazards

The PSCS and contractors shall prepare project-specific risk assessments and controls and shall eliminate or reduce risks to workers, building occupants and the public so far as is reasonably practicable. Assessments shall be reviewed when the design, phase, programme, plant, products, asbestos information or work method changes.

Before work starts, the PSCS shall review RAMS, permits and supporting design for asbestos, controlled removal, concealed services, temporary openings, first-floor access, falling-object protection, glazing and lifting, escape doors, local services, hot work, testing, cleaning and handback. Accepted controls shall be communicated through induction and briefings.

### **7.1. Construction Materials**

Substances and materials that may require specific assessment, handling, exposure or waste controls include:

- Confirmed and presumed asbestos-containing materials identified by the project survey, and any suspect concealed materials outside its accessible or sampled scope.
- Old glazing compounds, putties, mastics, sealants, coatings and paints, including the potential for lead or other hazardous constituents until product or sample information confirms otherwise.
- Sealants, adhesives, primers, foams, membranes, cleaning agents, solvents, paints, coatings and proprietary repair products used for the new installation.
- Dust and fibres from frame removal, drilling, cutting, sanding, local masonry or plaster repairs and cleaning, including respirable silica where applicable.
- Broken glass, sharp metal, timber and composite materials, treated wood and contaminated rags, packaging or filters.
- Fuels, oils, lubricants, batteries and hydraulic fluids associated with access, lifting or temporary-power equipment, where used.
- Mould, bird or vermin residues, damp material or other biological contamination encountered behind units or in concealed voids.

The PSCS shall identify these materials in the Construction Stage Safety and Health Plan and apply substitution, Safety Data Sheet, exposure-limit, ventilation, containment, hygiene, PPE, storage, spill and authorised-waste controls.

The asbestos survey and its limitations shall be briefed to all affected designers and contractors. Known ACM locations shall be marked and protected. No work shall disturb them without an asbestos risk assessment and plan of work by competent persons. Where HSA notification criteria are met, the required notification and supporting documents shall be submitted within the statutory period before work. Unexpected suspect material requires immediate stop, isolation and competent assessment.

Window, door and demolition waste shall be contained and removed safely. Dust shall be prevented where reasonably practicable and otherwise controlled by suitable local enclosure, on-tool extraction, wet methods where appropriate and Class H or M vacuum cleaning. Asbestos waste shall be segregated, labelled and transferred through authorised arrangements.

Hazardous, combustible and fragile materials shall be stored within secure approved areas away from final exits, ignition sources, drains and public interfaces. Quantities at the workplace shall be minimised and glass stillages protected from impact, wind and unauthorised access.

### **7.2. Falling Objects**

Falling objects are identified as a hazard on this project. Therefore, adequate precautions must be taken, when persons are working at height, as a control against falling objects e.g. use of tool-belts, toe boards, strict adherence to site housekeeping rules etc. In addition, the following precautions must be addressed where appropriate:

- Safe systems must be used to place materials in position and for the segregation and removal of waste.
- All materials must be stacked and laid out in such a way as to prevent their collapsing or overturning.
- All personnel on site must wear safety hard hats where there is a risk from falling materials.
- Special measures shall be taken to control the risk of falling objects in relation to members of the public. Where necessary debris nets, fans and physical barriers should be erected.
- No person shall work below an uncontrolled first-floor opening, overhead workface or lifting operation. Exclusion zones shall remain effective until the unit, tools, debris and temporary protection are secure.

### **7.3. Electricity**

Electrical, fire alarm, security, access-control, heating and other systems at openings shall be presumed live or operational until safely isolated, locked off, tagged and proved safe by competent authorised persons.

All temporary electrical installations shall be designed, installed, inspected, tested and maintained by competent persons. Portable electric tools should operate at reduced voltage where appropriate and be suitable for the working environment.

The PSCS shall coordinate temporary power, isolations, protective devices, inspections, tests, certificates and controlled recommissioning. Cables and equipment shall not obstruct escape, public or access-equipment routes.

No retained life-safety or security system shall be unavailable without an agreed and risk-assessed temporary arrangement. Recommissioning shall include functional testing and written confirmation to the Client.

### **7.4. Manual Handling**

Manual-handling assessments shall address complete units, glazing, doors, frames, sashes, stillages, scaffold components, access equipment, tools and waste. Actual weights, centres of gravity and delivery routes shall be confirmed. Mechanical aids, team handling and task rotation shall be used where reasonably practicable.

### **7.5. Lifting Equipment**

Lifting equipment may be required for factory-glazed windows, doorsets, stillages and first-floor installation. Selection shall follow confirmation of unit weights, centres of gravity, lifting points, route, workface, ground conditions and the manufacturer's requirements.

- Use of cranes and/or hoists subject to method statement and risk assessment.
- Competent and qualified drivers and slinger / signallers to be used.
- All plant and equipment to be certified and inspected as per statutory requirements.
- Cranes, hoists, MEWPs, glass lifters, suction devices and accessories shall have suitable capacity, statutory inspection and lift planning. Outriggers and supports shall avoid unverified services, chambers or weak ground. Loads shall not pass over uncontrolled occupied or public areas.

## **8. Proposed Safety File**

The PSDP is responsible for compiling and handing the Safety File to the Client. Under Regulation 21 of the Construction Regulations 2013, the PSCS shall coordinate contractors and provide the PSDP with relevant information in a timely and orderly manner.

The Safety File shall be compiled progressively and shall contain concise, project-specific information required for safe operation, cleaning, maintenance, alteration and eventual demolition of the replacement windows and doorsets. It shall include the following where applicable:

| Section | Description                                                                                                                                                               |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Confirmed project directory, duty-holder appointments and contacts, programme, AF1 and AF2 records where applicable and responsibility matrix.                            |
| 2       | Preliminary and Construction Stage Safety and Health Plans, design risk assessments, RAMS, permits, logistics, fire and impairment plans and temporary-works information. |

|    |                                                                                                                                                                                                                                  |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3  | Final window and door schedules and as-built drawings identifying locations, types, dimensions, materials, configurations, glazing, vents, restrictors, thresholds and ironmongery.                                              |
| 4  | Approved shop drawings, measured surveys, opening and fixing details, structural or temporary support information, concealed-work photographs and installation inspection records.                                               |
| 5  | Product declarations, certification, warranties and O&M information for frames, glazing, fixings, membranes, seals, vents, restrictors, closers, locks, panic or escape hardware and access-control interfaces.                  |
| 6  | Safety glazing, manifestation, door, fire or escape hardware, access, weather-tightness and functional test and commissioning records.                                                                                           |
| 7  | Asbestos survey, final marked asbestos register and management information, opening-specific coverage checks and further sampling, removal, notification, clearance, reoccupation and authorised-waste records where applicable. |
| 8  | Records of retained ACM locations and restrictions, including the laundry sink pad, first-floor canteen floor adhesive, old Boiler House 2 boiler materials and any unaccessed or concealed areas.                               |
| 9  | Local electrical, fire-alarm, security, access-control, data, heating and other service as-builts, isolation information, test certificates and safe future-access requirements.                                                 |
| 10 | Details of retained traditional fabric, repairs and compatible materials, including cills, linings, window boards, architraves, panels, finishes, membranes and sealants.                                                        |
| 11 | Final weights, centres of gravity, replacement routes, lifting points and safe removal or replacement methods for large or heavy factory-glazed units and doorsets.                                                              |
| 12 | Safe access and maintenance information for cleaning, inspection, adjustment, glazing replacement, restrictors, vents, hinges, closers, locks and emergency-exit hardware.                                                       |
| 13 | Waste transfer records, including separate authorised asbestos and hazardous-waste documentation where applicable, and product Safety Data Sheets relevant to future work.                                                       |
| 14 | Defects close-out, phased handback and Client acceptance records, training or user information and outstanding-action control.                                                                                                   |
| 15 | Concise residual-risk information for safe operation, maintenance, alteration and eventual removal of the replacement windows and doorsets.                                                                                      |

Safety File information shall be submitted progressively. Information required for safe handback, including glazing and fixing certification, escape-door and access tests, service reinstatement, asbestos controls and any clearance evidence, shall be complete before the affected area is returned to use. Final information shall be provided within the period agreed with the Client and PSDP.

## 9. Conclusion

The principal project challenges are window and door removal within an occupied education and training centre, first-floor open facade positions, falling objects, temporary weather and security, heavy and fragile factory-glazed units, escape-door continuity, concealed services, retained traditional fabric, asbestos-containing and presumed asbestos-containing materials, restricted logistics, dust, noise, testing and future maintenance.

| Hazard                                     | Risk                                                                                                                           | Risk Rating   |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------|
| Occupied centre and public interface       | Phased work, entrances, public routes, deliveries and access equipment may expose building users and third parties.            | High          |
| Work at height and falling objects         | First-floor open facade positions, access equipment, glazing, tools and debris create aggravated fall and strike risks.        | High          |
| Asbestos and other hazardous materials     | Confirmed and presumed ACMs are present and survey limitations remain at unaccessed, concealed and opening-specific materials. | High          |
| Temporary openings, weather and security   | Removed units may leave unsafe edges, water ingress, unauthorised access and loss of security or fire separation.              | High          |
| Heavy and fragile glazed units             | Large factory-glazed windows and doorsets create handling, breakage, instability and lifting risks.                            | High          |
| Escape doors and life-safety continuity    | Door replacement and local system impairments may affect escape, alarm, emergency lighting, access control and security.       | High          |
| Concealed openings and temporary stability | Hidden fixings, damaged supports or unexpected substrates may cause collapse, falling material or unsafe improvisation.        | High          |
| Services at openings                       | Live electrical, alarm, security, data or heating services may be struck or interrupted.                                       | Medium / High |
| Access, deliveries and stillages           | Vehicles, MEWPs, scaffold, stillages and waste may conflict with occupants, public routes and emergency access.                | Medium / High |
| Noise, dust, products and retained fabric  | Removal, drilling, sealants and making good may expose workers and occupants or damage traditional construction.               | Medium        |

This document provides the basis for the Construction Stage Safety and Health Plan, which shall be prepared, developed and maintained by the PSCS. Particular attention shall be paid to occupied-centre liaison, phase security, asbestos-survey coverage and statutory controls, opening surveys, work at height, falling-object protection, lifting and glazing, temporary openings, escape doors, LOTO, inspection, handback and Safety File delivery.

Appendix 4 contains certification templates for Temporary Works and Permanent Works design. Temporary and specialist designers shall address scaffold, MEWPs and loading arrangements, temporary closure and support of openings, lifting and glass handling, temporary restraint, fixings, thresholds and any contractor-designed element.

Temporary works and specialist designs shall state their assumptions, loads, sequence, access, inspection and removal requirements and shall be coordinated through the PSCS and PSDP before implementation.

Designer and specialist risk information received and reviewed comprises:

- Window and door replacement specification, schedule, existing plans and elevations and typical details, subject to final measured survey and coordinated shop drawings.
- Project-specific refurbishment and demolition asbestos survey, including confirmed and presumed ACMs and stated access and inspection limitations.
- Design and installation information developed by the window and door specialist and any temporary works, access, lifting, fire, service or asbestos specialist appointed for the works.

The risk information and this plan shall be reviewed as opening surveys, shop drawings, asbestos coverage checks, access and lifting methods, programme, phasing and contractor methodology develop. The PSCS shall align the Construction Stage Safety and Health Plan and RAMS with current approved information.

Future safety information shall cover safe access and methods for cleaning, adjustment, glazing replacement and maintenance; unit weights and replacement routes; restrictors, hinges, closers and escape hardware; concealed services; retained ACM locations and restrictions; and compatible repair and sealant requirements.

Before the affected work, confirm the formal PSCS appointment, programme and workforce, AF1 and AF2 status, working hours, possession and logistics plan, exact asbestos-survey coverage for each opening, final shop drawings, unit weights, access and lifting arrangements, service isolations, escape-door sequencing, temporary works, inspection responsibilities and Safety File deliverables.

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## Appendix 1    Generic Site Rules

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**General Site Rules to be applied to contractors, suppliers and visitors**

These general rules shall be developed by the PSCS into project-specific site rules for the window and door replacement and communicated to contractors, suppliers and visitors.

- i. Each contractor shall submit its Safety Statement, competence information and project-specific RAMS to the PSCS before starting. The PSCS shall review, coordinate and track the submissions within the Construction Stage Safety and Health Plan.
- ii. The PSCS shall address the significant risks in this PHSP and the Construction Regulations 2013 through the Construction Stage Safety and Health Plan, RAMS, permits, briefings and inspections.
- iii. RAMS and Safety Statements shall be reviewed following changes to the design, phase, personnel, plant, products, asbestos information or site conditions and after any incident or new information. Material revisions shall be communicated and recorded.
- iv. The PSCS shall communicate relevant plan and RAMS revisions through controlled issue, induction, briefing or toolbox talk.
- v. Required competence, Safe Pass, training and authorisations shall be verified before personnel undertake the relevant work.
- vi. Hot work shall be controlled by a competent person under permit, with suitable extinguishers, protection of concealed combustibles, inspection of adjoining areas and a recorded fire watch.
- vii. Collective protection shall be prioritised for first-floor work, open facade positions and falling-object risks. Scaffold, towers, podiums, MEWPs, glass handling and temporary closures require project-specific RAMS and any necessary temporary-works design.
- viii. Control dust at source using segregation, on-tool extraction, suitable vacuum cleaning and careful removal. Protect occupied areas, detectors, services, retained finishes and ventilation.
- ix. No excavation or groundworks are included. Any changed scope involving excavation or ground penetration requires service verification, permit, support, access, inspection and PSDP review.
- x. The Main Contractor is to ensure that all relevant Safety, and Health Regulations are adhered to at all times.
- xi. Personnel or sub-contractors with unsatisfactory safety record, procedures shall not be allowed on the site unless evidence of improvement and training to achieve same is obtained.
- xii. The Main Contractor shall ensure that all cables, loose wires etc. and other trip hazards are avoided and set up procedures to prevent same.
- xiii. Construction shall not commence until the PSCS has prepared the Construction Stage Safety and Health Plan. No contractor shall start an activity until its RAMS and required design, asbestos or permit information are coordinated.
- xiv. The PSCS should issue a method statement for distribution of Health & Safety related information and revisions to Construction Stage Health & Safety Plan to Sub-Contractors and any other parties whose health and safety may be affected.
- xv. The PSCS shall communicate and, where appropriate, test emergency arrangements for injury, fire, glass breakage, asbestos disturbance, service failure, weather damage and other dangerous occurrences.
- xvi. The PSCS shall minimise noise and vibration so far as reasonably practicable and comply with agreed working hours and notification arrangements.

- xvii. Contractor personnel shall not enter occupied or Client-controlled areas except on an agreed, supervised route or for an authorised task.
- xviii. All personnel working on site are required to have attended Safe Pass training.
- xix. All personnel shall undergo site induction training.
- xx. Appropriate Personal Protection Equipment shall be worn as identified in risk assessments.
- xxi. Every accident and near miss event must be reported by the Contractor.
- xxii. Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety or welfare must be excluded from the work areas.
- xxiii. Visitors must report to site office, and must be allowed entry at Contractor's discretion. Whilst on site visitors are to wear appropriate PPE.
- xxiv. Safety signs and notices must be followed.
- xxv. All site personnel, for their own safety and for the safety of others, are required to fully comply with their employer's safety statement or safe working method.
- xxvi. Site fire and emergency alarms, equipment and instructions are designed to protect life. They must be followed.
- xxvii. All fire exits are to be always kept clear. At no stage are there to be any materials or equipment left unattended or blocking exits.
- xxviii. Noisy or vibration-producing work shall be carried out only within hours agreed in advance with the Client and centre management.

**Personal Safety Rules to be applied to contractors, suppliers and visitors**

- i. All personnel are required to wear safety footwear. High visibility vests, hard hats and safety goggles are required at all times.
- ii. The consumption of alcohol and drugs is prohibited.
- iii. No person is to operate any mechanical plant or equipment unless they have been trained and been certified as competent.
- iv. Any mechanical plant or equipment found to be defective should not be used and is to be replaced.
- v. Ladders are only to be used as work platforms for tasks of short duration and only if no alternative means of access is readily available. Ladders must always be secured to a structure.
- vi. No person, other than a designated and qualified electrician, is to make connection/disconnection, other than at approved plug and socket points, or make alterations to the temporary electrical supply.
- vii. Food is only to be consumed in the designated accommodation/mess areas.
- viii. No personnel shall indulge in fighting, horseplay or practical jokes within the site perimeter.

The PSCS shall prepare, develop and maintain the Construction Stage Safety and Health Plan throughout the works.

The PSDP shall compile the Safety File. The PSCS shall progressively submit the project-specific as-builts, O&M information, certificates, inspection and test records, asbestos information, design

certificates and residual risks required by Section 9. Information required for safe handback shall be complete before the affected area is returned to use.

Working hours are TBC and shall be agreed with the Client. Noisy, dusty, asbestos-related, lifting, first-floor, escape-door, service-isolation and other disruptive work shall be separately coordinated.

The centre may remain occupied unless expressly agreed otherwise. Access and egress, including emergency access, shall be maintained by the PSCS. The PSCS shall give due consideration to the following:

- Access restrictions
- Material storage and housekeeping
- Provision of appropriately inducted and authorised personnel in accordance with the Client's safeguarding and access procedures
- Generation of nuisance noise
- Generation of nuisance dust
- Fire

The PSCS is responsible for interfacing with the Client on nuisance noise issues and the PSCS shall ensure compliance with occupational noise restrictions as established by Part 5, Chapter 1 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

The project-specific asbestos survey confirms and presumes ACMs and records survey limitations. No known ACM shall be disturbed without an approved asbestos risk assessment and plan of work. Before each intrusive opening operation, confirm that the precise material and area are covered by the survey; arrange further targeted inspection or sampling where required. Stop, isolate and obtain competent assessment if unexpected suspect material is encountered.

The PSCS shall coordinate access control with the Client, provide project-specific induction and keep work areas, temporary openings, access equipment, plant, materials and stillages secure. Visitors remain the PSCS's responsibility.

The PSCS shall comply with the following non-exhaustive legislation and current guidance applicable to the works:

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007, as amended
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 to 2025
- General Application Regulations 2007, Part 5, Chapter 1, Control of Noise at Work
- General Application Regulations 2007, Part 5, Chapter 2, Control of Vibration at Work
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001, as amended
- Relevant current HSA guidance and codes of practice for asbestos, work at height, lifting, electricity, noise, vibration and construction
- Client and centre access, safeguarding, fire, security and emergency procedures notified to the PSCS
- Applicable manufacturer, glazing, access-equipment and temporary-works instructions and standards

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## Appendix 2    AF1

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## Appendix 3    Design Risk Assessments

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PSDP Design Risk / Residual Risk Assessment  
Baltinglass OETC – Window and Door Replacement Works

| PSDP Design Risk / Residual Risk Assessment                                                                                                                                                                 |                                                                   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |      |   |   |                                                                             |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |                                                |    |                                                                                                                                                                                                                                                                                           |  |
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| Project: Baltinglass Outdoor Education and Training Centre Window and Door Replacement Works, Weavers Square, Baltinglass, Co. Wicklow, W91 F4A9. Client: Kildare and Wicklow Education and Training Board. |                                                                   |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |      |   |   |                                                                             |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |                                                |    |                                                                                                                                                                                                                                                                                           |  |
| Stage:                                                                                                                                                                                                      |                                                                   | Pre-Construction / Tender  | <div>Structural Defects</div> <div>Manual Handling</div> <div>Workplace transport</div> <div>Falling Objects</div> <div>Machinery</div> <div>Portable tools &amp; appliances</div> <div>Electricity</div> <div>Noise</div> <div>Dust</div> <div>HAVS</div> <div>Excavations &amp; groundwork</div> <div>Hazardous substances</div> <div>Fire</div> <div>Inclement weather conditions</div> <div>Stumbling, falling, slipping</div> <div>UV Radiation</div> <div>Working at Height</div> |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    | ● | ● | <div>Site Operatives</div> <div>General Public</div> <div>Maintenance</div> |   |   | RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL.<br>COMMENT / DESIGN INTERVENTION                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  | RESIDUAL / PARTICULAR RISK / OTHER INSTRUCTION |    | INFORMATION / CONTROL OF RESIDUAL RISK / PARTICULAR RISKS TO BE PASSED ONTO AFFECTED PERSONS VIA RISK REGISTER AND PRELIMINARY SAFETY AND HEALTH PLAN<br>CONTRACTOR / OTHER PARTY INTERVENTION                                                                                            |  |
| PSDP:                                                                                                                                                                                                       |                                                                   | Horizon Technical Services |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |      |   |   |                                                                             |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |                                                |    |                                                                                                                                                                                                                                                                                           |  |
| Prepared by                                                                                                                                                                                                 |                                                                   | G. Mathews                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |      |   |   |                                                                             |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |                                                |    |                                                                                                                                                                                                                                                                                           |  |
| Approved                                                                                                                                                                                                    |                                                                   | TBC                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |      |   |   |                                                                             |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |                                                |    |                                                                                                                                                                                                                                                                                           |  |
| Date:                                                                                                                                                                                                       |                                                                   | 9 September 2026           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |      |   |   |                                                                             |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |                                                |    |                                                                                                                                                                                                                                                                                           |  |
| Issue No.:                                                                                                                                                                                                  |                                                                   | 0                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |      |   |   |                                                                             |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |                                                |    |                                                                                                                                                                                                                                                                                           |  |
| Item                                                                                                                                                                                                        | Activity or Task                                                  |                            | Hazards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |  |  |  |  |  |  |  |  |  |  | Risk |   |   | Persons Affected                                                            |   |   | Risk Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  | Yes                                            | No |                                                                                                                                                                                                                                                                                           |  |
| 1                                                                                                                                                                                                           | Information basis, appointments and pre-order design confirmation |                            | The PSCS, programme, possession, logistics, working hours, final surveys and specialist shop drawings remain partly TBC. Manufacture or work based on unresolved dimensions, materials, configurations or interfaces may create unsafe installation and maintenance conditions.                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |   |   | ✓                                                                           | ✓ | ✓ | Before manufacture and mobilisation, confirm appointments, programme, work areas, current drawings and specification, opening-by-opening measured and condition surveys, final materials and configurations, glazing, restrictors, vents, thresholds, ironmongery, door functions, unit weights, routes, access and lifting method. Maintain a design action schedule and require PSDP review of material changes.                                                                                                                                                                                    |  |  | ✓                                              |    | Close assumptions and TBC items before the affected work. Issue approved shop drawings, design decisions, risk assessments and changes to the PSCS for the Construction Stage Safety and Health Plan and Safety File.                                                                     |  |
| 2                                                                                                                                                                                                           | Occupied education and training centre, phasing and possession    |                            | Learners, staff, visitors, service providers and emergency responders may use the buildings and grounds. Unauthorised access, falling objects, noise, dust, service loss or obstruction of entrances and escape routes may affect third parties.                                                                                                                                                                                                                                        |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |   |   | ✓                                                                           | ✓ | ✓ | Agree possession and phasing with the Client. Secure every work area, maintain safe access, accessible circulation, final exits and emergency access, and coordinate disruptive work and temporary arrangements. Inspect phase boundaries and routes daily. No work above or beside occupied areas shall proceed without effective exclusion or designed protection.                                                                                                                                                                                                                                  |  |  | ✓                                              |    | Occupied-centre interfaces are significant residual risks. Include agreed contacts, phase boundaries, access restrictions, inspections and safeguarding arrangements in the Construction Stage Safety and Health Plan and induction.                                                      |  |
| 3                                                                                                                                                                                                           | Temporary open facade, weather protection and security            |                            | Removal of a window or doorset creates an open edge, weather ingress, unauthorised access, loss of security or fire separation and exposure of occupants and retained fabric. Wind may destabilise temporary screens.                                                                                                                                                                                                                                                                   |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |   |   | ✓                                                                           | ✓ | ✓ | Prepare the stable, weather-resistant and secure temporary-closure system before removal. Limit simultaneous openings, maintain escape and ventilation requirements, provide internal and external barriers and inspect every closure before leaving it unattended and after adverse weather. Do not remove a unit where replacement or safe temporary closure cannot be achieved within the approved phase.                                                                                                                                                                                          |  |  | ✓                                              |    | Temporary closure design, sequence, inspections, weather limits, out-of-hours response and security arrangements shall be recorded in RAMS and the Construction Stage Safety and Health Plan.                                                                                             |  |
| 4                                                                                                                                                                                                           | Site access, deliveries, stillages, external plant and waste      |                            | Vehicles, reversing, glass stillages, scaffold, MEWPs, skips and material movement may conflict with occupants and the public, overload or damage surfaces, obstruct exits or emergency access and expose persons to toppling or dropped loads.                                                                                                                                                                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |   |   | ✓                                                                           | ✓ |   | Prepare an agreed logistics plan with booked deliveries, route and gate checks, banksmen where required, segregated pedestrian routes, approved set-down, stable restrained stillages, suitable ground for plant and access equipment, protected services and maintained emergency access. Keep materials and waste within secure areas and remove them regularly.                                                                                                                                                                                                                                    |  |  | ✓                                              |    | The logistics plan shall identify routes, times, vehicle controls, stillages, scaffold and MEWP locations, storage, waste, emergency access, responsible persons and daily inspection arrangements.                                                                                       |  |
| 5                                                                                                                                                                                                           | Confirmed and presumed asbestos-containing materials              |                            | The R&D survey confirms chrysotile in a laundry sink bitumen pad, first-floor canteen floor adhesive and old Boiler House 2 boiler rope seals, and presumes chrysotile in internal boiler board and further sealing material. The second floor and concealed construction were not fully accessed, and opening putties, mastics, sealants and surrounds are not confirmed asbestos-free. Schedule 1 item 2 applies.                                                                     |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |   |   | ✓                                                                           | ✓ | ✓ | Brief and mark the survey findings, protect known ACMs and prevent disturbance by access, plant or storage. Check each opening and precise disturbed material against the survey. Arrange targeted intrusive inspection or sampling where coverage is incomplete. Stop, isolate and obtain competent assessment for suspect material. Any asbestos work requires competent risk assessment and plan of work, HSA notification where required, exposure and health-surveillance controls, suitable RPE, PPE and decontamination, authorised waste arrangements and clearance or reoccupation evidence. |  |  | ✓                                              |    | Carry Schedule 1 item 2 and the survey limitations into the PHSP and construction plan. Provide the survey, marked register, further results, notification or permit information, plan of work, air or clearance records and waste documentation to affected persons and the Safety File. |  |

**PSDP Design Risk / Residual Risk Assessment**  
**Baltinglass OETC – Window and Door Replacement Works**

| PSDP Design Risk / Residual Risk Assessment                                                                                                                                                                 |                                                                            |                            |                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |        |     |                                                  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |                                                |    |                                                                                                                                                                                                                              |  |  |
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| Project: Baltinglass Outdoor Education and Training Centre Window and Door Replacement Works, Weavers Square, Baltinglass, Co. Wicklow, W91 F4A9. Client: Kildare and Wicklow Education and Training Board. |                                                                            |                            |                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |        |     |                                                  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |                                                |    |                                                                                                                                                                                                                              |  |  |
| Stage:                                                                                                                                                                                                      |                                                                            | Pre-Construction / Tender  | Structural Defects<br>Manual Handling<br>Workplace transport<br>Falling Objects<br>Machinery<br>Portable tools & appliances<br>Electricity<br>Noise<br>Dust<br>HAVS<br>Excavations & groundwork<br>Hazardous substances<br>Fire<br>Inclement weather conditions<br>Stumbling, falling, slipping<br>UV Radiation<br>Working at Height |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    | ●      | ●   | Site Operatives<br>General Public<br>Maintenance |   |   | RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL.<br>COMMENT / DESIGN INTERVENTION                                                                                                                                                                                                                                                                                          |  |  |  |  | RESIDUAL / PARTICULAR RISK / OTHER INSTRUCTION |    | INFORMATION / CONTROL OF RESIDUAL RISK / PARTICULAR RISKS TO BE PASSED ONTO AFFECTED PERSONS VIA RISK REGISTER AND PRELIMINARY SAFETY AND HEALTH PLAN<br>CONTRACTOR / OTHER PARTY INTERVENTION                               |  |  |
| PSDP:                                                                                                                                                                                                       |                                                                            | Horizon Technical Services |                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  | HIGH | MEDIUM | LOW |                                                  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |                                                |    |                                                                                                                                                                                                                              |  |  |
| Prepared by                                                                                                                                                                                                 |                                                                            | G. Mathews                 |                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |        |     |                                                  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |                                                |    |                                                                                                                                                                                                                              |  |  |
| Approved                                                                                                                                                                                                    |                                                                            | TBC                        |                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |        |     |                                                  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |                                                |    |                                                                                                                                                                                                                              |  |  |
| Date:                                                                                                                                                                                                       |                                                                            | 9 September 2026           |                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |        |     |                                                  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |                                                |    |                                                                                                                                                                                                                              |  |  |
| Issue No.:                                                                                                                                                                                                  |                                                                            | 0                          |                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |        |     |                                                  |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |                                                |    |                                                                                                                                                                                                                              |  |  |
| Item                                                                                                                                                                                                        | Activity or Task                                                           |                            | Hazards                                                                                                                                                                                                                                                                                                                              |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Risk |        |     | Persons Affected                                 |   |   | Risk Control                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  | Yes                                            | No |                                                                                                                                                                                                                              |  |  |
| 6                                                                                                                                                                                                           | Controlled removal, fragile glass and concealed opening conditions         |                            | Removing old frames, glazing, fixings, trims, blinds and sealants may release sharp or falling material and expose concealed services, deteriorated substrates, unstable supports, hazardous putties or damage to retained traditional fabric.                                                                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |        |     | ✓                                                | ✓ | ✓ | Survey and photograph each opening, identify retained elements and services and use a controlled inward or otherwise protected removal sequence. Provide local support, containment, protected waste routes and suitable glass handling. Stop, make safe and refer unexpected structure, damage, damp, service or suspect material. No structural repair or change shall be improvised.                                            |  |  |  |  | ✓                                              |    | Removal sequence, protection, temporary support, service and asbestos hold points and unexpected-condition procedures shall be in RAMS. Record opening surveys and material design decisions.                                |  |  |
| 7                                                                                                                                                                                                           | First-floor openings, scaffold, MEWPs and falling objects                  |                            | Persons may fall from open first-floor facade positions or access equipment and occupants or the public may be struck by tools, glazing or debris below. Weather and open occupied interfaces aggravate the risk. Schedule 1 item 1 applies.                                                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |        |     | ✓                                                | ✓ | ✓ | Apply the work-at-height hierarchy and prioritise collective protection. Select scaffold, towers or MEWPs for each elevation and verify ground, services, ties, loading and rescue requirements. Use trained operators and statutory inspections, internal and external edge protection, exclusion below, secured tools and materials and defined wind and weather limits.                                                         |  |  |  |  | ✓                                              |    | Carry Schedule 1 item 1 into the PHSP and construction plan. Provide access design or selection, inspection, exclusion, weather and rescue arrangements before first-floor work.                                             |  |  |
| 8                                                                                                                                                                                                           | Large factory-glazed windows and doorsets, lifting and temporary stability |                            | Complete units may be heavy, brittle, top-heavy and unstable during transport, storage, lifting and fixing. Breakage, suction or accessory failure, trapping and premature removal of restraint could cause fatal or serious injury. Schedule 1 item 10 applies.                                                                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |        |     | ✓                                                | ✓ | ✓ | Obtain unit weights, centres of gravity, lifting points and manufacturer instructions. Verify delivery and workface routes and capacities. Use rated stillages, suitable glass lifters or mechanical aids and competent handlers. Segregate the route and workface, restrain every unit until fully fixed and inspect fixings and supports before releasing lifting equipment or opening the area.                                 |  |  |  |  | ✓                                              |    | Carry Schedule 1 item 10 into the PHSP and construction plan. Unit data, lifting plan, equipment certification, installation inspections, replacement route and safe future-removal information shall enter the Safety File. |  |  |
| 9                                                                                                                                                                                                           | Safety glazing, manifestation, restrictors and occupant operation          |                            | Incorrect glass, inadequate manifestation, missing or weak restrictors, excessive opening, sharp edges or poor hardware may cause impact, falls, entrapment or unsafe operation by occupants and future cleaners.                                                                                                                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |        |     | ✓                                                | ✓ | ✓ | Coordinate safety-glass classification, pane sizes, critical locations, manifestations, opening limits, restrictor strength and release, ventilation and cleaning requirements before manufacture. Protect glazing during construction and complete certification, visual inspection, restrictor load or functional checks and user review before handback.                                                                        |  |  |  |  | ✓                                              |    | Final glazing specification and certification, manifestation, restrictor and vent schedules, inspection and operating and maintenance information shall pass to the PSCS and Safety File.                                    |  |  |
| 10                                                                                                                                                                                                          | Final and emergency-exit doors, ironmongery and access control             |                            | Replacing designated entrance or final-exit doors may obstruct escape or accessible circulation. Incorrect handing, clear width, threshold, closer, panic hardware, locks or access-control interface could prevent safe evacuation or re-entry.                                                                                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |        |     | ✓                                                | ✓ | ✓ | Confirm the fire, escape, security and accessible-use function of every affected door before manufacture. Replace under an agreed phase with an alternative exit or temporary arrangement, maintain signage and emergency access and keep the opening attended. Inspect installation and complete closer, latch, lock, panic or escape hardware, access-control, threshold, clear-width and operating-force tests before handback. |  |  |  |  | ✓                                              |    | Door function schedule, approved hardware, phased fire plan, temporary arrangements, certification and functional test records shall enter the Construction Stage Safety and Health Plan and Safety File.                    |  |  |
| 11                                                                                                                                                                                                          | Opening survey, drawing variants and shop-drawing coordination             |                            | Dimensions are not for manufacture and issued drawings or schedules may differ in materials, configurations, handing, glazing, vents, restrictors, thresholds or hardware. Wrong units may not fit or may compromise structure, weathering, escape, access and maintenance.                                                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  | ●    |        |     | ✓                                                | ✓ | ✓ | Measured-survey every opening and record substrate, cill, lining, retained finish, service and fixing conditions. Reconcile all drawings and schedules and submit coordinated opening-by-opening shop drawings and door and hardware schedules. Resolve discrepancies through the Contract Administrator and relevant designer before order. Maintain change control after approval.                                               |  |  |  |  | ✓                                              |    | Approved survey records, shop drawings, schedules, design responses and changes shall be issued to the PSCS and retained for as-built and Safety File information.                                                           |  |  |

PSDP Design Risk / Residual Risk Assessment  
Baltinglass OETC – Window and Door Replacement Works

| PSDP Design Risk / Residual Risk Assessment                                                                                                                                                                 |                                                                        |                            |                                                                                                                                                                                                                                                  |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        |                        |                        |                        |                        |                        |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                        |                                                                                                                                                                                                |                                                                                                                                                                                                                     |
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| Project: Baltinglass Outdoor Education and Training Centre Window and Door Replacement Works, Weavers Square, Baltinglass, Co. Wicklow, W91 F4A9. Client: Kildare and Wicklow Education and Training Board. |                                                                        |                            |                                                                                                                                                                                                                                                  |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        |                        |                        |                        |                        |                        |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                        |                                                                                                                                                                                                |                                                                                                                                                                                                                     |
| Stage:                                                                                                                                                                                                      |                                                                        | Pre-Construction / Tender  | Structural Defects                                                                                                                                                                                                                               | Manual Handling | Workplace transport | Falling Objects | Machinery | Portable tools & appliances | Electricity | Noise | Dust | HAVS | Excavations & groundwork | Hazardous substances | Fire | Inclement weather conditions | Stumbling, falling, slipping | UV Radiation | Working at Height | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Site Operatives        | General Public         | Maintenance            | RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL.<br>COMMENT / DESIGN INTERVENTION                                                                                                                                                                                                                                                        | RESIDUAL / PARTICULAR RISK / OTHER INSTRUCTION |                        | INFORMATION / CONTROL OF RESIDUAL RISK / PARTICULAR RISKS TO BE PASSED ONTO AFFECTED PERSONS VIA RISK REGISTER AND PRELIMINARY SAFETY AND HEALTH PLAN<br>CONTRACTOR / OTHER PARTY INTERVENTION |                                                                                                                                                                                                                     |
| PSDP:                                                                                                                                                                                                       |                                                                        | Horizon Technical Services |                                                                                                                                                                                                                                                  |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        |                        |                        |                        |                        |                        |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                        |                                                                                                                                                                                                |                                                                                                                                                                                                                     |
| Prepared by                                                                                                                                                                                                 |                                                                        | G. Mathews                 |                                                                                                                                                                                                                                                  |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        |                        |                        |                        |                        |                        |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                        |                                                                                                                                                                                                |                                                                                                                                                                                                                     |
| Approved                                                                                                                                                                                                    |                                                                        | TBC                        |                                                                                                                                                                                                                                                  |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        |                        |                        |                        |                        |                        |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                        |                                                                                                                                                                                                |                                                                                                                                                                                                                     |
| Date:                                                                                                                                                                                                       |                                                                        | 9 September 2026           |                                                                                                                                                                                                                                                  |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        |                        |                        |                        |                        |                        |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                        |                                                                                                                                                                                                |                                                                                                                                                                                                                     |
| Issue No.:                                                                                                                                                                                                  |                                                                        | 0                          |                                                                                                                                                                                                                                                  |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        |                        |                        |                        |                        |                        |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |                        |                                                                                                                                                                                                |                                                                                                                                                                                                                     |
| Item                                                                                                                                                                                                        | Activity or Task                                                       |                            | Hazards                                                                                                                                                                                                                                          |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   | Risk                   |                        |                        | Persons Affected       |                        |                        | Risk Control                                                                                                                                                                                                                                                                                                                                                                                     |                                                | Yes                    | No                                                                                                                                                                                             |                                                                                                                                                                                                                     |
| 12                                                                                                                                                                                                          | Existing electrical, alarm, security, heating and other services       |                            | Concealed live or operational services may be cut, drilled, disconnected or trapped during removal and fixing, causing electric shock, fire, loss of life-safety or security systems, water release or damage.                                   |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   | <div><div></div></div> |                        |                        | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Obtain records, scan and open up carefully, identify circuits and systems and agree shutdowns. Competent authorised persons shall apply documented LOTO, prove dead or safe and protect or reroute retained services. Provide authorised temporary coverage for essential systems and complete inspection, testing and controlled recommissioning before handback.                               |                                                | <div><div></div></div> |                                                                                                                                                                                                | Isolation schedules, temporary measures, service as-builts, inspection and test certificates and safe future-isolation information shall pass to the PSCS and Safety File.                                          |
| 13                                                                                                                                                                                                          | Low accessible door thresholds, drainage and temporary transitions     |                            | Incorrect levels, thresholds, external falls or seals may cause trips, inaccessible routes, door obstruction, water ingress or ponding. Temporary phases may leave unsafe steps or gaps.                                                         |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   | <div><div></div></div> |                        |                        | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Survey finished levels and drainage before manufacture and coordinate compliant thresholds, clear openings, door forces, weathering and external falls. Protect existing drainage. Provide stable, conspicuous and slip-resistant temporary transitions during work. Inspect water shedding, operation and accessible use before removing barriers.                                              |                                                | <div><div></div></div> |                                                                                                                                                                                                | Threshold and level survey, final details, inspection and functional records and residual drainage or access restrictions shall be included in as-builts and Safety File information.                               |
| 14                                                                                                                                                                                                          | Traditional fabric, retained joinery, cills and compatible making good |                            | Removal may damage retained cills, linings, boards, architraves, panels, finishes and traditional breathable construction. Excessive breakout or incompatible dense or impermeable repairs may cause instability, damp and future deterioration. |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        | <div><div></div></div> |                        | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Photograph and label retained elements, use careful local removal and protect surfaces. Confirm substrates and repair details before breakout. Use compatible materials and minimise irreversible intervention. Stop and obtain design direction for loose masonry, decay, damp, failed cills, concealed voids or other unexpected defects.                                                      |                                                | <div><div></div></div> |                                                                                                                                                                                                | Record retained elements, repair products and details, photographs and unresolved defects in handover and Safety File information. Structural remediation is outside scope unless formally designed and instructed. |
| 15                                                                                                                                                                                                          | Airtightness, perimeter weathering and concealed-work inspection       |                            | Missing or discontinuous membranes, insulation, packers, fixings, seals, drips or end dams may cause water penetration, instability, mould, decay, draughts and unsafe later repair. Defects may be hidden by trims.                             |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        | <div><div></div></div> |                        | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Use approved opening details and compatible systems, prepare clean sound substrates and maintain drainage paths. Establish inspection hold points before trims conceal fixings, packers, insulation, membranes and seals. Photograph critical junctions and undertake suitable weather, hose or other specified checks before internal finishes are closed and the phase handed back.            |                                                | <div><div></div></div> |                                                                                                                                                                                                | Approved details, product data, concealed-work photographs, inspection and weather-test records, warranties and maintenance requirements shall pass to the Safety File.                                             |
| 16                                                                                                                                                                                                          | Noise, dust, vibration, products and hot work                          |                            | Removal, drilling, cutting, sanding, sealants, foams, coatings and hot work may expose workers and occupants, contaminate rooms, trigger alarms, damage retained fabric or cause fire.                                                           |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        | <div><div></div></div> |                        | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Select lower-risk methods and products, use SDS assessments, local enclosure, on-tool extraction and suitable Class H or M vacuum cleaning. Agree noisy and dusty work periods and protect occupied areas, detectors and ventilation. Avoid hot work; where unavoidable use an authorised permit, extinguishers, combustible checks and recorded fire watch. Verify cleanliness before handback. |                                                | <div><div></div></div> |                                                                                                                                                                                                | Exposure and nuisance controls, product assessments, notifications, alarm impairments, hot-work permits, monitoring and cleaning acceptance shall be recorded in the construction plan and RAMS.                    |
| 17                                                                                                                                                                                                          | Blinds, manual handling, tools, storage, housekeeping and waste        |                            | Blinds, frames, glazing, doors, access components, tools, stillages and waste create handling, toppling, sharp-edge, trip, fire-load and housekeeping risks. General waste may become contaminated if asbestos controls fail.                    |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                              |                              |              |                   |                        | <div><div></div></div> |                        | <div><div></div></div> | <div><div></div></div> | <div><div></div></div> | Confirm weights and routes and use mechanical aids, suitable trolleys, lifters and team handling. Store glazing upright on restrained stillages and keep routes and exits clear. Use guarded, maintained and extracted tools. Remove waste regularly in closed or controlled loads, segregate glass and hazardous waste and protect retained finishes and drainage.                              |                                                | <div><div></div></div> |                                                                                                                                                                                                | Handling assessments, tool inspections, storage plan, housekeeping records, waste documentation and reinstatement of routes shall be maintained by the PSCS. Asbestos waste requires separate authorised records.   |

PSDP Design Risk / Residual Risk Assessment  
Baltinglass OETC – Window and Door Replacement Works

| PSDP Design Risk / Residual Risk Assessment                                                                                                                                                                 |                                                                       |                            |                                                                                                                                                                                                                                       |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                                              |                              |                  |                   |                                              |                                                                                                                                                                                                                                                                                                                                                                            |                                              |                 |                |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|-----------------|-----------|-----------------------------|-------------|-------|------|------|--------------------------|----------------------|------|----------------------------------------------|------------------------------|------------------|-------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project: Baltinglass Outdoor Education and Training Centre Window and Door Replacement Works, Weavers Square, Baltinglass, Co. Wicklow, W91 F4A9. Client: Kildare and Wicklow Education and Training Board. |                                                                       |                            |                                                                                                                                                                                                                                       |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                                              |                              |                  |                   |                                              |                                                                                                                                                                                                                                                                                                                                                                            |                                              |                 |                |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| Stage:                                                                                                                                                                                                      |                                                                       | Pre-Construction / Tender  | Structural Defects                                                                                                                                                                                                                    | Manual Handling | Workplace transport | Falling Objects | Machinery | Portable tools & appliances | Electricity | Noise | Dust | HAVS | Excavations & groundwork | Hazardous substances | Fire | Inclement weather conditions                 | Stumbling, falling, slipping | UV Radiation     | Working at Height | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div>                                                                                                                                                                                                                                                                                                                               | <div><div></div><div></div><div></div></div> | Site Operatives | General Public | Maintenance                                                                                                                                                                                                                                  | RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL.<br>COMMENT / DESIGN INTERVENTION | RESIDUAL / PARTICULAR RISK / OTHER INSTRUCTION | INFORMATION / CONTROL OF RESIDUAL RISK / PARTICULAR RISKS TO BE PASSED ONTO AFFECTED PERSONS VIA RISK REGISTER AND PRELIMINARY SAFETY AND HEALTH PLAN CONTRACTOR / OTHER PARTY INTERVENTION |
| PSDP:                                                                                                                                                                                                       |                                                                       | Horizon Technical Services |                                                                                                                                                                                                                                       |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                                              |                              |                  |                   | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div>                                                                                                                                                                                                                                                                                                                               |                                              |                 |                |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| Prepared by                                                                                                                                                                                                 |                                                                       | G. Mathews                 |                                                                                                                                                                                                                                       |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                                              |                              |                  |                   | <div><div></div><div></div><div></div></div> |                                                                                                                                                                                                                                                                                                                                                                            |                                              |                 |                |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| Approved                                                                                                                                                                                                    |                                                                       | TBC                        |                                                                                                                                                                                                                                       |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                                              |                              |                  |                   | <div><div></div><div></div><div></div></div> |                                                                                                                                                                                                                                                                                                                                                                            |                                              |                 |                |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| Date:                                                                                                                                                                                                       |                                                                       | 9 September 2026           |                                                                                                                                                                                                                                       |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                                              |                              |                  |                   | <div><div></div><div></div><div></div></div> |                                                                                                                                                                                                                                                                                                                                                                            |                                              |                 |                |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| Issue No.:                                                                                                                                                                                                  |                                                                       | 0                          |                                                                                                                                                                                                                                       |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      |                                              |                              |                  |                   | <div><div></div><div></div><div></div></div> |                                                                                                                                                                                                                                                                                                                                                                            |                                              |                 |                |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| Item                                                                                                                                                                                                        | Activity or Task                                                      |                            | Hazards                                                                                                                                                                                                                               |                 |                     |                 |           |                             |             |       |      |      |                          |                      | Risk |                                              |                              | Persons Affected |                   |                                              | Risk Control                                                                                                                                                                                                                                                                                                                                                               |                                              | Yes             | No             |                                                                                                                                                                                                                                              |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| 18                                                                                                                                                                                                          | Inspection, testing, cleaning and phased handback                     |                            | Premature handback may leave loose or unstable units, defective glazing, incomplete seals, unsafe restrictors or hardware, failed escape or access functions, live-service defects, debris or asbestos contamination.                 |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      | <div><div></div><div></div><div></div></div> |                              | ✓                | ✓                 | ✓                                            | Implement an inspection and test plan with hold points for openings, fixings, packers, membranes, glazing, hardware, restrictors, thresholds and services. Complete weathering, operation, escape, security, access and service tests. Close defects, remove temporary measures and waste and undertake final clean and documented Client acceptance before reoccupation.  |                                              | ✓               |                | Submit inspection photographs, certificates, test records, defects close-out, cleaning and handback acceptance and any asbestos clearance or reoccupation evidence progressively to the PSDP and Safety File.                                |                                                                                                                                           |                                                |                                                                                                                                                                                             |
| 19                                                                                                                                                                                                          | Future cleaning, adjustment, maintenance, replacement and Safety File |                            | Future users may be exposed to falls, heavy or fragile glazing, concealed services, restrictors and hardware, incompatible repairs and retained or concealed ACMs without accurate access, replacement and residual-risk information. |                 |                     |                 |           |                             |             |       |      |      |                          |                      |      | <div><div></div><div></div><div></div></div> |                              |                  |                   | ✓                                            | Provide safe cleaning and maintenance methods and identify opening limits, restrictor releases, access requirements, unit weights, lifting points, replacement routes, isolations and compatible seals and repairs. Keep retained ACMs marked and managed and record survey limitations and any further results. Provide concise as-builts, O&M data and user information. |                                              | ✓               |                | The PSDP shall compile the Safety File. The PSCS, designers and specialists shall provide final schedules, as-builts, certificates, warranties, asbestos register and records, maintenance information and residual risks before completion. |                                                                                                                                           |                                                |                                                                                                                                                                                             |

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## Appendix 4    TWDC & PWDC

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Form: SHWP1

## Permanent Works Designer's Certificate

(For use in connection with the Safety Health and Welfare at Work (Construction) Regulations 2013 by a designer of any element(s) of the permanent works of a project, including specialist suppliers/contractors/others who design any element(s) of the permanent works. Nothing in this certificate shall be construed as imposing on the designer any liability whether in negligence, for breach of duty or otherwise that would not otherwise attach and the certificate is provided on this basis)

PSDP's Certificate Ref. No: \_\_\_\_\_

|    |                                                                                                                                                                                                                                                                              |                                                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1. | Project:                                                                                                                                                                                                                                                                     |                                                          |
| 2. | Designer:                                                                                                                                                                                                                                                                    |                                                          |
| 3. | Designer's client:                                                                                                                                                                                                                                                           |                                                          |
| 4. | Our appointment was/is in respect of:<br>(eg architectural; structural; M&E...design services)                                                                                                                                                                               |                                                          |
| 5. | Elements/features of the permanent works which we were/are appointed to design (subject to 8 below).                                                                                                                                                                         |                                                          |
| 6. | Main design codes adopted:<br>(if applicable)                                                                                                                                                                                                                                |                                                          |
| 7. | Current project drawings and specifications<br>(schedule may be appended)                                                                                                                                                                                                    |                                                          |
| 8. | Specialist suppliers/contractors/others who must design elements of the permanent works which we were/are to integrate within the overall permanent works design.<br>(if applicable; schedule may be appended)                                                               |                                                          |
| 9. | <p>Were particular erection or construction sequencing, or particular risk control measures, which are unusual for the type of project and which would not be apparent to a competent contractor, assumed by us during design?</p> <p>If yes, where are these described?</p> | <input type="checkbox"/> yes <input type="checkbox"/> no |

**We hereby confirm** that we have to date carried out, and will continue to carry out as necessary, the design of those parts of the works which we are appointed to design exercising reasonable professional skill, care and diligence and with due regard to our duties under the Safety Health and Welfare at Work Act 2005 and under the Safety Health and Welfare at Work (Construction) Regulations, 2013 (the 'Regulations') in that we:

1. have taken account of the General Principles of Prevention and any existing Safety File,
2. have provided the PSDP & PSCS as appropriate with relevant information as required by the Regulations, and
3. have cooperated with the PSDP & PSCS and with other designers as necessary.

Signed:

for and on behalf of (Designer)

Date:




**We hereby confirm** that we have coordinated the activities of the designer named above and the other designers on the project in respect of the taking account of the General Principles of Prevention during the design of the element(s) described above with due regard to our duties as PSDP under the Safety Health and Welfare at Work (Construction) Regulations, 2013.

Signed:

for and on behalf of (PSDP)

Date:

## Temporary Works Designer's Certificate

(For use in connection with the Safety Health and Welfare at Work (Construction) Regulations 2013. Nothing in this certificate shall be construed as imposing on the designer any liability whether in negligence, for breach of duty or otherwise that would not otherwise attach and the certificate is provided on this basis)

**PSDP's Certificate Ref. No:** \_\_\_\_\_

|    |                                                                                                                                                                                   |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | Project:                                                                                                                                                                          |  |
| 2. | Designer:                                                                                                                                                                         |  |
| 3. | Designer's client:                                                                                                                                                                |  |
| 4. | Elements/features of the temporary works for which we were/are appointed.                                                                                                         |  |
| 5. | Main design codes adopted:<br>(if applicable)                                                                                                                                     |  |
| 6. | Drawings:<br>(schedule may be appended)                                                                                                                                           |  |
| 7. | The intended construction sequence is detailed in:                                                                                                                                |  |
| 8. | Requirements for temporary stability, propping, bearing, bracing, loading restrictions etc are detailed in:                                                                       |  |
| 9. | Certificate(s) by permanent works designer(s) which we have taken particular account of in respect of its/their Item 9:<br>(if applicable; quote the PSDP's Certificate Ref. No.) |  |

**We hereby confirm** that we have to date carried out, and will continue to carry out as necessary, the design of those parts of the works which we are appointed to design exercising reasonable professional skill, care and diligence and with due regard to our duties under the Safety Health and Welfare at Work Act 2005 and under the Safety Health and Welfare at Work (Construction) Regulations, 2013 (the 'Regulations') in that we:

1. have taken account of the General Principles of Prevention and any existing Safety File,
2. have provided the PSDP & PSCS as appropriate with relevant information as required by the Regulations, and
3. have cooperated with the PSDP & PSCS and with other designers as necessary.

We confirm we have received all information and cooperation which we required from the designer(s) noted in Item 9.

Signed:

for and on behalf of (temporary works designer)

Date:




**We hereby confirm** that we have coordinated the activities of the designer named above and the other designers on the project in respect of the taking account of the General Principles of Prevention during the design of the element(s) of the works described above with due regard to our duties as PSDP under the Safety Health and Welfare at Work (Construction) Regulations, 2013.

**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.**

Signed:

for and on behalf of (PSDP)

Date:

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## Appendix 5    Temporary Works Guide List

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| Table 1: Temporary Works Risk Levels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | LOW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MEDIUM                                                                                                                                                                                                                                                           | HIGH                                                                                                                                                                                                                                                                                                                                                              |
| The information in this table is for guidance and should be used by the PSCS as the starting point for assessing the risk level of the foreseen TW on the project. The PSCS must consider the context and the consequences of failure of the TW when deciding on the risk level to be used. Upon the completion of a temporary works design, the PSCS must issue it to the PSDP for review and comment in advance of the works taking place. Where the proposed temporary works design has a potential impact upon the permanent works, it may require appropriate review from the design team. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>TW used in Low-risk situations.</p> <p>Standard equipment constructed in accordance with relevant standards or manufacturers requirements. Schemes where the consequences of failure are low.</p>                                                                                                                                                                                                                                                                                                                                                    | <p>TW used in Medium risk situations.</p> <p>Schemes where the consequences of failure are significant.</p>                                                                                                                                                      | <p>TW used in High risk situations.</p> <p>One-off schemes of unusual TW that may produce a non-standard solution. Schemes that have a major impact on public safety. Schemes where the consequences of failure are catastrophic.</p>                                                                                                                             |
| <b>Site Establishment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Site cabins to 2 stories.</li> <li>Silo bases using standard solution.</li> <li>Mesh panel fences erected in accordance with manufacturers recommendations.</li> </ul>                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Site cabins above 2 stories.</li> <li>Proprietary solid panel system hoardings erected in accordance with manufacturers recommendations.</li> <li>Timber hoardings up to 3.0m high.</li> </ul>                            | <ul style="list-style-type: none"> <li>Hoardings exceeding 3.0m high</li> </ul>                                                                                                                                                                                                                                                                                   |
| <b>Access</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Compliant scaffolds in accordance with the scaffolding code of practice and technical guidance.</li> <li>Loading towers – compliant to technical guidance, system scaffolds erected to manufacturer's guidance &amp; standard solutions.</li> <li>Systems scaffold staircases up to 30m high.</li> <li>Safety net systems installed to manufacturers recommendations and fixed to robust primary members.</li> <li>Aluminum towers erected and used in accordance with manufacturers recommendations.</li> </ul> | <ul style="list-style-type: none"> <li>Compliant scaffolds to technical guidance which are greater than 30m high or non-compliant scaffolds.</li> <li>Bespoke scaffolds to technical guidance.</li> <li>Edge protection.</li> <li>Waste chute support</li> </ul> | <ul style="list-style-type: none"> <li>Access and working scaffolds other than stated as low or medium risk and any that require non-standard support conditions.</li> <li>Temporary roofs.</li> <li>Hanging scaffolds.</li> <li>Any external sheeted scaffolds regardless of height.</li> <li>Safety net systems which are of unusual/bespoke design.</li> </ul> |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Formwork<br/>Falsework</b>      | <ul style="list-style-type: none"> <li>Formwork for columns using clamps up to 4m high.</li> <li>Double sided wall formwork using through ties up to 6m high.</li> </ul>                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Single sided formwork up to 3.5m high.</li> <li>Falsework to slabs and beams using proprietary equipment.</li> <li>Back propping of floor slabs.</li> <li>Propping to pre-cast concrete elements.</li> </ul>                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Formwork, falsework and support work schemes using non-proprietary equipment.</li> <li>Very complex schemes using proprietary equipment.</li> <li>Slip-forming and climbing formwork.</li> </ul>                                                                                           |
| <b>Construction<br/>Plant</b>      | <ul style="list-style-type: none"> <li>Mobile crane out rigger foundations using company guidance for cranes up to 100 tonnes.</li> <li>Pilling mats/platforms</li> <li>Small MEWPs operating on pavements designed for HGVs or on internal concrete ground bearing slabs</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>Mobile crane out rigger foundations for cranes &gt; 100 tonnes.</li> <li>Proprietary cantilever loading platforms.</li> <li>Hoist and mast climber foundations and ties.</li> </ul>                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Tower crane bases.</li> </ul>                                                                                                                                                                                                                                                              |
| <b>Excavations</b>                 | <ul style="list-style-type: none"> <li>Excavation support up to 3m in uniform good ground conditions where no de- watering is required.</li> <li>Excavations where ground movement is not important.</li> <li>Excavations using trench boxes in dry good ground conditions where limiting ground movement is not important and surcharge loads do not exceed 10kN/m2.</li> </ul> | <ul style="list-style-type: none"> <li>Excavation support in uniform fair ground conditions with limited open sump de- watering required.</li> <li>Excavations where limiting ground movement is preferred but not critical.</li> <li>Excavations using trench boxes in dry fair ground conditions where limiting ground movement is preferred but not critical and surcharge loads do not exceed 20kN/m2</li> <li>De-watering schemes.</li> </ul> | <ul style="list-style-type: none"> <li>Excavation support in ground other than as described in medium risk category.</li> <li>Excavations where ground movement is critical.</li> <li>Major excavations greater than 6m depth or with plan dimensions exceeding 12m</li> <li>Cofferdams.</li> <li>Tunnels or headings.</li> </ul> |
| <b>Structural<br/>Stability</b>    | <ul style="list-style-type: none"> <li>Demolition schemes not requiring removal of complete structural elements e.g. needling for small openings.</li> </ul>                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Demolition schemes removing entire structural elements but not including full façade retention.</li> <li>Temporary stability of permanent works during construction i.e. free standing steel members.</li> </ul>                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Façade retention.</li> <li>Temporary underpinning.</li> </ul>                                                                                                                                                                                                                              |
| <b>Permanent<br/>Works / Other</b> | <ul style="list-style-type: none"> <li>Manually loading out of materials onto floors.</li> </ul>                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Plant loadings on permanent works e.g. from MEWP's.</li> <li>Stability of and lifting of reinforcing steel.</li> <li>Lifting points for pre-cast elements.</li> </ul>                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Temporary works that has the potential to affect major infrastructure assets e.g. Airports</li> </ul>                                                                                                                                                                                      |

| Table 2: Temporary Works Control Measures                                                                                      |                                                      |                                                                                                                           |                                                                  |      |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------|
| Control Measures                                                                                                               |                                                      | LOW                                                                                                                       | MEDIUM                                                           | HIGH |
| Admin                                                                                                                          | List on TW Register                                  | Yes                                                                                                                       | Yes                                                              | Yes  |
|                                                                                                                                | Assess Risk Level                                    | Yes                                                                                                                       | Yes                                                              | Yes  |
|                                                                                                                                | Keep TW Documentation & Records                      | Yes                                                                                                                       | Yes                                                              | Yes  |
| Design                                                                                                                         | Temporary Works Design Brief                         | PSDP/PSCS discretion                                                                                                      | Yes                                                              | Yes  |
|                                                                                                                                | Drawings/Manufacturers Data                          | PSDP/PSCS discretion                                                                                                      | Yes                                                              | Yes  |
|                                                                                                                                | Design Calculations                                  | PSDP/PSCS discretion                                                                                                      | Yes                                                              | Yes  |
|                                                                                                                                | Design Risk Assessment                               | PSDP/PSCS discretion                                                                                                      | Yes                                                              | Yes  |
|                                                                                                                                | Temporary Works Design Certificate                   | PSDP/PSCS discretion                                                                                                      | Yes                                                              | Yes  |
| Design Check                                                                                                                   | Permanent Works Designer Check                       | Yes, where the TW have a potential impact on the permanent works                                                          | Yes, where the TW have a potential impact on the permanent works | Yes  |
| Construction                                                                                                                   | Dedicated supervision for the installation of the TW | PSCS discretion                                                                                                           | PSCS discretion                                                  | Yes  |
|                                                                                                                                | Safe System of Work                                  | Yes                                                                                                                       | Yes                                                              | Yes  |
|                                                                                                                                | Inspection by PSCS                                   | Yes                                                                                                                       | Yes                                                              | Yes  |
|                                                                                                                                | Inspection Checklist                                 | PSCS discretion                                                                                                           | PSCS discretion                                                  | Yes  |
|                                                                                                                                | Permit to Load                                       | PSCS discretion                                                                                                           | Yes                                                              | Yes  |
|                                                                                                                                | TWD Inspection                                       | No                                                                                                                        | PSCS discretion                                                  | Yes  |
| Operate & Maintain                                                                                                             | Inspection by contractor & PSCS                      | Yes                                                                                                                       | Yes                                                              | Yes  |
|                                                                                                                                | Inspection Register                                  | PSCS discretion                                                                                                           | PSCS discretion                                                  | Yes  |
| Dismantle                                                                                                                      | Safe System of Work                                  | Yes                                                                                                                       | Yes                                                              | Yes  |
|                                                                                                                                | Inspection by contractor & PSCS                      | Yes                                                                                                                       | Yes                                                              | Yes  |
|                                                                                                                                | Permits                                              | PSCS discretion                                                                                                           | PSCS discretion                                                  | Yes  |
| PSDP/PSCS discretion may be appropriate beyond that identified above. Any variance from this table should be fully documented. |                                                      | <u>Table notes:</u><br>A Safe System of Work includes provision of Risk Assessment, Method Statement, SPA & Toolbox Talk. |                                                                  |      |

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