



ksnhorizon.com



Preliminary Safety & Health Plan

**Kildare Further Education
and Training Centre –
Window and Door
Replacement Works**





Fig. 1. General View of Kildare Further Education and Training Centre

PROJECT INFORMATION

PREPARED BY	Gary Mathews BSc (Hons) MSCSI MRICS
ISSUE DATE	11 September 2026
REVISION	0
FILE REFERENCE	PM26038 BC26059

Horizon Technical Services,

Beech House,
Beech Hill Office Campus,
Dublin 4,
D04 V5N2.

Contents

1. Introduction	4
1.1. Purpose	4
2. Description of the Proposed Works	4
2.1. Site Address and Surrounding Environment	4
2.2. Description of Project and Scope of Works.....	5
2.3. Timescale for Completion of the Works	7
2.4. Other Work Activities	7
2.5. Existing Safety File	7
3. Communications & Procedures	8
3.1. Communications between the PSDP, PSCS and designers	8
3.2. Procedures for cooperation between designers (Permanent and Temporary)	8
3.3. Procedures for unforeseen events during the project	8
3.4. Procedures for considering H&S aspects of the design elements by the PSCS	9
3.5. Responsibilities of the PSDP to issue directions.....	9
4. Emergency Procedures & Site Management	9
4.1. Emergency Procedures and Means of Escape	9
4.2. Smoking.....	10
4.3. Mobile Phones	10
4.4. Security of the Site	10
4.5. False Alarms.....	10
4.6. Fire Safety	11
4.7. Site Safety Precautions and Controls	11
5. Existing Site Information	12
5.1. Existing Records and Plans	12
5.2. Utility and Services Information	13
5.3. Restriction on Working Hours.....	13
5.4. Access to Site and Working Areas	14
6. Particular Risks	14
6.1. Particular Risks.....	14
6.2. Hazard Identification.....	15
6.3. Site-Specific Perspective.....	16
7. Other Hazards	18
7.1. Construction Materials.....	18
7.2. Falling Objects.....	19
7.3. Electricity	19
7.4. Manual Handling.....	19
7.5. Lifting Equipment.....	20
8. Proposed Safety File	20
9. Conclusion	21

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 Kildare Further Education and Training Centre window and door replacement works at Kildare Further Education and Training Centre, Priest's Lane, Bóthar na gCorp, Kildare Town, Co. Kildare, R51 AX65.

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, measured surveys, replacement of 72 windows and 12 external doorsets, controlled asbestos work, 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 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.

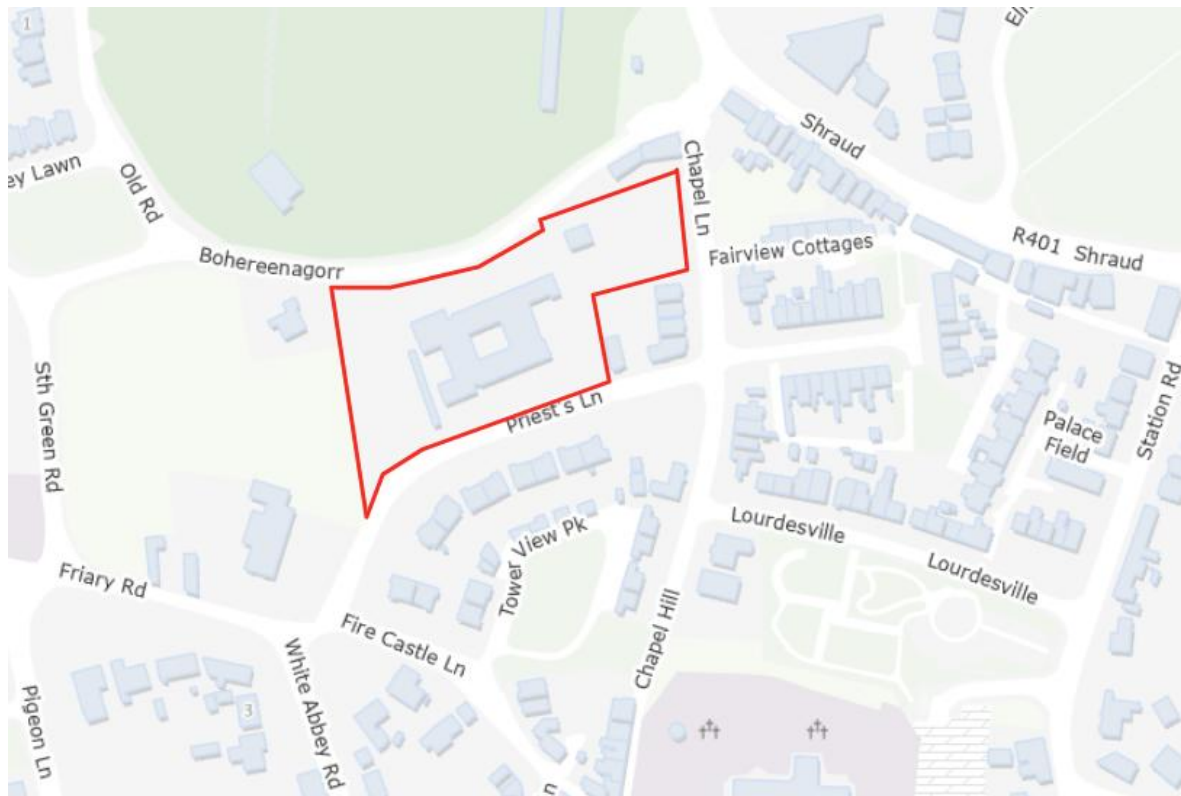
2. Description of the Proposed Works

2.1. Site Address and Surrounding Environment

The works are at Kildare Further Education and Training Centre, Priest's Lane, Bóthar na gCorp, Kildare Town, Co. Kildare, R51 AX65. The current package is confined to the existing single-storey main building within the established education and training centre site.

The building is in educational and training use, with rooms, entrances and external circulation areas 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, unloading and secure storage areas, and positions for mobile towers, MEWPs or other access equipment 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

The scheduled package includes 14 high-level clerestory windows in addition to ground-floor openings. The high-level locations, long glazed units, restricted access and need to protect persons below create an aggravated work-at-height and falling-object risk. The PSCS shall provide suitable collective access, effective exclusion, weather limits, rescue arrangements and any required temporary-works design.

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

The project asbestos survey confirms chrysotile rope seals at high-level metal mesh windows, including similar seals at the Boiler House, the north wing of the main office block and the west wing of the toilet block. These seals may be disturbed by the window replacement and their full extent shall be established before removal. The survey also records presumed Corridor 2 bitumen adhesive, Boiler House gaskets and roof undercloaking, which are outside the present scope and shall be protected and left undisturbed. Concealed materials around every opening were not fully inspected because the building was occupied, so further targeted inspection or sampling is required where survey coverage is incomplete.

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 72 external windows and 12 external doorsets to the existing single-storey main building, including measured surveys, protection, controlled removal, asbestos work where required, preparation and making good of openings, new frames and glazing, ironmongery, ventilators, restrictors, seals, testing, cleaning and handover required for a complete installation.

The scheduled package comprises 56 top-hung windows and 16 fixed lights, including 14 high-level clerestory units, together with 12 external doorsets of differing configurations. The stated opening area is approximately 427.6 m², comprising 375.5 m² of windows and 52.1 m² of doors. 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. Differences in dimensions, configurations, handing, thresholds, restrictors, ventilators, glazing or ironmongery 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, window boards, local finishes and security grilles or metal mesh where scheduled shall be removed in a controlled sequence. Confirmed asbestos rope seals require the agreed asbestos controls before disturbance. Retained linings, cills and adjacent finishes shall be recorded and protected. Fragile glass, sharp frames and suspect putties, mastics, packing or coatings require suitable containment, handling and waste controls.

New powder-coated, thermally broken aluminium windows and doorsets with triple glazing shall be installed to the approved details and manufacturer's requirements. The work includes structural fixings, packers, insulated cavity closers, internal airtight membranes, external weather seals, safety glazing, manifestation, restrictors, acoustic ventilators, thresholds, ironmongery and local making good. Each unit shall be stable, weather-resistant, secure and safe to operate before 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, security of each work area, 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, secure materials storage, suitable access equipment and coordination with the centre's activities and emergency arrangements.
- Opening-by-opening measured and condition surveys, review of door functions and final design information, tracing of services, confirmation of the full asbestos rope-seal extent and targeted inspection or sampling where concealed materials to be disturbed are not adequately covered by the survey.
- 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, followed by installation of new units, glazing, restrictors, ventilators, manifestation, cills, membranes, seals, thresholds, ironmongery, closers and related local finishes in accordance with the approved coordinated design.
- Provision, inspection and removal of mobile towers, MEWPs or other suitable collective access for the 14 high-level clerestory windows and other elevated tasks, together with exclusion below, falling-object protection, weather limits and rescue arrangements appropriate to the selected equipment and task.
- Phased replacement of entrance and any designated final-exit 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.
- Identification, isolation, protection, alteration and reinstatement of electrical, fire-alarm, security, heating, data or other services at openings, with documented lock-out and tag-out, testing, certification and maintenance of essential systems.

- Inspection of openings, fixings, glazing, airtight and weather seals, thresholds and hardware, followed by operational checks, defects close-out, cleaning, removal of temporary measures, phased Client acceptance, as-built records, O&M information and Safety File submissions.
- Management of the confirmed asbestos rope seals and any other asbestos or hazardous materials, dust, noise, vibration, adhesives and sealants, manual handling, glass and sharp waste, housekeeping, occupied-centre interfaces and environmental protection throughout the works.

The current works do not include paths or other external access alterations, BER or wider energy measures, wall or roof insulation, roof works, groundworks or structural remediation. Background information on those matters does not define or enlarge this package. No additional work shall be introduced without formal instruction, competent design, PSDP coordination and revision of construction-stage controls. Unexpected structural defects shall be made safe and referred to the Contract Administrator; repairs 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 surveys, design coordination, asbestos planning, statutory notification where required, procurement, isolation planning, high-level access and lifting arrangements, phased installation, testing, cleaning and Safety File delivery.

Programme pressure shall not justify manufacture before surveys and design queries are closed, disturbance of asbestos or suspect materials without the required controls, removal of a unit before safe access and temporary weather and security measures are ready, overhead work beside occupants, or handback before the opening and affected fire, security 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 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, 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 work area 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 asbestos survey. The PSCS shall also request the existing Safety File, current asbestos register and management plan, service and fire-safety records and previous alteration information. The survey confirms chrysotile rope seals at high-level metal mesh windows, but occupancy restricted intrusive inspection of concealed window packers and materials at all openings. The exact material and area to be disturbed shall be checked against the survey, with further targeted inspection or sampling where coverage is incomplete. Final records shall update the Safety File and asbestos register.

3. Communications & Procedures

This document provides pre-construction information on the existing single-storey building, occupied-centre interfaces, high-level clerestory work, asbestos findings and proposed window and door replacement so that significant risks can be identified and planned. Sufficient time shall be allowed for surveys, design coordination, asbestos controls, 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, site access point, assembly point, ambulance and fire-service route, first-aid arrangements, rescue from high-level access equipment, 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, access-equipment 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 is not expected; if introduced, it 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: Kildare Further Education and Training Centre, Priest's Lane,

Preliminary Safety & Health Plan

Kildare FETC, Bóthar na gCorp, Kildare, Co. Kildare, R51 AX65



Bóthar na gCorp, Kildare Town, Co. Kildare, R51 AX65. The PSCS shall display an up-to-date emergency contact sheet at the site entrance and welfare area.

The nearest appropriate Garda station is:

Kildare Garda Station,
Dublin Road, Kildare,
Co. Kildare, R51 VA48
Telephone: +353 45 527730.
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, fire alarm, emergency lighting, access control or security system shall be authorised, notified, time-limited and tested before handback.

4.2. Smoking

Smoking is prohibited throughout the site, including any part of the building under the Contractor's control. Any person who breaches this rule may be excluded from the site.

4.3. Mobile Phones

Mobile phones may be used considerably in designated safe areas. They shall not be used while driving, operating plant, using access equipment or carrying out any task where attention is required for safety.

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, temporary open window and door positions, high-level access equipment, glazing held for installation 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 building opening, 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, traffic-marshall requirements, unloading and secure storage areas, high-level access equipment, 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 barriers 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 unloading, secure materials-storage and access-equipment areas shall be agreed, with protection of pedestrians, doors, finishes, buried services and emergency routes. Reversing shall be eliminated where practicable or controlled by a competent traffic marshal.

Factory-glazed windows and doorsets, secure purpose-made supports, access equipment, 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.

Drivers shall observe the site speed limit agreed with the Client and follow the directions of the PSCS and traffic marshal.

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 work areas 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 routes, public areas and access-equipment routes.

Only competent authorised persons shall work on electrical, fire-alarm, security, heating or other services. Existing services shall be identified, isolated, locked off, tagged and proved safe before

disturbance. Temporary power and shutdowns shall be agreed with the Client and shall not disable essential fire, security or access 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 each affected opening:

- The window and door replacement specification and schedule, existing plan and elevations, typical opening details and related architectural information defining the current package.
- The project-specific refurbishment asbestos survey by Celtic Asbestos Consultancy, Project A-04403, Revision 1, based on the survey undertaken on 13 August 2026 and report issued on 14 August 2026.
- Wider building-improvement information supplied for context does not define or enlarge the current window and door replacement package.
- The issued drawings, schedules and details require a final measured survey and coordinated shop drawings. Differences in configuration, handing, dimensions, thresholds, glazing, restrictors, ventilators 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 design information developed during procurement and construction.
- The existing Safety File, current 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, careful opening-up, asbestos-coverage checks, access and temporary-works coordination and task-specific risk assessments before and during the works. Only current approved information shall be used for manufacture and installation.

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. Wider path or external-access alterations are not part of the current works.

The asbestos survey confirms chrysotile rope seals at high-level metal mesh windows. Similar seals were recorded at the Boiler House, the north wing of the main office block and the west wing of the toilet block. The survey also records presumed chrysotile-containing bitumen adhesive beneath retained floor finishes in Corridor 2, presumed compressed gaskets at the Boiler House and presumed roof undercloaking.

The rope seals may be directly affected by the window replacement and their full extent shall be established before removal. The building was occupied during the survey and concealed window packers or materials were not fully inspected at every opening. Before each intrusive operation, confirm that the exact area and material are covered and arrange targeted inspection or sampling where necessary. Retained presumed ACMs outside the window and door scope shall be protected and left undisturbed. If suspect material is encountered, stop, isolate the area and obtain competent assessment. Asbestos work shall be undertaken by competent specialists under a task-specific assessment and plan of work, with statutory notification, exposure and health-surveillance controls, RPE, PPE, decontamination, authorised waste and clearance or reoccupation arrangements where required.

Each opening shall be surveyed for construction, fixings, retained fabric and concealed services before removal. If a lintel, support, substrate or adjoining construction is damaged, unstable or materially different from the approved detail, 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, fire-alarm, security, access-control, heating, data or other systems shall be planned and undertaken by competent authorised persons under lock-out, tag-out 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 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 each phase shall be cleaned and accepted before return 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, lifting, escape-door, asbestos-related or service-isolation work shall be separately programmed and communicated. Adjoining roads, footpaths and centre routes shall be kept free from debris and materials.

5.4. Access to Site and Working Areas

Construction access, unloading, secure storage, waste and high-level access-equipment positions shall be agreed before mobilisation. The PSCS shall verify approach routes, gates, turning, unloading, occupant and public segregation, floor or ground capacity, 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 affected openings. 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 unloading and secure storage areas. Units held for installation shall be kept upright on suitable purpose-made supports, 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 areas.

Adequate lighting shall be maintained at affected openings, internal access routes, temporary openings, access equipment, 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. Overhead work 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, traffic marshals, unloading, secure storage, high-level access-equipment positions, workforce parking, 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, temporary openings, public boundaries, materials storage, 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	Fourteen large replacement window units are at high-level clerestory positions. The height, restricted access, long glazed units and need to protect persons using the occupied centre below make the fall and falling-object risk particularly aggravated. The PSCS shall provide a planned collective access system, effective exclusion below, weather limits, rescue arrangements and any required temporary-works design.

No.	Particular Risk	Applicable / Not Applicable	Project-Specific Comment
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 chrysotile rope seals at high-level metal mesh windows that may be disturbed by the replacement works. Similar seals occur at the Boiler House, the north wing of the main office block and the west wing of the toilet block, and concealed materials were not fully inspected at every opening. The affected seals shall be dealt with by competent asbestos specialists under a task-specific plan of work, with notification, exposure control, health surveillance, decontamination, waste and clearance or reoccupation arrangements where legally required.
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, isolation, lock-out, tag-out and proving dead. Reassess if overhead or high-voltage services are 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	The works include large factory-glazed windows, high-level clerestory units and external doorsets that may require mechanical lifting and temporary restraint. Confirm dimensions, weights, centres of gravity, lifting points, delivery and installation routes, equipment capacity, exclusion zones, temporary support and the fixing sequence before delivery and installation.

6.2. Hazard Identification

Hazard identification based on the General Principles of Prevention has identified significant residual risks from the occupied centre, high-level clerestory work, confirmed asbestos rope seals and survey limitations, temporary open window and door positions, access equipment and falling objects, large and fragile glazed units, fire and escape-door interfaces, concealed services, retained fabric, deliveries, dust, noise, weather and future maintenance.

Preliminary Safety & Health Plan

Kildare FETC, Bóthar na gCorp, Kildare, Co. Kildare, R51 AX65



The PSCS shall specifically address phased possession and segregation, asbestos removal and survey limitations, opening-by-opening surveys, stable temporary weather and security measures, high-level access and exclusion below, lifting and glass handling, service isolation, escape-door sequencing, deliveries, 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 considered most significant for this project. It does not replace the contractor's detailed risk assessments, method statements, lifting plans, traffic-management procedures, access plans or temporary-works designs; it identifies the matters 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 window and door openings	Removed units leave falls, weather ingress, unauthorised access and possible loss of security or fire separation.	Prepare stable, weather-resistant temporary closures before removal, limit simultaneous openings, secure each opening at every pause and inspect after adverse weather.
Access, deliveries and public interface	Vehicles, access equipment, glazing, materials and waste may conflict with occupants, public routes and emergency access.	Use an agreed logistics plan, booked deliveries, traffic marshals where required, segregated routes, approved unloading and secure storage, and maintain emergency access.
High-level clerestory work and falling objects	Fourteen high-level clerestory units require planned access and may expose workers and persons below to falls, glazing, tools or debris. Schedule 1 item 1 applies.	Use a suitable collective access system, inspected equipment, effective exclusion below, secured tools and materials, weather limits and rescue arrangements. Coordinate long units and temporary closures before removal.
Asbestos at window openings and retained ACMs	Chrysotile rope seals are confirmed at high-level metal mesh windows and may be disturbed by the works. Further presumed ACMs and survey limitations remain. Schedule 1 item 2 applies.	Establish the full rope-seal extent before removal. Use competent asbestos specialists, an agreed plan of work, statutory notification and exposure controls where required, authorised waste arrangements and appropriate clearance or reoccupation evidence. Protect retained ACMs outside the window and door scope.

Preliminary Safety & Health Plan

Kildare FETC, Bóthar na gCorp, Kildare, Co. Kildare, R51 AX65



Residual design / site risk	Principal risk / interface	Key PSCS controls required
Controlled removal and concealed conditions	Fragile glass, sharp frames, retained finishes, concealed fixings, damaged supports and unknown opening conditions may cause injury or instability.	Use a controlled sequence, local support, containment, opening surveys and inspection points. Make safe and refer structural or material differences; do not improvise repairs.
Heavy and fragile glazed units	Large low-level and high-level window units and doorsets may be heavy, brittle and unstable during delivery, storage and installation. Schedule 1 item 10 applies.	Confirm weights and routes, use suitable lifting equipment or planned team handling, competent installers, secure temporary restraint, exclusion zones and inspection before lifting equipment or barriers are removed.
Escape doors, fire and security continuity	Replacing a final exit or controlled entrance may reduce escape capacity or affect fire-alarm, access-control or security systems.	Confirm each door's function, agree phased temporary arrangements, maintain an alternative route and test door hardware and affected systems before handback.
Existing services at openings	Drilling, cutting and removal may strike live electrical, fire-alarm, security, data or heating services.	Survey and trace services, use permits and lock-out/tag-out, prove safe, protect retained systems and test and certify reinstatement.
Thresholds, drainage and accessible use	Incorrect thresholds, falls or seals may create trips, water ingress and inaccessible or unsafe doors.	Coordinate thresholds and external falls, maintain safe temporary transitions and verify clear openings, door forces, drainage and finished levels before handback.
Retained fabric and opening supports	Removal may damage retained cills, linings, window boards or finishes, and unexpected defects may affect support or weathering.	Record and protect retained items, use compatible repair materials, avoid unnecessary breakout and obtain design direction for damaged supports, damp or hidden defects.
Dust, noise, products and hot work	Removal, drilling, cutting, sealants and coatings may expose workers and occupants, contaminate rooms or cause false alarms and fire.	Use lower-risk methods and products, enclosure and extraction, agreed hours, alarm coordination, Safety Data Sheet controls, cleaning and hot-work permits if hot work is introduced.
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 the sequence and inspections and retain certification and change control.

Residual design / site risk	Principal risk / interface	Key PSCS controls required
Inspection, testing and phased reoccupation	Premature handback may leave loose units, unsafe glazing, incomplete seals, defective hardware, service faults or contamination.	Use an inspection and test plan; 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 information, unit weights, replacement routes, restrictor and hardware details, 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 method statements, risk assessments, permits and supporting design for asbestos, controlled removal, concealed services, temporary openings, access equipment, falling-object protection, glazing and lifting, escape doors, local services, hot work if introduced, 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 chrysotile rope seals at high-level metal mesh windows, retained presumed ACMs outside the current scope and suspect concealed materials not fully inspected at every opening.
- Old glazing compounds, putties, mastics, sealants, coatings and paints, including possible 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 spaces.

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 affected designers and contractors. Establish the full extent of the high-level window rope seals and protect retained presumed ACMs. No ACM shall be disturbed without a competent asbestos assessment and plan of work. Where statutory notification is required, it shall be made before work starts. Unexpected suspect material requires immediate stop, isolation and competent assessment.

Window, door and removal waste shall be contained and removed safely. Dust shall be prevented where reasonably practicable and otherwise controlled by local enclosure, on-tool extraction, wet methods where suitable 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 affected opening shall be minimised, and secure purpose-made supports shall be 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 opening, overhead task or lifting operation. Exclusion zones shall remain effective until each unit, tool, item of debris and temporary protection is 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 routes, public areas or access-equipment routes.

No retained fire, security or access 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, high-level access equipment, tools and waste. Actual weights, centres of gravity and delivery routes shall be confirmed. Mechanical aids, suitable lifting equipment, team handling and task rotation shall be used where reasonably practicable.

7.5. Lifting Equipment

Lifting equipment is likely to be required for large factory-glazed windows, the high-level clerestory units and doorsets. Selection shall follow confirmation of unit weights, centres of gravity, lifting points, routes, opening sizes, floor or ground capacity 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.
- MEWPs, glass lifters, suction devices and accessories shall have suitable capacity, statutory inspection and task 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 removal 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, method statements, 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, ventilators, restrictors, thresholds and ironmongery.
4	Approved shop drawings, measured surveys, opening and fixing details, temporary support information, concealed-work photographs and installation inspection records.
5	Product declarations, certification, warranties and O&M information for frames, glazing, fixings, cavity closers, membranes, seals, ventilators, restrictors, closers, locks, escape hardware and access-control interfaces.
6	Safety-glazing, manifestation, door, escape-hardware, accessibility, weather-resistance and functional test and commissioning records.
7	Asbestos survey, final marked asbestos register and management information, opening-specific coverage checks and any further sampling, removal, notification, clearance, reoccupation and authorised-waste records.
8	Records of the confirmed high-level window rope seals and their removal or treatment, together with the updated asbestos register and restrictions relating to retained presumed Corridor 2 bitumen adhesive, Boiler House gaskets, roof undercloaking and any other ACM identified by further inspection or sampling.
9	Local electrical, fire-alarm, security, access-control, data, heating and other service as-builts, isolation information, test certificates and safe future-access requirements.

Preliminary Safety & Health Plan

Kildare FETC, Bóthar na gCorp, Kildare, Co. Kildare, R51 AX65



Section	Description
10	Details of retained and repaired fabric, including cills, linings, window boards, architraves, finishes, cavity closers, 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, ventilators, hinges, closers, locks and emergency-exit hardware.
13	Waste-transfer records, including separate authorised asbestos and hazardous-waste documentation where applicable, and 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 challenges are work in an occupied centre, 14 high-level clerestory units, confirmed asbestos rope seals, temporary open building positions, access equipment and falling objects, large and fragile glazed units, escape-door continuity, concealed services, retained fabric, restricted deliveries, dust, noise 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
Asbestos at window openings and retained ACMs	Chrysotile rope seals are confirmed at high-level metal mesh windows; presumed ACMs and inspection limitations also remain.	High
Temporary openings, weather and security	Removed units may leave unsafe openings, water ingress, unauthorised access and possible 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

Preliminary Safety & Health Plan

Kildare FETC, Bóthar na gCorp, Kildare, Co. Kildare, R51 AX65



Hazard	Risk	Risk Rating
Escape doors and fire, access or security continuity	Door replacement and local system impairments may affect escape, fire alarm, emergency lighting, access control and security.	High
Concealed conditions and opening stability	Hidden fixings, damaged supports or unexpected substrates may cause falling material, instability or unsafe improvised repair.	High
High-level work and falling objects	Fourteen clerestory units require planned access and create aggravated fall and falling-object risks.	High
Services at openings	Live electrical, fire-alarm, security, data or heating services may be struck or interrupted.	Medium / High
Access, deliveries and secure storage	Vehicles, access equipment, purpose-made supports 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 retained building fabric.	Medium

The PSCS shall use this plan as the basis for the Construction Stage Safety and Health Plan, with particular attention to centre liaison, secure work areas, asbestos planning and controls, opening surveys, high-level access and exclusion, lifting and glazing, temporary closures, escape doors, service isolation, inspection, handover and Safety File delivery.

Appendix 4 contains Temporary Works and Permanent Works design certificates. Relevant designers shall address access equipment, temporary closure or support, lifting, temporary restraint, fixings, thresholds and contractor-designed elements.

Specialist designs shall state their assumptions, loads, sequence and inspection requirements and be coordinated through the PSCS and PSDP before use.

Designer and specialist risk information received and reviewed comprises:

- The current window and door replacement specification, schedule, plan, elevations and typical details, subject to measured survey and approved shop drawings.
- The project refurbishment asbestos survey, including the confirmed high-level window rope seals, presumed ACMs and its stated inspection limitations.
- Information to be developed by the window and door specialist and appointed access, lifting, fire, service, asbestos and temporary-works specialists.

Review this plan as surveys, shop drawings, asbestos planning, work methods, programme and phasing develop. The PSCS shall keep the Construction Stage Safety and Health Plan and method statements aligned with current approved information.

Preliminary Safety & Health Plan

Kildare FETC, Bóthar na gCorp, Kildare, Co. Kildare, R51 AX65



Future safety information shall cover cleaning and maintenance access, high-level glazing replacement, unit weights and routes, restrictors and hardware, concealed services, retained ACM restrictions and compatible repairs.

Before the relevant work, confirm the PSCS appointment, programme, AF1 and AF2 status, possession and logistics, asbestos rope-seal extent and removal strategy, shop drawings, unit weights, high-level access and lifting, service isolations, escape-door sequencing, inspections and Safety File deliverables.

Appendix 1 Generic Site Rules

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 method statements and risk assessments 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, method statements, risk assessments, permits, briefings and inspections.
- iii. Method statements, risk assessments 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, method-statement and risk-assessment 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 work at height, open window and door positions and falling-object risks. Access equipment, glass handling and temporary closures require project-specific method statements, risk assessments 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 shall ensure that all relevant safety and health legislation and project requirements are followed at all times.
- xi. Personnel or subcontractors with an unsatisfactory safety record or inadequate procedures shall not be permitted to work on site unless suitable evidence of improvement, competence and training has been provided.
- xii. The Main Contractor shall keep cables, leads and other trip hazards away from access and escape routes and shall maintain effective housekeeping arrangements.
- 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 method statement, risk assessment and required design, asbestos or permit information are coordinated.
- xiv. The PSCS shall establish a method for issuing health and safety information and revisions to the Construction Stage Safety and Health Plan to subcontractors and any other party whose safety or health 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. Suitable personal protective equipment, PPE, shall be worn as identified by the task-specific risk assessment. PPE shall not replace suitable collective controls.
- 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 shall report to the site office, obtain the Contractor's permission to enter and remain accompanied where required. Suitable PPE shall be worn.
- 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 shall be kept clear at all times. Materials or equipment shall not be left unattended in an access or escape route.
- xxviii. Noisy or vibration-producing work shall take place only during hours agreed in advance with the Client and centre management.

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

- i. Personnel shall wear suitable safety footwear and any additional PPE identified by the task-specific risk assessment. High-visibility clothing, head, eye, hand, hearing and respiratory protection shall be selected for the actual hazards and shall not replace collective controls.
- 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. Defective mechanical plant or equipment shall not be used and shall be removed from service until properly repaired and inspected.
- v. Ladders shall be used only for low-risk, short-duration work where a risk assessment shows that more suitable access is not reasonably practicable. They shall be secured and used by trained persons.
- 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. Fighting, horseplay and practical jokes are prohibited within the site.

Preliminary Safety & Health Plan

Kildare FETC, Bóthar na gCorp, Kildare, Co. Kildare, R51 AX65



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, 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 limitations. No known or presumed ACM shall be disturbed without a competent risk assessment and plan of work. Before each intrusive opening operation, confirm that the exact material and area are covered by the survey; arrange further targeted inspection or sampling where required. Stop, isolate the area 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 glazing held for installation safe and 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

Appendix 2 AF1

Appendix 3 Design Risk Assessments

PSDP Design Risk / Residual Risk Assessment
Kildare FETC – Window and Door Replacement Works

PSDP Design Risk / Residual Risk Assessment																										
Project: Kildare Further Education and Training Centre Window and Door Replacement Works, comprising 72 windows and 12 external doorsets at Kildare Further Education and Training Centre, Priest’s Lane, Bóthar na gCorp, Kildare Town, Co. Kildare, R51 AX65. 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														●	●	●	Site Operatives	General Public	Maintenance	RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL. 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																								
Prepared by		G. Mathews																								
Approved		TBC																								
Date:		11 September 2026																								
Issue No.:		0																								
Item	Activity or Task		Hazards														Risk			Persons Affected			Risk Control	Yes	No	
1	Project information, appointments and pre-order design confirmation		The PSCS, programme, possession, logistics, working hours, final measured surveys and specialist shop drawings remain partly TBC. Manufacture or work based on unresolved dimensions, high-level access, configurations or interfaces may create unsafe installation and maintenance conditions.														●			✓	✓	✓	Before manufacture and mobilisation, confirm appointments, programme, possession, current drawings and specification, a measured and condition survey of all 72 windows and 12 doorsets, final configurations, glazing, restrictors, thresholds, ironmongery, door functions, unit weights, high-level access, lifting and temporary-closure methods. Maintain a design-action schedule and obtain 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 building 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. Overhead work beside occupied areas shall not 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 window and door openings, weather and security		Removal of a unit creates an open building opening, weather ingress, unauthorised access, loss of security or fire separation and exposure of occupants and retained fabric. Wind may destabilise temporary screens.														●			✓	✓	✓	Prepare a 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 each closure before leaving it unattended and after adverse weather. Do not remove a unit unless replacement or safe temporary closure can be achieved within the approved phase.	✓		Temporary-closure design, sequence, inspections, weather limits, out-of-hours response and security arrangements shall be recorded in method statements and the Construction Stage Safety and Health Plan.
4	Site access, deliveries, secure storage, external plant and waste		Vehicles, reversing, access equipment, glazing, waste and material movement may conflict with occupants and the public, 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, competent traffic marshals where required, segregated pedestrian routes, approved unloading and secure storage, suitable ground for 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, access-equipment and storage locations, waste, emergency access, responsible persons and daily inspection arrangements.
5	Asbestos rope seals at high-level windows and retained presumed ACMs		The survey confirms chrysotile rope seals at high-level metal mesh windows, including locations associated with the Boiler House, the north wing of the main office block and the west wing of the toilet block. Concealed window materials were not fully inspected at every opening. Corridor 2 bitumen adhesive, Boiler House gaskets and roof undercloaking remain presumed ACMs. Schedule 1 item 2 applies.														●			✓	✓	✓	Establish the full rope-seal extent before removal and agree the asbestos strategy with a competent specialist. No seal or suspect material shall be disturbed without a task-specific assessment and plan of work. Apply statutory notification, exposure, health-surveillance, RPE, PPE, decontamination, controlled removal, authorised waste and clearance or reoccupation arrangements where required. Protect retained presumed ACMs. Stop and isolate the area if unexpected suspect material is found.	✓		Provide the survey, marked register, further inspection or sample results, asbestos plan of work, notification information, exposure or clearance evidence and waste records to affected persons, the PSCS and the Safety File.

PSDP Design Risk / Residual Risk Assessment
Kildare FETC – Window and Door Replacement Works

PSDP Design Risk / Residual Risk Assessment																													
Project: Kildare Further Education and Training Centre Window and Door Replacement Works, comprising 72 windows and 12 external doorsets at Kildare Further Education and Training Centre, Priest’s Lane, Bóthar na gCorp, Kildare Town, Co. Kildare, R51 AX65. 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				Site Operatives	General Public	Maintenance	RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL. 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																											
Prepared by		G. Mathews																											
Approved		TBC																											
Date:		11 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 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 fabric.																			✓	✓	✓	Survey and photograph each opening, identify retained elements and services and use a controlled removal sequence. Provide local support, containment, protected waste routes and suitable glass handling. Stop, make safe and refer unexpected structure, damage, damp, services or suspect material. No structural repair or change shall be improvised.		✓		The removal sequence, protection, temporary support, service and asbestos inspection points and unexpected-condition procedure shall be included in the method statement. Record surveys and design decisions.
7	High-level clerestory windows, access and falling objects		Fourteen large window units are at high-level clerestory positions. Restricted access, long glazed units and persons using the occupied centre below create particularly aggravated fall and falling-object risks. Schedule 1 item 1 applies.																			✓	✓	✓	Select a suitable collective access system for each location and verify floor or ground capacity, service constraints, loading and rescue needs. Use competent installers and inspected equipment, effective exclusion below, secured tools and materials and defined weather limits. Coordinate removal, asbestos controls, unit handling and stable temporary closure. Provide temporary-works design where required.		✓		Carry Schedule 1 item 1 into the PHSP and construction plan. Provide the access design or selection record, inspections, exclusion arrangements, rescue plan, weather limits and temporary-closure information before work starts.
8	Large factory-glazed windows and doorsets, lifting and temporary stability		Large low-level and high-level units may be heavy, brittle and unstable during transport, storage, lifting and fixing. Breakage, equipment failure, trapping or premature release 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 routes, openings and equipment capacities. Use suitable lifting equipment or planned team handling and competent installers. Segregate routes and installation areas, restrain each unit until fully fixed and inspect supports and fixings before releasing equipment or reopening 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 unsuitable hardware may cause impact, falls, entrapment or unsafe operation by occupants and future cleaners.																			✓	✓	✓	Coordinate safety-glass classification to IS EN 12600, pane sizes, critical locations, manifestation, opening limits, restrictor strength and release, ventilation and cleaning requirements before manufacture. Protect glazing during construction and complete certification, visual inspection, restrictor and functional checks before handback.		✓		Final glazing certification, manifestation, restrictor and ventilator schedules, inspection records and operating and maintenance information shall pass to the PSCS and Safety File.
10	Final-exit and entrance doors, ironmongery and access control		Replacing a designated entrance or final-exit door may obstruct escape or accessible circulation. Incorrect handing, clear width, threshold, closer, escape 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 the installation and complete closer, latch, lock, 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.

PSDP Design Risk / Residual Risk Assessment
Kildare FETC – Window and Door Replacement Works

PSDP Design Risk / Residual Risk Assessment																												
Project: Kildare Further Education and Training Centre Window and Door Replacement Works, comprising 72 windows and 12 external doorsets at Kildare Further Education and Training Centre, Priest’s Lane, Bóthar na gCorp, Kildare Town, Co. Kildare, R51 AX65. 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																●	●	●	Site Operatives	General Public	Maintenance	RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL. 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																										
Prepared by		G. Mathews																										
Approved		TBC																										
Date:		11 September 2026																										
Issue No.:		0																										
Item	Activity or Task		Hazards																Risk			Persons Affected			Risk Control	Yes	No	
11	Opening survey and shop-drawing coordination		Drawing dimensions are not for manufacture. Wrong dimensions, configurations, handing, glazing, ventilators, restrictors, thresholds or hardware may compromise support, weathering, escape, access and maintenance.																●			✓	✓	✓	Measure every opening and record substrate, cill, lining, retained finish, service and fixing conditions. Reconcile the drawings and schedule and submit coordinated opening-by-opening shop drawings and door and hardware schedules. Resolve differences through the Contract Administrator and relevant designer before order. Maintain change control after approval.	✓		
12	Existing electrical, fire-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 fire or security systems, water release or damage.																●			✓	✓	✓	Obtain records, scan and open up carefully, identify circuits and systems and agree shutdowns. Competent authorised persons shall lock out, tag and prove systems safe and protect or reroute retained services. Provide approved temporary coverage for essential systems and complete inspection, testing and controlled recommissioning before handback.	✓		
13	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.																●			✓	✓	✓	Survey finished levels and drainage before manufacture and coordinate thresholds not exceeding 15 mm where applicable, clear openings, door forces, weathering and external falls. Protect existing drainage. Provide stable, conspicuous and slip-resistant temporary transitions. Inspect water shedding, operation and accessible use before removing barriers.	✓		
14	Opening supports, retained cills, linings and local making good		Removal may damage retained cills, linings, boards, architraves and finishes. Excessive breakout, absent or defective support, hidden damp or unsuitable repairs may cause instability, water ingress or future deterioration.																	●		✓		✓	Photograph and label retained elements, use careful local removal and protect surfaces. Confirm substrates and repair details before breakout. Stop and obtain design direction for loose masonry, damaged or absent lintels, decay, damp, failed cills, concealed voids or other unexpected defects. Do not improvise structural intervention.	✓		
15	Airtightness, perimeter weathering and concealed-work inspection		Missing or discontinuous membranes, cavity closers, packers, fixings, seals or drainage paths may cause water penetration, instability, mould, decay, draughts and unsafe later repair. Defects may be hidden by trims.																	●		✓		✓	Use approved opening details and compatible systems, prepare clean sound substrates and maintain drainage paths. Inspect and photograph fixings, packers, cavity closers, insulation, membranes and seals before they are concealed. Undertake the specified weather and operational checks before internal finishes are closed and the phase is handed back.	✓		
16	Noise, dust, vibration, products and hot work		Removal, drilling, cutting, sanding, sealants, foams and coatings may expose workers and occupants, contaminate rooms, trigger alarms, damage retained fabric or cause fire. Hot work is not expected but may be introduced by the contractor’s method.																	●		✓	✓	✓	Select lower-risk methods and products, use Safety Data Sheet assessments, local enclosure, on-tool extraction and suitable Class H or M vacuum cleaning. Agree noisy and dusty periods and protect occupied areas, detectors and ventilation. Avoid hot work; if unavoidable use an approved permit, extinguishers, checks for concealed combustibles and a recorded fire watch. Verify cleanliness before handback.	✓		

PSDP Design Risk / Residual Risk Assessment
Kildare FETC – Window and Door Replacement Works

PSDP Design Risk / Residual Risk Assessment																																				
Project: Kildare Further Education and Training Centre Window and Door Replacement Works, comprising 72 windows and 12 external doorsets at Kildare Further Education and Training Centre, Priest’s Lane, Bóthar na gCorp, Kildare Town, Co. Kildare, R51 AX65. 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																		Site Operatives General Public Maintenance			RISK CONTROL MEASURE TO BE UNDERTAKEN IN ORDER TO ELIMINATE HAZARD / REDUCE RISK TO AN ACCEPTABLE LEVEL. 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																HIGH													MEDIUM			LOW		
Prepared by		G. Mathews																																		
Approved		TBC																																		
Date:		11 September 2026																																		
Issue No.:		0																																		
Item	Activity or Task		Hazards															Risk			Persons Affected			Risk Control			Yes	No								
17	Manual handling, tools, secure storage, housekeeping and waste		Frames, glazing, doors, access components, tools, purpose-made supports and waste create handling, toppling, sharp-edge, trip, fire-load and housekeeping risks. General waste may become contaminated if asbestos controls fail.																		✓	✓	✓	Confirm weights and routes and use mechanical aids, suitable trolleys, glass lifters and team handling. Store glazing upright on rated and restrained frames or racks 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.			✓		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.							
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, service defects, debris or asbestos contamination.																		✓	✓	✓	Implement an inspection and test plan covering openings, fixings, packers, cavity closers, membranes, glazing, hardware, restrictors, thresholds and services. Complete weather, operation, escape, security, access and service tests. Close defects, remove temporary measures and waste and undertake final cleaning 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.																				✓	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 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.							

Appendix 4 TWDC & PWDC

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: (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: (if applicable)	
7.	Current project drawings and specifications (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. (if applicable; schedule may be appended)	
9.	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? If yes, where are these described?	☐ yes ☐ 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: (if applicable)	
6.	Drawings: (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: (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:

Appendix 5 Temporary Works Guide List

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.			
Description	TW used in Low-risk situations. Standard equipment constructed in accordance with relevant standards or manufacturers requirements. Schemes where the consequences of failure are low.	TW used in Medium risk situations. Schemes where the consequences of failure are significant.	TW used in High risk situations. 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.
Site Establishment	- Site cabins to 2 stories. - Silo bases using standard solution. - Mesh panel fences erected in accordance with manufacturers recommendations.	- Site cabins above 2 stories. - Proprietary solid panel system hoardings erected in accordance with manufacturers recommendations. - Timber hoardings up to 3.0m high.	Hoardings exceeding 3.0m high
Access	- Compliant scaffolds in accordance with the scaffolding code of practice and technical guidance. - Loading towers – compliant to technical guidance, system scaffolds erected to manufacturer's guidance & standard solutions. - Systems scaffold staircases up to 30m high. - Safety net systems installed to manufacturers recommendations and fixed to robust primary members. - Aluminum towers erected and used in accordance with manufacturers recommendations.	- Compliant scaffolds to technical guidance which are greater than 30m high or non-compliant scaffolds. - Bespoke scaffolds to technical guidance. - Edge protection. - Waste chute support	- Access and working scaffolds other than stated as low or medium risk and any that require non-standard support conditions. - Temporary roofs. - Hanging scaffolds. - Any external sheeted scaffolds regardless of height. - Safety net systems which are of unusual/bespoke design.

Formwork Falsework	- Formwork for columns using clamps up to 4m high. - Double sided wall formwork using through ties up to 6m high.	- Single sided formwork up to 3.5m high. - Falsework to slabs and beams using proprietary equipment. - Back propping of floor slabs. - Propping to pre-cast concrete elements.	- Formwork, falsework and support work schemes using non-proprietary equipment. - Very complex schemes using proprietary equipment. - Slip-forming and climbing formwork.
Construction Plant	- Mobile crane out rigger foundations using company guidance for cranes up to 100 tonnes. - Pilling mats/platforms - Small MEWPs operating on pavements designed for HGVs or on internal concrete ground bearing slabs	- Mobile crane out rigger foundations for cranes > 100 tonnes. - Proprietary cantilever loading platforms. - Hoist and mast climber foundations and ties.	Tower crane bases.
Excavations	- Excavation support up to 3m in uniform good ground conditions where no de- watering is required. - Excavations where ground movement is not important. - Excavations using trench boxes in dry good ground conditions where limiting ground movement is not important and surcharge loads do not exceed 10kN/m2.	- Excavation support in uniform fair ground conditions with limited open sump de- watering required. - Excavations where limiting ground movement is preferred but not critical. - 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 - De-watering schemes.	- Excavation support in ground other than as described in medium risk category. - Excavations where ground movement is critical. - Major excavations greater than 6m depth or with plan dimensions exceeding 12m - Cofferdams. - Tunnels or headings.
Structural Stability	Demolition schemes not requiring removal of complete structural elements e.g. needling for small openings.	- Demolition schemes removing entire structural elements but not including full façade retention. - Temporary stability of permanent works during construction i.e. free standing steel members.	- Façade retention. - Temporary underpinning.
Permanent Works / Other	Manually loading out of materials onto floors.	- Plant loadings on permanent works e.g. from MEWP's. - Stability of and lifting of reinforcing steel. - Lifting points for pre-cast elements.	Temporary works that has the potential to affect major infrastructure assets e.g. Airports

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> A Safe System of Work includes provision of Risk Assessment, Method Statement, SPA & Toolbox Talk.		

strategic sustainable solutions



HEAD OFFICE:

Beech House,
Beech Hill Office Campus,
Ireland, D04 V5N2

GET IN TOUCH:

T: +353 (0)1 277 6999
E: info@ksnhorizon.com
W: www.ksnhorizon.com

Follow us on:

