May 2026

Report

Preliminary Safety & Health Plan (rev 1)

Pathfinder Programme, Our Lady's Bower, Co Westmeath

Our Lady's Bower on behalf of Department of Education

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Our Lady’s Bower on behalf of Department of Education
Pathfinder Programme, Our Lady’s Bower, Co Westmeath

Rev	Originator	Approved	Date
0	John Kilkenny	Diarmuid Condon	08/05/2026

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20260508 PRELIMINARY SAFETY & HEALTH PLAN (REV 0)

1 General

Energy Upgrade Works | CAT B fit out projects can be characterised as involved projects, where uncertainty can come from various sources. A clear understanding of the risks born by each project participant and asset owner | manager leads to better risk allocation. The following annotations can guide the actions of the Works Contractor (The PSCS) to effectively develop and implement their risk analysis and management tool:

- Risk analysis and management is most effective when deployed early;
- A properly structured risk identification, analysis, and mitigation process can moderate the risks associated with construction projects;
- Risk assessment and management is not a substitute for adequate pre-project planning, project controls, or other management and technical requirements. The most effective risk management process is coordinated with all aspects of project site and client FM management;
- Works on Pathfinder Programme Project impose certain characteristics that increases the risk to The PSCS and their service users. These include:
  - adjacency of works to persons unfamiliar with construction risks;
  - interface with other business staff securing School operational continuity and enjoyment; and
  - necessity to maintain life safety services throughout works
- The risk management process shall capture usable data and be kept as simple as possible; and
- Documentation is critical, and properly recording the identification, analysis, and risk mitigation plans for each risk element allows for lessons to be learned and actions to be taken if necessary.

1.1 Residual hazards

The level of project risk will increase considering the necessity to:

- Adjacency of works to the live School (Works programming to avoid occupancy where possible);
- Necessity to maintain shared grounds, services generally and emergency evacuation access routes;
- Undertake works within defined areas under the control of The PSCS;
- Coordinate restricted logistical access to work areas and waste transfer from works areas with Landlord Agent (Our Lady's Bower Principal | Janitor);
- The PSCS and their supply chain contractors shall take reasonable care to maintain a high level of safety and security during construction when access points are provided to permit the passage of construction materials and personnel;
- Prioritise unobstructed travel in and around the Pathfinder Programme Project plate outside areas of contractor control;
- Surrounding infrastructure – high number of vehicle and pedestrian movements;
- The constant interface risk for The PSCS with other Our Lady's Bower property users/stakeholders; The PSCS School shall take cognisance of the following:

  - Non-construction persons are not experienced in recognising construction vehicle movement risks;
  - Non-construction persons are constantly on the move and can walk out onto a traffic travel lane suddenly;
  - Non-construction persons tend to concentrate for only a short time, and thus may only notice one thing at a time. People tend to focus on what is in front of them instead of what is around them; and
  - Non-construction persons may freeze in front of a construction vehicle.
- Potential for strained relationships with The Our Lady's Bower service users;
- Necessity to maintain traffic flow at on all approach roadways;
- Requirement to carry out works at low occupancy levels as agreed with the Client | School on a case-by-case basis;
- Construction activities generally i.e., working space, work at heights, noise, dust & fumes, working near to shared services etc.;
- Cleanliness of the site at the end of each work shift must be secured nightly; and
- Security of the site.

2 Construction requirements

2.1 Person in Control of the Premises

The PSCS is responsible for all onsite health & safety. The PSCS will also take on the responsibility of the *'person in control of the premises'* as identified in Section 15 of the 2005 Act. The *'person in control of the premises'* will so far as is reasonably practicable ensure that provided access, egress, articles or substances provided for use are safe and without risk to health to site operatives, occupier personnel, visitors and members of the public. The PSCS shall review and fully implement the requirements of Section 15 as it applies to the Pathfinder Programme Project site area.

2.2 Preliminary Safety & Health Plan

This Preliminary Safety and Health Plan has been developed by DCON Safety Consultants Limited acting in the capacity of Project Supervisor for the Design Process (PSDP) Health & Safety Coordinator for Our Lady's Bower on behalf of Department of Education as per the Safety, Health and Welfare at Work (Construction) Regulations, 2013 to 2023.

2.3 Client responsibilities

The document is intended to fulfil the obligations of Our Lady's Bower on behalf of Department of Education as a Client under Regulation 9 of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 - 2021 in providing information on health, safety and welfare matters that shall be considered when undertaking work at the Pathfinder Programme Project property. This document seeks to provide:

- A general description of works;
- Client considerations and management requirements; and
- Restrictions and existing onsite hazards and quantifiable risks i.e., safety hazards, health hazards and any significant design and construction hazards.

The PSCS is to incorporate this information into the Construction Stage Safety & Health Plan as required under Regulation 16 to demonstrate that appropriate account will be taken of the health and safety arrangements, prior to the commencement of works on site. The PSCS shall review all existing Client Safety File information included or referenced within this document and provide all relevant information requested, to demonstrate that appropriate health & safety arrangements will be implemented. Any conflict between the details contained in this document and any other contract document shall be brought to the attention of the PSDP H&SC (DCON Safety Consultants Limited) for resolution.

2.4 Legislative requirements | standards | guidelines

The PSCS shall comply with all relevant Acts, Regulations and Codes of Practice which apply during the construction stage and facilities maintenance period. The PSCS shall ensure that, as a minimum, all aspects of the works and project facilities comply with good industry practice, law and all necessary consents including, but not limited to the following:

- The Safety, Health and Welfare at Work Act 2005;
- The Safety, Health and Welfare at Work (Repeals)(Commencement) Order, 2015;
- The Safety in Industry Act 1980;
- The Safety, Health and Welfare at Work (General Applications) Regulations 2007 to 2024;
- The Safety, Health and Welfare of Work (Construction) Regulations, 2013 to 2023;
- The Construction Products Regulation (CPR) 2013;
- The Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001-13 and the associated HAS Chemical Agents Code of Practice (2020);
- BS 6187:2011 Code of Practice for Full and Partial Demolition;
- Any other recommendation or Code of Practice made by the Health and Safety Authority;
- Law and Good Industry Practice on Disability including those of the National Disability Authority;
- Fire Services Act 1981;
- Good Industry Practice in respect of Fire;
- Requirements of Utility Providers;
- Relevant Irish Standards ("Irish Standards"), British Standards ("British Standards"), Codes of Practice ("Codes of Practice"), EU Directives ("Directives") or equivalent European Standards ("European Standards");

- Local Byelaws and Regulations;
- Regulations and requirements of all Relevant Authorities; and
- All CIBSE Publications- Guides, Codes, Technical Memoranda, Application Guides, Lighting Guides, etc.

The PSCS shall provide for complying with the above including all mandatory notifications and notices for display. Compliance with these Regulations, By-Laws, Standards and Guidelines shall relate to those most up to date or reasonably foreseeable as being in force or published at the time of Contract Award.

3 Health & safety drivers

- Zero reportable accident and incidents (0.00 Accident Frequency Rate);
- Securing and maintaining a safe workplace for all;
- Securing everyone's safety by attaining to a high level of safety performance, care for safety of other business personnel and other property users | stakeholders;
- Caring for the workforce – personal development & training, respect, high standards of welfare etc.;
- Respecting Pathfinder Programme Project | Our Lady's Bower community managed through their Facility Management Team by considering their impact on existing staff, students, visitors and members of the public prioritising courtesy and minimising the impact of deliveries; and
- Protecting and enhancing the environment.

3.1 Monitoring performance

Our Lady's Bower on behalf of Department of Education expects all contractors to monitor their health and safety performance whilst conducting work activities at the property. In addition, Our Lady's Bower on behalf of Department of Education reserves the right to audit contractor's health and safety performance and review the health and safety documentation provided by The PSCS in order to ensure that it is current and continues to reflect the work activities undertaken by The PSCS.

4 Site location

4.1 Site address

Our Lady's Bower, Co Westmeath

4.2 Site contact details

All initial contact shall be made through BDP Limited (Brendan.oreilly@bdp.com)

5 Project details

5.1 Nature of works (summary)

The initial works include the mobilisation will commence on 26/05/2026 for a period of circa 2-3-months over a one phase. Main elements of new construction works will be delivered across an agreed strategy. Works are deemed to include the following:

- Soft strip demolition works
- Limited tiling, partition board install

- 1st and 2nd Fix Mechanical and Electrical with LSS systems commissioning
- New data, power relocations, lighting relocations;
- Introduction of an array of green mechanical and electrical solutions including solar panels etc;
- Any required groundworks and civils works to facilitate new services;
- Necessary creation of service opes;
- Flooring finish replacement;
- Furniture fit out; and
- Decorative improvements (wall and ceilings).

All of the above works will be covered by specific RAMS (risk assessment and method statements), which will be reviewed and approved by The PSCS. Where additional works are added to this scope they will also be covered by approved RAMS. The PSCS will be responsible for the overall site management, programming and coordination of their supply chain | sub-contractors within the delivery of the overall works requirements. Works present several health and safety challenges that require the implementation of a Safety Management System. It is accepted that successful health and safety management is a high priority and as such the creation of a positive safety culture is a primary objective for the Our Lady's Bower on behalf of Department of Education. To achieve such a culture and overcome the various challenges several key enablers have been identified that provide focus for all involved in the campus development. These are referred to as to as "*Five Safety Enablers*" and include:

1 Leadership – Visible and Proactive;

2 Expectation – Setting the Standard;

3 Knowledge – Educate and Train;

4 Communication –Consistent Message of 'Care and Concern'; and

5 Incentive – Acknowledge and Reward.

5.2 Site location

All works are to be carried out within the confines of the redline site boundary and defined set down area(s) on Pathfinder Programme Project as available and agreed with Our Lady's Bower Principal | Janitor and the School Management.

5.3 Site constraints

The project will be subject to several site-specific constraints including, but not limited to:

- Working adjacent to (vertically and horizontally) to existing occupied School spaces which will remain fully operational; and
- Spatial access and egress limitations in utilising waste management vehicles. All skip movements will be coordinated with the Principal | Janitor team to be ideally before 07:00 and after 17:00.

5.4 Sequencing of the works

The PSCS shall be responsible for all costs associated with sequencing the works to suit site conditions and safe work methods | practices.

5.5 Areas affected by works directly or indirectly

- The PSCS is responsible for protecting the works always against damage from failure of the structure through collapse, impact or any other cause; and
- The PSCS is to provide all necessary protection to prevent any damage to existing building services, doors, ironmongery, fittings and any other site features which are to remain in position after the execution of the works.

5.6 Site utilities

EI System to operate under strict permit to works system

5.7 General notes on mechanical and electrical services

- All temporary service diversion designs are to be proven against relevant design requirements | CIBSE, ETCI guidelines etc.

Note 1: All works that have an associated medium to high-risk rating are subject to Risk Assessment review and the implementation of a Safe Working Method Statement. All Risk Assessments shall be written and recorded by The PSCS on a Risk Assessment Register.

Note 2: All works deemed required to be carried out outside the site boundaries are subject to Risk Assessment and the implementation of a Safe Working Method Statement in agreement with the OUR LADY'S BOWER ON BEHALF OF DEPARTMENT OF EDUCATION Project Manager.

5.8 Date of planned commencement

- 16th June 2026 (mobilisation period)
- 23 June 2026 (demolition / renovation works commencement)

5.9 Date of completion

Circa 3-months post commencement - DCON Safety Consultants Limited have assessed the construction programme timeline with The PSCS and deem the programme suitable in terms of time afforded to carry out works safely on the understanding that the project is adequately resourced and programmed to comply with legislative requirements. Shall the scope of works be varying | change; the adequacy of the time for completing the works shall be reassessed by all project stakeholders in consultation with The PSCS.

6 'Good neighbour' charter

The PSCS when working at the Pathfinder Programme Project building, are to consider their direct and indirect impact on building stakeholders and members of the public. Informing, respecting and showing courtesy to those affected by works is a driving commitment of the Our Lady's Bower on behalf of Department of Education. It is anticipated that The PSCS develops their delivery methodology around the following headings:

6.1 Care about appearance

- Constructors shall ensure sites appear professional and well managed;
- Ensuring that the external appearance of sites enhances the image of the industry;

- Being organised, clean and tidy;
- Enhancing the appearance of temporary facilities, stored materials, vehicles and plant; and
- Raising the image of the workforce by their appearance.

6.2 Respect the community

- Constructors shall consider their impact on occupier operations and functionality;
- Informing, respecting and showing courtesy to those affected by the work;
- Minimising the impact of deliveries, parking and work on any surrounding roadway; and
- Working to create a positive and enduring impression.

6.3 Protect the environment

- Constructors shall protect and enhance the environment;
- Identifying, managing and promoting environmental issues;
- Seeking sustainable solutions, and minimising waste, the carbon footprint and resources;
- Minimising the impact of vibration, and air, light and noise pollution; and
- Protecting the ecology, the landscape, wildlife, vegetation and water courses.

6.4 Secure everyone's safety

- Constructors shall attain the highest levels of safety performance to ensure a 0.00 Accident and Incident Frequency Rate;
- Having systems that care for the safety of the public, visitors and the workforce;
- Minimising security risks to neighbours;
- Having initiatives for continuous safety improvement; and
- Embedding attitudes and behaviours that enhance safety performance.

6.5 Value their workforce

- Constructors shall provide a supportive and caring working environment;
- Providing a workplace where everyone is respected, treated fairly, encouraged and supported;
- Identifying personal development needs and promoting training;
- Caring for the health and wellbeing of the workforce; and

  Providing and maintaining high standards of welfare

7 Particular risks

The following is a non-exhaustive list of risks, as defined within the first schedule of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 – 2021:

Particular Risks	Yes	No
Burial under earth falls		✓
Engulfment in swampland		✓
Falling from a height (ladder | mobile tower use created by scope of works)	✓	
Work which puts persons at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring **Dust & Weils | Leptospirosis**	✓	
Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom		✓
Work near high voltage power lines (main power supplies)		✓
Work exposing persons at work to the risk of drowning		✓
Work on wells, underground earthwork and tunnels		✓
Work carried out by divers at work having a system of air supply		✓
Work carried out in a caisson with a compressed air atmosphere		✓
Work involving the use of explosives		✓
Work involving the assembly or dismantling of heavy prefabricated components (furniture | partition walls | plant replacement works etc.)	✓	

Any other work, which may involve 'Particular' risk
▪ CAT B fitout works that require careful and considered temporary works – risks include:
  ▪ Falling materials during deconstruction | demolition activities;
  ▪ Presence of connected services;
  ▪ Noise and vibration.
▪ Works adjacent School creating a constant interface risk;
▪ Manual handling – generally; and
▪ Waste vehicle movements
	✓	

8 Site restrictions - constraints

The location of works dictates the restrictions necessary to complete the works safely and without risk. It is a condition of working, therefore, that The PSCS shall seek to:

- Comply with defined landlord and client working restrictions and procedures;
- Maintaining property operational safety throughout the works;
- Take cognisance of other school staff, visitors, members of the public and neighbouring construction site operatives within surrounding public areas where safe access | egress shall be facilitated at all times;
- Not use the site for any other purpose other than carrying out the works;
- Implement an appropriate signing in and out system for all site operatives and visitors;
- Confine the location of the site office, welfare, waste delivery bays to defined areas;
- The PSCS shall do everything possible to minimise disruption, disturbance, noise, dust, vibration etc. arising from construction activities;
- Ensure that unauthorised persons cannot encroach on areas occupied by The PSCS
- Ensure that any work which may involve a risk to disruption to existing live services is agreed with the client in advance. All such work shall, in any event, shall be pre-planned and agreed. Risk Assessments and Method Statements ('*RAMS*') shall be prepared, issued and agreed in advance of all work on or near live services;
- Maintain always clear emergency escape routes and access to existing fire hydrants; and
- The PSCS compound shall be within the confines for the site.

8.1 Client and local authority restrictions

The following restrictions are present:

- Waste Byelaws;
- Rights of Way etc.; and
- Traffic and Parking Restrictions.

Further restrictions may exist than those listed above. The PSCS shall liaise with the Our Lady's Bower on behalf of Department of Education to ascertain if there are additional items which may impact upon the project.

9 Reports | surveys

9.1 Asbestos survey

The age of the building informs that the possibility that asbestos containing materials being present is likely. The PSCS should ensure they have a copy of the Design Team's ACM Survey prior to progressing works

10 Existing information

10.1 Available information

10.1.1 Health and safety file

All available client safety file information will be shared with The PSCS prior to works commencement by Our Lady's Bower Principal | Janitor through Our Lady's Bower on behalf of Department of Education.

10.1.2 Eliminate | reduce by design

As PSDP H&SC we are continually seeking to eliminate risk at source determined by available information residual hazards | risks associated with the works. Risks are to be identified, eliminated at source, substituted for a lesser risk, reduced and or controlled. Temporary works management, waste marshalling | traffic management, limited access, elimination of fall risks shall be promoted by The PSCS. Such measures shall seek to 'engineer in' solutions to reduce foreseeable risks.

10.2 Construction stage risks

- Lack of awareness/understanding risks by supply chain contractors. This can be mitigated by:
  - The PSCS developing a site-specific induction & training plan;
  - Review and development of competency requirements;
  - Communication in multiple languages to suit work force and in multiple methods;
  - Signs, briefings, toolbox talks, town hall meetings, stand down periods, safety bulletins, risk assessments safety observation reporting, key performance indicators, and method statements etc.
- The site layout including access from the main thoroughfare, pedestrian routing and the potential risk of reversing plant & equipment. This can be mitigated by:
  - A designed site layout includes; 1-way and turning circles, separate pedestrian access routes into and on site and approved traffic management schemes allowing safe access into the schemes.
- Risks relating to falling/falling materials. This can be mitigated by:
  - Eliminate use of ladders and step ladders (replace them as required with podium steps);
  - Screening of site;
  - Adequate access and material loading points during works.
- Presence of live services (gas/water/power/data/comms/electrical). This can be mitigated by:
  - Detailed services authority interaction;

- Drawings and surveys incl. ground penetrating radar, trial holes etc., so as to isolate, make dead or de-commission;
- Updating as built information as works progress.

- General construction risk to building students and members of the public. This can be mitigated by:
  - Employment of suitable security measures (based on risk assessment and client expectations/direction);
  - Hoarding type selected on risk level and any historical evidence;
  - Provision of information in the form of safety bulletins, briefing sessions and knowledge capture to all affected stakeholders.

11 Operational plan requirements

11.1 Production of operational plans

The PSCS shall develop the following operational plans prior to the commencement of works and include them in 'Plan'. These plans are 'live' documents and therefore subject to review and change as maybe required:

- **Material Delivery Plan** - (i.e., lay down areas, 'just in time' delivery policies, sequential material delivery policies etc.). The PSCS shall avoid offloading materials on any public thoroughfare at much as possible. If this is not possible, The PSCS shall liaise with the Our Lady's Bower;
- **Storage Area Plan** - taking in to account storage requirements such as:
  - Lay down areas (e.g., temporary storage of materials).
- **Emergency Plan** - shall incorporate the following:
  - The organisation of personnel, responsibilities and training (in relation to Fire and Emergency Evacuation Coordinator and Deputy Coordinator, Fire Warden, General Operatives and Subcontractors);
  - Communication of arrangements (e.g., Site Safety Notice Boards / Emergency contact details);
  - Fire protection measures (i.e., designated escape routes, flammable material use / storage, hot work permit systems, raising of fire alarm, recording of inspections / drills / tests etc.);
  - Emergency Procedures highlighting fire evacuation procedures, assembly points, roll calls etc.; and
  - Prevention measures highlighting Risk Assessments and Method Statements, 'No Smoking' policy and disposal of waste.
- **Noise Attenuation Scheme Plan** - shall be incorporated in relation to all aspects of the construction works for the works and thereafter implemented The PSCS in accordance with agreed details (if required) to ensure that noise limits are achieved at the nearest sensitive locations. Where noise is generated, The PSCS has a responsibility to incorporate noise monitoring measures whereby elimination is the preferred option as per requirements set out in the Safety, Health, and Welfare at Work (General Application) Regulations, 2007-2022; and
- **Dust Minimisation Plan** - shall be incorporated in relation to the construction phase of implementing the works (i.e., from site mobilisation/enabling to site demobilisation). The plan shall address BS5228: Part 1: 1997, Noise and Vibration Control on Construction and

Open Sites and Best Practical Means | Best Available Technology to minimise air blown dust and particles from being emitted from the site, including:

- Applying dust sheeting to all access points into each work area; and
- Covering skips and wheelie bins.

12 Site wide elements

12.1 Access | egress | contractor compound

Access with materials will be via main loading bay and large deliveries must be agreed with Our Lady's Bower in advance. The position of general access and egress and means of transport of materials to site and on-site transportation requirements is envisaged off a yard. The PSCS are to identify the potential hazards allowing the development of a safe and efficient traffic management plan. No parking is available for contractors onsite. Consideration shall be given to the following:

- Maintaining function and access to School and local roadways;
- General and fire evacuation access | egress routes to be kept clear always; and
- Delivery of materials to be under supervision to avoid contact with persons. Deliveries to be programmed to avoid high trafficked times thus minimising congestion and conflict with School delivery movements and other FM deliveries (if scheduled).

12.2 Location of unloading

The location of the delivery | unloading point is has been considering reflecting on:

- There is v limited space available for delivery of materials to site;
- Adjacent areas will continue to be occupied;
- Drivers are to be aware of the Our Lady's Bower logistical restraints which may involve class times, summer camps, voting, community events and other constraints;
- Unloading shall NOT be done without supervision; and
- Vehicles shall not manoeuvre without a suitable and trained Banksman.

12.3 Contractor car parking

No contractor car parking is available outside of nearby public parking.

12.4 Welfare arrangements

Under Regulation 17 (3) a & b, The PSCS shall co-ordinate the arrangements for the provision and maintenance, in an appropriate condition, of site welfare facilities for all persons at work on the construction site, in accordance with Part 14 of the Safety, Health & Welfare at Work (Construction) Regulations, 2013 to 2021. Welfare arrangements are to be suitable and sufficient considering the scale of works and site undertaking.

12.5 Storage provisions

The PSCS shall avoid where possible the storage of flammable materials on site. Shall this be unavoidable then the exact position shall be agreed, as gas and fuel will need to be identified in the fire & emergency plans. All materials are to be stored within an appropriate storage container.

12.6 Housekeeping | disposal of waste

Good housekeeping is an essential part of a safe and efficiently runs site. Waste materials shall be disposed of promptly and into suitable containers. Waste shall be removed from site at regular intervals to avoid a build-up of rubbish.

12.7 Emergency procedures | routes | exits

The PSCS is to provide suitable firefighting equipment and maintain an emergency evacuation procedure throughout the progress of the works. A competent person shall be appointed to act as a fire marshal and the proposed fire emergency procedures are to be described in the 'Plan'. The adopted procedures are to be brought to the attention of all operatives and visitors to the site. Care shall be taken to ensure all emergency routes are to remain open throughout the duration of the project. Materials, stores, skips, etc. will be positioned so as to ensure that emergency access/egress routes remain unobstructed.

12.8 First aid

The PSCS is to provide adequate provisions for the administering of first aid. The amount of first aid equipment is to be assessed based upon the risk of the project and the numbers of personnel on site. A trained first aider | appointed person shall be identified and remain on site throughout the duration of the project.

12.9 On-site traffic

The movement of delivery vehicles is to be closely monitored and shall only be done under the supervision of a competent Banksmen. As there is an overlap between site activities and private car spaces, a risk assessment shall be carried out to identify potential risk. Suitable control measures are to be put in place to protect School staff and members of the public. The PSCS is to down brief all supply chain contractors regarding vehicular weight and height restrictions which apply when entering or exiting the site access route.

13 Clients And Students' Activities

13.1 Site security

The PSCS is responsible for ensuring that the site remains secure at all times. In order to protect Our Lady's Bower on behalf of Department of Education staff, students, neighbouring School workers and members of the public from on-site activities a description of security arrangements including hoarding, fencing, signage, signing in/out procedures etc. shall be included within the 'Plan'.

13.2 Rules and procedures

13.2.1 Site rules and other restrictions on contractors, suppliers and others

The PSCS is expected to address details of contractor management in the 'Plan'. The PSCS shall review all arrangements for site security, occupational health related issues, traffic management, contractors, visitors and employees. Site rules include but not limited to:

- Ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation and good practice;
- Provide trained and competent employees;
- Ensure all employees report in and report out at the site office recording their name, company and time on site in The PSCS sign in | out register;
- Ensure all employees are provided with suitable and sufficient personal protective equipment;
- Cooperate fully with the Our Lady's Bower on behalf of Department of Education and Our Lady's Bower Principal | Janitor;
- Report immediately any incidents to the principal;
- Maintain local, occupier and fire tender access and egress to all surrounding infrastructure;
- Maintain access to all commercial occupied and shared areas;
- Speed restrictions are to be down briefed and complied by all persons;
- Ensure adequate dust prevention/restriction measures are in place to protect the surface of all provided roadways within the site and surrounding estate;
- Prevent disruption | obstruction to the students;
- Restrict deliveries | construction vehicle movements outside the site boundary before the times of known interface to seek to eliminate the risk of interface with existing and neighbouring students and peak time carpark use;
- Prevent damage to any public realm area especially where percolation systems may exist;
- Recognise the potential for concealed services within the floors | walls | ceilings;
- Not to use the site for any other purpose other than carrying out the works;
- Ensure that a suitably qualified and competent Banksman be in attendance/escorting all construction vehicles including delivery vehicles, when vehicles are manoeuvring on shared campus construction roadway;
- Enclose the site area for the protections of persons and securing the work area against unauthorised persons or intruders;
- Ensure no area of the site to be left unsecured overnight;
- Provide all necessary welfare facilities for site operatives, existing basement level toilet | welfare on site facilities will only be used;
- The use of radios or any other musical device by contractors is strictly prohibited;
- Ensure against lone working at any time;
- Ensure high visible vests to be worn always;
- Prevent the use of alcohol onsite;
- Prevent the use of drugs onsite;

- Prevent the playing of music on site;
- Ensure any work which may involve a risk to disruption to existing live services is agreed in advance all affected stakeholders and utility providers. All such work shall, in any event, be pre-planned and agreed. Risk Assessments and Method Statements ('RAMS') shall be prepared, issued and agreed in advance of all work on or near live services;
- Ensure that no construction activities are carried out without a documented safe system of working;
- Ensure noise, dust and vibration (potential disruptive works) causing work to adhere to committed parameters prior to commencing work on site;
- Anticipate (and eliminate where possible) works considered to be disruptive to School and adjacent properties;
- Ensure that no horseplay takes place on site;
- Ensure against catcalling by construction personnel;
- Ensure against the use of inappropriate or coarse language; and
- Ensure that construction personnel are properly dressed always.

13.3 Permits to work (landlord and contractor)

- Permit to Work
- Work on electrical systems (isolation works); and
- Work on pressure systems (envisaged).
- Roof Works Permit
- Hot Works Permit

Should The PSCS be aware of such activities that require a permit to work then they shall be drawn to the attention of the PSDP and be included within the 'Plan'.

13.4 Temporary works

The PSCS is to consider all works which may affect the interface with visitors and members of the public. All temporary works design and management is to be carried out in accordance with the Safety, Health and Welfare at work (Construction) Regulations, 2013 and relevant Approved Codes of Practice. DCON Safety Consultants Limited recommend that The PSCS the process and forms as found in Appendix 2 of the HSA Publication '*Approved Code of Practice - The Safety, Health and Welfare at Work (Construction) Regulations, 2013'*.

14 Client Safety File

The Safety File is information collated by the PSDP under Regulation 13(a) & (b) of the Safety, Health and Welfare at Work (Construction) Regulations, 2013 - 2021. The Safety File is a record of information for the end user which focuses on safety and health in relation to the day-to-day usage, maintenance, alteration and demolition of the structure. The information contained within the file shall alert those responsible for the structure and the services within it of any significant risks to safety and health that shall be addressed during further works to or within the structure. The PSCS is responsible under Regulation 21 for the co-ordination of arrangements among contractors to ensure the provision of relevant information, in writing, thus enabling the completion of the safety file.

The compilation of the safety file may be difficult in the circumstances of this project with the initial works having been completed by an alternate PSCS/PSDP. Our Lady's Bower will endeavour to utilise the same contractors used to complete the initial works. Where this is not possible, a case-by-case review should be undertaken to establish how permanent works can be certified, tested and commissioned. It is vital that Safety File production is included in all progress reports and that issues are flagged with key stakeholders at the earliest possible opportunity.

15 Effective relationship with contractor

The PSDP recognises that the key principle in relationship management is the fostering of a closer relationship with contractor than may have been typical of industry norms previously. Relationships in our opinion are developed with a foundation of respect in well-managed health & safety teams and contribute to a spirit of collaboration and an atmosphere of mutual trust throughout the project lifecycle. We will create an effective relationship with the project supervisors to ensure successful delivery of health & safety by:

- *'Best person for the job'* – This approach will be adopted on the project to assist team integration and creating a join sense of purpose;
- Contractor Engagement - Engaging with Contractors at the earliest opportunity after notification of preferred status to reiterate the health and safety goals and expectations of Our Lady's Bower on behalf of Department of Education;
- Acknowledging that the relationship is important! - Listening to the project supervisors to understand how they view and propose to ensure the health and safety expectations of the client. We will invest time and energy to understand The PSCS needs and to deal with anything that gets in the way. Effective and non-judgemental listening will prevent the creation of distance and defensiveness at site and project meetings;
- '*Top Down'* Approach - Recognising effective health & safety management performance comes from 'a top down' approach. It shall be demonstrated and reinforced at every level of management through to the workforce so that there is no doubt about the behaviour that is expected on this project;
- Facing any differences directly - Our philosophy of confronting and attempting to understand differences before they become an issue is a pro-active solution approach;
- Win-Win Solutions - Working towards solutions where both parties win. We will seek to achieve a win–win solution and this in turn builds exciting and satisfying relationships;
- Informal forums - Meeting The PSCS informally prior to site management and principal meetings so they feel comfortable raising issues that are important to them;
- Open Communication Culture - Developing a culture at each meeting and site visit whereby people can express their feelings. We will create relationships by sharing thoughts, opinions and project deliverables. Our organisational culture encourages people to connect which in turn will generate a passionate commitment to achieve the health & safety goals of the project.
- Advice & Recommendations - Providing health and safety annotations / suggestions as needed'
- Team Recognition - Acknowledging 'good to excellent' safety attitudes and systems of work onsite'
- *'No Blame'* Environment – Supporting a near miss incident culture under a 'no blame' environment; and
- Good practice Guidelines **-** Agreeing and implementing good practice guidelines in providing continual improvements e.g., site management and sub-contractor team risk management awareness, behavioural development, Workplace Transport Safety; temporary works management and traffic management and site layout design.

Appendix 1 – AF 1 form

By Email Attachment

Appendix 2 - Design risk assessment

See Dropbox Link