

PRE-CONSTRUCTION HEALTH & SAFETY PLAN

INVER COLLEGE CARRICKMACROSS
REFURBISHMENT OF SCIENCE CLASSROOM

Keys and Monaghan
architects

Date: 12.03.26

Project directory – Client and Design Team contacts:

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This report has been prepared for the sole benefit, use and information for the Client and project team only

INTRODUCTION

This Preliminary Safety and Health Plan has been prepared in accordance with the requirements of Safety, Health and Welfare at Work (Construction) Regulations 2013 and summarises the project-specific H&S information needed to identify hazards and risks associated with the project design and construction work

It is a document, which will be developed by the Project Supervisor for Construction during the construction phase. All those involved with the design phase have a statutory duty to comply with it and to provide the Project Supervisor for Design Process with any information they have, which he needs to keep the plan up to date.

It is the intention of the Client that the project be constructed in such a way that the risk to health and safety of all persons engaged in its construction, future use, and maintenance are eliminated or reduced to an acceptable level under current health and safety legislation.

The information provided concentrates on issues that designers and contractors could not reasonably be expected to anticipate or identify or that are likely to be difficult to manage effectively.

Where appropriate relevant information is included in this document, but it may also be contained in other documents, in which case, it is cross referenced and summarised, and the information provided separately.

Any changes to the information provided within this document or to referenced documents will be communicated to those who need to know; however, this document will not necessarily be revised as part of that process. If this document is revised, where practicable, the nature of any changes made will be indicated in the document, e.g. by a vertical line in the margin adjacent to revised sections.

This preliminary Health and Safety Plan has been issued for inclusion within the tender documents.

1 Statutory Requirements

1.1 AF1 Form

Based on the assessment that the project will not exceed the threshold set down in the Health Safety and Welfare at Work (Construction) Regulations 2013, for project duration and/or person days during construction, an AF1 form, which serves as notification to the Health and Safety Authority, has not been submitted.

1.2 Design Co-ordination and Co-operation

PSDP is satisfied that Design co-ordination is taking place. The Design Team, comprising Keys and Monaghan Architects, and CB Consulting Engineers (Mechanical and Electrical Engineers) share all pertinent reports and surveys along with input from Joseph Coyle (QS) and Keys and Monaghan (PSDP). The PSDP are satisfied with the level of co-operation achieved within the Design Team. Where recommendations are made to review designs or conduct further study these have been accepted in a spirit of co-operation.

1.3 Design in Accordance with the General Principles of Prevention

The design options have been developed by the Design Team and the PSDP is satisfied that the design team have considered the General Principles of Prevention as the design progresses designing out risks as far as possible and eliminating hazards where possible. Any issues identified during the design team meetings or from design reviews are recorded in the preliminary risk register which is appended to this report. These issues will form the basis for the Design Risk Assessments (DRAs') at later stages in the project. Keys and Monaghan do not foresee any unacceptable risks arising from the proposed designs as they currently stand and are satisfied, as far as possible, that the design team is complying with their obligations under the Safety Health and Welfare at Work Act (2005) and their responsibilities under the Safety Health and Welfare at Work (Construction) Regulations 2013.

1.4 Design Risk Assessments

The design team prepared Design Risk Assessments for the current design stage based on the knowledge of the site.

2. EXECUTIVE SUMMARY

This plan sets out the key requirements, restrictions and significant hazards set out for the duration of the project from concept through to occupation. For full details refer to the relevant sections of this document as detailed in the table of contents.

2.1 Significant Hazards

1. Damage to or shut down of live plant and equipment
2. Underground services encountered within any remedial excavation
3. Overhead services
4. Site Visitors/Workers
5. Plant movements on site
6. Plant movements off site
7. Manual Handling
8. Slips/Trips/Falls
9. Dust/fumes
10. Noise/vibration
11. Trespassers
12. Fire protection
13. Provision of Welfare facilities

Please also refer to the body of this document for details of issues not included in the summary above.

2.2 Project Notification

Initial notification of the project has not been made using Form AF1 to the Health & Safety Authority.

2.3 Principles of Prevention

These principles are a requirement of the Management Regulations and apply to all industries, including construction. They provide a framework to identify and implement measures to control risks on construction projects

- a) Avoid risks
- b) Evaluate risks that cannot be avoided
- c) Combat the risk at source
- d) Adapt the work to the individual, especially regarding the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view to

alleviating monotonous work, work at predetermined work rate and to reducing their effect on health

e) Adapt to technical progress

f) Replace the dangerous with the non-dangerous or less dangerous

g) Develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the work environment

h) Give collective protection measures priority over individual protective measures

i) The giving of appropriate training and instructions to employees.

2.4 Arrangements

The PSCS/contractor should be fully conversant with the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013.

The information has been written in the knowledge that the PSCS/contractor will have been judged competent by the client to undertake this contract. It is therefore assumed that the contractor is fully conversant with all the commonly encountered construction risks, methods and materials and the measures needed to deal with them. The objective of this preliminary information is to highlight special features, risks and hazards that have particularly significant effects.

The PSCS and main contractor will be responsible for managing the construction works and such management arrangements shall be detailed within the construction phase plan and shall include (but not be limited to) the following:

- Restriction of operatives to designated work areas;
- Maintaining access for the emergency services;
- Protection from falling materials/dust/debris;
- Segregation of operatives (where appropriate) and visitors from the construction works and from vehicle and plant routes;
- Continuous review of arrangements throughout the progress of construction works.

2.5 Client Safety Standards and Objectives

The Project Team aims to achieve the highest standards of Safety and Health for all personnel, building occupants, members of the public, Contractors and suppliers who may be affected by the works. The main contractor is to liaise with adjoining neighbours throughout the construction works to ensure the site is not obstructed.

The main contractor should adopt the following good practice guidelines and incorporate

them into the site rules.

2.6 Site Safety Inductions

All site personnel and visitors are to receive a site safety induction from the main contractor before being allowed onto site (contractors are to also provide a site-specific method statement and risk assessment before they can commence works), evidenced through a signed and dated attendance sheet.

2.7 Site Storage

Only materials of such quantities as are necessary to complete the work in hand are permitted to be stored on site. Storage must be strictly in accordance with the manufacturer's recommendations. Specific consideration must be given to storage of flammable materials.

2.8 Disposal of Waste

It is the responsibility of the main contractor that all waste and rubbish is removed at the end of each work period. Waste must be disposed of in accordance with current applicable regulations. Burning on site is strictly prohibited.

2.9 Nuisance

The creation of noise, dust and any other nuisance is the responsibility of the main contractor and is to be controlled and monitored throughout the project.

2.10 Noise Production

This is to be in compliance with Local Authority requirements for Environmental Health including limits of noise levels and periods of noisy work to be undertaken.

2.11 Reporting of Incidents / Accidents

The first aider who treats the accident/injury should ask the injured person to report the incident/injury to their line manager (if staff).

The main contractor shall set down his site-specific rules within his construction safety and health plan.

INVER COLLEGE

1. Project description:

- 1.2 Inver College is a post primary school located in Carrickmacross, Co. Monaghan. The school has a current student roll of just over 730 pupils
- 1.3 The project constitutes the refurbishment and adaptation of the science classroom
- 1.4 All tenderers **should try to visit the site** and familiarise themselves about the access arrangements, the school layout and construction, any equipment within the building which must be carefully disposed of, or which may be retained

2. Timescales:

- 2.1 The works must be carefully managed around the school timetable. The works must be completed during the summer holidays as soon as the school is available after state exams
- 2.4 The timescale for completion is to be the subject of regular review by the Design Team/ PSDP/ PSCS and Main Contractor.
- 2.5 The PSCS shall assess the timescale for completion of the works stated in the tender documentation and advise of its achievability.

3. Safety, Health, and Welfare objectives:

- 3.1 To carry out the construction of the works outlined above within the proposed contract timescale, to the design and specification set out in the contract documents, with due regard to the welfare of staff and pupils and without putting at significant risk their health and safety and that of others who may be affected by the project.

4. Existing Safety File:

There is no existing Safety File for this site.

5. Client requirements and restrictions:

- 5.1 The areas affected by the works shall be limited to those employed by the Contractor or Sub-Contractors and to those representatives of the Client, Design Team, PSDP, PSCS, and utility companies etc who are authorised to do so by the Contractor.
- 5.2 The areas for the works shall be properly and securely screened off to prevent students or other unauthorised personnel from entering them.
- 5.3 That screening shall include for dust control.
- 5.4 The Main Contractor shall liaise with the School regarding fire escapes, fire alarms and any services shut-downs proposed – giving at least 7 calendar days' notice of the latter.
- 5.5 There should be no loud noise coming from the site.
- 5.6 There is a no-smoking policy on the school's grounds, i.e. not just on the site.
- 5.7 The security of the site will be the Contractor's responsibility

6. Existing environment:

- 6.1 The existing school building is a single and two storey domestic type construction. It has cavity block, rendered / brick walls and pitched roofs. All tenderers must visit the site and familiarise themselves about site access arrangements, the room layouts, type of construction etc

6.2. The scale of the works should not cause any significant disturbance to any neighbours.
The science classroom is on the schoolyard side of the school site

6.3 The areas of work should be adequately screened off and access to and from the construction areas needs to be considered carefully and agreed with the school.

6.4 Existing Utilities – The Contractor must satisfy himself in this regard prior to any excavation / openings there are obviously live services in and around the school building. The Main Contractor needs to take care to identify the locations of these in the areas he is working and be able to isolate them when necessary

6.5 The Main Contractor shall comply with the HSA Code of Practice for Avoiding Danger from Underground Services – 2010. Any proposed shutdowns must be agreed with the school in advance (minimum 7 calendar days' notice).

7. Access and egress:

7.1 Access and egress will be shared with the normal day-to-day school traffic. The contractor's compound is to be discussed and agreed with the school, PSCS and PSDP. Space for a compound will be restricted.

8. Working hours and noise:

8.1 Unless by prior agreement with the school for a specific activity, working hours shall be between 07.00 and 18.00 Mon. - Fri. and 08.00 and 14.00 on Saturdays, with no work on Sundays or Bank Holidays. The Main Contractor shall comply with the recommendations set out in BS 5228 Noise Control on Construction and Open Sites.

9. Asbestos:

9.1 There is no information available on asbestos at the site at the time of preparation of this Preliminary H+S Plan. If any substance is found that could be asbestos the Main Contractor shall leave it undisturbed and notify the Employer's Representative/ PSDP and PSCS immediately.

9.2 Given the age of existing buildings there is a low risk of asbestos being present. The client is to provide a demolition stage asbestos report.

10. Hazard identification:

10.1 Some proposed building / refurbishment works are within existing buildings, and these buildings require greater care and sensitivity that might normally be expected. The new works are built using materials and forms of construction that would be considered familiar to a competent Building Contractor.

10.2 A properly structured risk identification, analysis and mitigation process can moderate the risks associated with the construction process

10.3 See also attached risk assessments from the M+E Engineers.

10.4 The main risk, again, is working in a 'live' school environment.

11. Risks where the Main Contractor is required to detail proposals:

11.1 Details of site compound & welfare facilities – to be agreed with the school.

11.2 Fire and emergency procedures.

11.3

12. Safety Legislation relating to the works (not exhaustive):

- 12.1 The contractor will have to comply with all relevant Acts, Regulations, Codes of Practice, Works Requirements, and current DoES technical Guidance Documents which apply.
- 12.2 The contractor shall ensure that as a minimum, all aspects of the works comply with Planning Conditions, good industry practice, law and all necessary consents
- 12.3 Safety, Health, and Welfare at Work Act 2005 (no.10 of 2005)
- 12.4 Safety, Health, and Welfare at Work (General Application) Regs, 2007 – 2016
- 12.5 Safety, Health, and Welfare at Work (Construction) Regs, 2013 (S.I. no. 291 of 2103)
- 12.6 Safety, Health, and Welfare at Work (Exposure to Asbestos) Regs, 2006 (S.I. no. 386 of 2006)
- 12.7 Safety, Health and Welfare at Work (Exposure to Asbestos) (Amendment) Regs, 2010 (S.I. no. 589 of 2010)

13. Significant Design and construction Hazards Risks:

This section sets out details of 'significant' construction hazards, hazardous materials and hazardous work methods or sequences that remain after the design process and are unusual, likely to be difficult to manage effectively or are likely not be obvious to a competent contractor.

However, notes on relevant drawings are the primary means of presenting key risk related information to others, including designers and contractors, who will need the information in order to identify and manage risks.

Currently the design team have not made any significant design assumptions, nor have they compiled any suggested work method sequences or other controls which the contractor should be made aware of.

13.1 Significant Residual Construction Hazards

Hazard or Risk	Outline of assumed controls / Critical related design assumptions	Risk Owner
Underground services encountered within the remedial excavation	Underground services encountered within the excavation for new gas supply	Contractor
Overhead services	Overhead services are present adjacent to the site. The Contractor should make his own assessment and consideration of overhead cables should be undertaken with associated methodology for working should the presence of overhead services be determined. Further Controls to be determined by Contractor	Contractor
Site Visitors/Workers	All site visitors and workers will be signed in and inducted so that they are aware of the risks prior to them being sent out to site, encouraged to report hazards, incidents and health and safety issues and be provided with appropriate PPE and RPE as necessary. Further Controls to be determined by Contractor	Contractor
Plant movements on site	All site operatives to wear appropriate PPE on site including hard hat, hi-vis vests and boots. Further Controls to be determined by Contractor	Contractor
Plant movements off site	The Contractor shall abide to the sites existing traffic management system to enable safe access to and egress from the site. Further Controls to be determined by Contractor	Contractor
Working on or adjacent to roads	Lorries leaving site will do so on public roads Traffic Management measures may be required to be undertaken as part of the works. Further Controls to be determined by Contractor	Contractor
Manual Handling	Manual handling will be required on site and Therefore, assessments must be carried out prior to the commencement of the works and where possible manual handling shall be minimised and suitable mechanical methods utilised. Further Controls to be determined by Contractor	Contractor
Slips/Trips/Falls	Good housekeeping to be maintained. Further Controls to be determined by Contractor	Contractor
Dust/fumes NB Silica Risks	Air Quality Management Plan to be produced by the Contractor. The Contractor is to ensure that appropriate control measures are put in place.	Contractor
Odour/vapours	Air Quality Management Plan to be produced by the Contractor. The Contractor is to ensure that appropriate control measures are put in place.	Contractor
Noise/vibration	Noise and vibration will need to be monitored on site where required, particularly close to sensitive structures	Contractor

	The Contractor is to ensure that appropriate control measures are put in place.	
Trespassers	Site security is to be always maintained. The Contractor is to ensure that appropriate control measures are put in place. Particularly to control potential access from children	Contractor
Fire protection	Where possible flammable liquids should not be stored on site. The Contractor is to ensure that appropriate control measures are put in place. Contractor must insist that any inflammable material in the science classroom is removed.	Contractor Client
Provision of Welfare facilities	Appropriate welfare and first aid facilities are to be provided. The Contractor is to ensure that appropriate control measures are put in place.	Contractor
Working in a school environment	The contractor should set out how he will manage traffic into, around and from the site. Contractor to provide a Site Security Plan for agreement prior to commencement of the works including fencing, signage, etc.	Contractor
Working on an island	The contractor should set out and coordinate how he will manage traffic from the ferry to his place of work	
Asbestos	Asbestos may be present	Contractor
Heavy Lifting	Installation of new plant and equipment be included in the contractors SSoW	Contractor

13.2 Significant Hazardous Materials

At the time this document was compiled information concerning the use of materials or any techniques that are unfamiliar or unconventional was not available, however neither the use of the specified materials nor the execution of the work should present unknown risks to a competent contractor.

13.3 Significant Hazardous Work Methods or Sequences

At present no unconventional construction methods are foreseen for the duration of the project, however details of significant hazardous work methods or sequences, such as may require the designer to provide a suggested method statement/sequence of work or for the contractor to prepare a specific method statement should be communicated at the earliest opportunity in order to develop a phasing plan.

Hazardous Work Method or Sequence	Outline of Necessary Controls / Critical related design assumptions	Risk Owner
Demolition of existing Walls etc	Structural stability to be considered and any temporary work design to be reviewed prior to any demolition works commencing	Contractor
New Openings in Walls	Refer to construction sequence and notes on structural drawing:	Contractor

13.4 Completion of Design

During the design phase the contractor shall liaise with the client, PSDP and PSCS to review progress of the development of the remediation design hazard register. In order to develop a consolidated

A Risk Register the following Designers Risk Assessments have been utilised and are referenced in the appendices:

Keys and Monaghan– Preliminary Risk Assessment

CB Consulting – M&E - Design Risk Assessment

13.5 Contractor's Design

The PSCS and contractor is to inform the PSDP in advance of any design work that is to be carried out by the contractor during the construction phase.

13.6 Design Changes

During the construction phase the contractor is to inform the client, designer and PSDP of:

- Any unforeseen eventuality resulting in a substantial design change
- Any proposal to depart from the design or assumptions set out in the tender proposals
- Any change likely to affect information for inclusion in the Health & Safety File

The contractor is to agree with the PSDP/PSCS any such proposals or changes, to the extent that they affect health and safety information, prior to their implementation. The contractor must notify the design team of any changes to the preferred phasing of the works in advance.

Other Requirements:

The Project Supervisor Construction Stage shall develop the Safety & Health Plan for Construction prior to commencement of works on site

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

14.0 HEALTH AND SAFETY FILE

A Health & Safety File will be required within 4 weeks of practical completion of the project and be restricted to all relevant information associated with the works drawing attention to any residual risks that could not be otherwise addressed and provided in sufficient detail that will enable all persons who subsequently clean and maintain the premises and installations can adequately manage those risks.

The Health & Safety File shall be delivered in an electronic format utilising the Microsoft Office suite incorporating pdf scanned copies of safety certificates i.e. waste transfer notes etc.

A paper copy of the specified documents should be issued to the employer's representative by the PSDP at handover.

"As built" drawings shall be produced in pdf format.

The electronic health and safety file should be completed two weeks prior to handover. The PSDP will audit the file during this time. All parties must complete any outstanding information two weeks after practical completion.

Contents of the H&S File shall form a separately identifiable volume/section if combined with the Operation & Maintenance Manual. Where information needs to be incorporated into both the H&S File and the O&M Manuals it will be sufficient that a cross reference is included. All documents included in sub sections should be accompanied with a register of that section's contents.

The document composition shall generally align to the following:

- Contents
- Introduction and explanation of format (where necessary)
- Project details including:
 - Description of work
 - Project directory including; subcontractors & suppliers identifying their respective role/trade/supply
 - Approvals/consents/warranties/commissioning certificates etc.
- Residual risk register including, critical maintenance activities, harmful substances, fire/emergency strategy etc.
- Maintenance details incl. product information and care & maintenance information
- Site Waste Management Plan (where applicable) incl. waste transfer notes

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

Project Supervisor for Design Process (PSDP):

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On behalf of Keys and Monaghan Architects Ltd

Date: 07.08.2026