

30.8.2026

PRELIMINARY SAFETY & HEALTH PLAN – Tender

for:

**Interior alterations to existing Enterprise House building at O'Brien Road, Carlow,
Co. Carlow**

on behalf of:

Carlow County Council

by:

O'Driscoll Lynn Architects
Knockenhoy Business Park
Sinnottstown Lane
Drinagh
Wexford

The logo for O'Driscoll Lynn Architects, featuring the lowercase letters 'odla' in a bold, sans-serif font. The 'o' and 'd' are black, while the 'l' and 'a' are a lighter grey.

T1 issued on 14th September 2026

TABLE OF CONTENTS

1.0 Introduction	3
2.0 Nature of Project	4
3.0 Existing Environment and Site Restrictions	7
4.0 Particular Risks.....	9
5.0 Other Identified Risks	13
6.0 Identification of Particular Design Requirements	15
7.0 Safety Documentation	16
8.0 Disclaimer	17
Appendix A: General Site Rules Applicable to Construction Sites.....	18
Appendix B: Safety and Health Plan	20
Appendix C: Document Register.....	22
Appendix D: Safety File.....	23

1.0 Introduction

This preliminary Health and Safety Plan has been prepared in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013) and for the purpose of providing information for the Project Supervisor Construction Stage (PSCS).

The information contained has been prepared prior to the commencement of the work on site. It does not take account of any matters or information which may come to life after that time.

The Project Supervisor Design Process (PSDP) has been appointed under the Safety, Health and Welfare at Work (Construction) Regulations 2013 (SI No. 291 of 2013). It is expected that the Main Contractor, following a competence assessment, shall be appointed Project Supervisor for the Construction Stage. This appointment will be under the 2013 Construction Regulations.

All relevant documentation must be passed on to the Client upon completion of the project.

2.0 Nature of Project

2.1 Client

Carlow County Council
County Buildings
Athy Road
Carlow
Co. Carlow
R93 E7R7

kcomerford@carlowcoco.ie
086 8252037

2.2 Site Location

Site of the development is located in business park area adjoining N80 town bypass.
Surrounding land uses:
Commercial buildings to all directions.

2.3 Scope of Works

Interior alterations to part of Ground floor of existing two storey Enterprise House building.

2.4 Project Supervisor Design Process (PSDP)

O'Driscoll Lynn Architects
Knockenhoy Business Park
Sinnottstown Lane
Drinagh
Wexford

053 914 4912
petr@odla.ie

2.5 Design Consultants

Architect

O'Driscoll Lynn Architects
Knockenhoy Business Park
Sinnottstown Lane
Drinagh
Wexford

053 914 4912
info@odla.ie

Quantity Surveyor

N/A

Mechanical & Electrical Consultant

N/A

Structural & Civil Engineering Consultant

N/A

Project Supervisor Construction Stage

It is envisaged that his role will be undertaken by the Contractor.

2.6 Drawings / Specifications

The following set of documentation is provided for the project:
Construction Drawings (Architectural).

2.7 Timescale for completion of the works

Commencement / Completion Date – 1st November 2026 / 30th January 2027

The Project Supervisor Construction Stage will be required to assess whether the intended programme and initial dates stated are achievable in view of the safety and health issues and any phasing of the works.

If the scope of the works is changed then the adequacy or otherwise of the time for completing the works should be reviewed by the Client, Designer and Project Supervisor Design Process in consultation with the Project Supervisor Construction Stage (see 'Continuing Liaison' below).

2.8 Safety, Health and Welfare Objectives

The safety, health and welfare objectives are to carry out the works within the proposed contract timescales to the design and specification set out in the tender documents with due regard to the welfare of staff and without putting at significant risk their health and safety and that of others who may be affected by the project.

2.9 Notification of Project to Health and Safety Authority

Notification of the project is to be undertaken by the Project Supervisor (Construction Stage) using Form AF2 (c.f. Appendix 1) prior commencement of construction works, and confirmed to the Project Supervisor (Design Process).

2.10 Forms

The use of recognized forms for the implementation of the project shall be as per the following. These certificates are not mandatory under legislation but are recommendations as to how the designers and the PSDP can share information and for designers to verify their designs.

If these are not used, then alternative means must be used and agreed in advance by the PSDP to "take account of the general principles of prevention" and to bring about co-ordination of designers on the project and for designers to provide information as is known.

- HSA form RF1 / Engineers Ireland Form HSP1 - Permanent Works Design Certificate to be used for co-ordination of the design of the Permanent works including specialist designs during the project.
- HSA form RF2 / Engineers Ireland Form HST1 - Temporary Works Design Certificate - may be used for coordinating the design of the Temporary Works.
- HSA form GA1 - Report of Thorough Examination - may be used to record the thorough examination and testing of Lifting Equipment, as set out in the Safety, Health and Welfare at Work (General Application) Regulations, 2013. This form was produced by the HSA to facilitate the recording of information, as per Schedule 1 Part E of the regulations.
- HSA form GA2 - Report of weekly Examination - This form may be used to record the weekly examination of Lifting Equipment used on construction sites, as set out in the Safety, Health and Welfare at Work (General Application) Regulations, 2013. This form was produced by the HSA to facilitate the recording of the weekly

- examination as per these regulations. This is not an approved or statutory form.
Reports of Weekly examination may be produced in other formats.
HSA form GA3 - Report of Results of Inspections of Work Equipment for Work at a Height.

3.0 Existing Environment and Site Restrictions

Interior alterations are proposed to partial area of Unit 2 ground floor. The site / extent of the works shall be identified on Architect's drawings.

3.1 Restrictions at Site Entrance

Construction traffic will access the site / building from local public road and through Enterprise House car park. The contractor shall agree on security entry procedure with Client. The entrance to the works shall be clearly defined and appropriate signage shall be put in place.

3.2 Contractor Responsibility around Adjacent Properties

Access to the site / building must be carefully monitored and controlled and maintained in a safe, sound and clean manner at all times. Temporary signage and construction direction signage and a traffic management plan must be put in place prior to works commencing and approved by Client/ Design Team/ PSDP in advance of implementation. Timescale / Phasing / Sequencing of works will be required to ensure that the premises are accessible at all times. (Including access for emergency services). Levels of generated noise, dust, vibrations, debris onto public roadways to be minimized at all times.

3.3 Existing Services

The existing office building has all major services connected. There are not visible services on site. The responsibility to verify the extent, location and protection of all services is with the Contractor. Contractor to ensure that all services remains operational during the construction works and disconnected temporary only in locations of construction works for necessary time only. This will apply especially for fire alarm system / emergency lighting.

3.4 Construction Hoarding

Hoarding, to client's approval, is to be provided within car park mainly for storage of material from demolition / for new construction and to prevent unwanted / illegal access to this area throughout duration of works. Propriate screening to be provided inside of the office building. Ensure no trespass on areas outside the extent of the agreed works boundaries either by workers or materials -new or demolished, unless written permission is firstly obtained from client. Hoarding shall be indicated on architectural drawings.

3.5 Existing environment

Existing 2 storey Enterprise House building is in good condition and is fully operational.

3.6 Public / Private Road and Contractor Parking

Plant and vehicles shall not be permitted to remain on the public road outside of work hours. The Contractor shall agree designated parking areas for personnel so that no private cars are parked in such a way as to impede traffic or cause a hazard to passing traffic. Where necessary, Contractor shall erect temporary directional signage to and/or from the work areas. Appropriate warning signage shall be posted on the main road on either side approaching the site and leaving the site where deemed necessary. The Contractor will advise all suppliers and subcontractors of the allowed times for delivery of and collection of materials. Drivers will be required to contact the foreman on-site prior to arrival at site and arrange the best time for delivery. The Contractor must allow for cleaning of dirt emanating from the works to roads and footpaths in the vicinity of the site.

3.7 Safe Pass

Procedures must be established in relation to Safe Pass and other certification methods. Contractor's personnel shall carry appropriate (and visible) identification at all times on site.

Contractor shall implement a site-specific Health and Safety induction procedure. The Contractor will take every precaution to ensure the health and safety of every person working on site including members of the public during the works.

3.8 Emergency Procedures

The building managers operate a fire and emergency preparation program that includes fire drills. All contractors will be expected to evacuate the premises should a drill take place during project hours. All works on the project likely to generate heat, smoke or other fire hazard will need to adhere to the hot Works Permit system. Unobstructed emergency access/egress must be maintained at all times on all corridors / escape routes inside building as well as on outside access routes as building will remain operational in duration of construction works.

3.9 Site Security

The Contractor shall provide site security, as appropriate, to protect works in progress and completed works until the site is handed over to the Client.

4.0 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 S.I. 291 of 2013, together with the opinion of the Project Supervisor for Design Process on what elements of the works may fall within each 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 Design Process.

The Contractor shall consider the risks and propose solutions in the developed Health and Safety Plan.

4.1 **Work which puts persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, 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 site.**

4.1.1 Installation of scaffolding:

If scaffolding is necessary, a site-specific method statement, which will include how the scaffolding will be managed, planned, installed, checked and removed, will be required. The use, purpose and maximum loading shall be clearly communicated to the designers, the installers and the users of scaffolding. Scaffolding shall only be erected/dismantled by trained and competent Scaffolders as set out in Part 2 of the Safety Health & Welfare at Work (work at height) Regulations, S. I. no. 381 of 2006 and further in CODE OF PRACTICE FOR ACCESS AND WORKING SCAFFOLDS. The Health and Safety Plan shall be updated during the project to reflect the status of the scaffolding including CR8 "Scaffolder's report of inspection".

4.1.2 Falling from a height, for example: where the risk associated with working at a height is likely to be aggravated by the presence of another significant hazard then a particular risk may be present.

All works related to works on demolition and erection & maintenance of new interior walls & ceilings, services etc. Suitable PPE, scaffolding installed to current regulations should be used by competent person. To insure the work is undertaken in a safe manner a site specific risk assessment and method statement would be prepared prior to commencement.

All trenches may need supporting as per the 2013 Construction Regulations.

AF3 forms must be filled in daily on all excavations and this must be done by a competent person. All excavations that require operatives to enter or are greater than 1.2m deep to be supported. Propriate barriers and fall arrest equipment must be worn when working at height and when on roofs. Guard rails and toe-boards to be provided around all edges, so far as is reasonably practicable, to prevent falling objects. Form GA3 "Work Equipment for Work at Height inspection" needs to be completed weekly or as necessary for all collective fall arrest equipment such as Safety Nets, scaffolding, tower scaffolds, ladders, toe boards, temporary handrails, guard-rails, toe-boards, barriers or similar means of protection, fixed and mobile working platforms, nets, personal fall protection systems such as harnesses, fall arrest systems and work restraint systems, etc.

4.2 **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 requirements for health monitoring.**

4.2.1 Where certain materials or substances are to be used, or materials in existing buildings are to be modified, a particular risk in relation to chemical or biological substances may exist.

- Using chemical anchors during installation of steel, timber and masonry structural elements. Reaction to chemical resin to be eliminated by using minimum number of anchors and using appropriate PPE.
- 4.2.2 Any work, which involves the renovation of buildings, which were initially constructed prior to December 2004, should have an asbestos survey carried out by a specialist competent person. The competent person should have training in asbestos surveying and identification.
- The client shall provide latest Safety File. If it is not existing, specialist survey shall be carried out before commencement of works.
- 4.2.3 The circumstances of the use of certain materials or Substances may give rise to particular risks based on Their toxicological or physio-chemical properties, for Example: The presence or potential presence of Explosive atmospheres (including potential for dust explosion), Work in confined spaces (i.e. areas where there is a possibility of a Deficiency of oxygen or the presence of dangerous gases or vapours)
- Not applicable
- 4.2.4 There may be a specific legal requirement of health monitoring where a work activity puts a person's health at risk from hazardous substances or preparations. Where such a requirement exists the activity must be regarded as involving a particular risk.

Examples of activities requiring health Monitoring and therefore involving Particular risks include:

- i. Work involving the use of substances which must be labelled with the risk phrases R45 'may cause cancer' or R49 'may cause cancer with inhalation' and where a risk assessment in accordance with Regulation 4(b) of the Safety, Health and Welfare at work (Carcinogens) Regulations S.I. no. 78 of 2001 reveals a risk to safety or health.
- ii. Cutting of MDF to be Completed offsite as much as possible, otherwise suitable personal protective equipment to be used by all personnel.

Mineral (fibre) wool insulation, Fire-stopping, cavity barriers executed in mineral fibre quilts and batts to be non-shed variety and where cut, suitable masks to be used and gloves and other site personnel to be provided with suitable protection where works involve putting up of batts and quilts.

Should the contractor propose using substances that are labelled as a risk to health it must be brought to the attention of the PSDP to establish the risk to site operatives, occupants and maintenance operatives.

- 4.2.5 Work involving the use of substances or preparations which must be labelled with the risk phrase R42 "may cause sensitisation by inhalation" and where a risk assessment in accordance with Regulations 4, 5 & 6 of the Safety, Health and Welfare at Work (Chemical Agents) Regulations S.I. no. 619 of 2001 reveals a risk to health.

If such substances are necessary to the successful completion of the development they shall be noted at regular safety meetings.

- 4.2.6 Any other work activities involving the use of any chemical or biological agents where a risk assessment in accordance with Regulations 3(2) and 3(8) of the above mentioned 1994 Chemical Agents Regulations or Regulations 4 and 10 Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 reveal a risk to safety or health.

- Not applicable

All hazardous substances and preparations must be labelled with appropriate hazard symbols and the suppliers must provide a safety data sheet when requested by any person. The labels and safety data sheets must include risk phrases, which indicate the specific risk associated with the substances. The requirements are set out in the European Communities (Classification, Packaging and Labelling of Dangerous Substances) Regulations 1994 and 2000 and the European Communities (Classification, Packaging and Labelling of Dangerous Substances) Regulations 1995 and 1998.

- 4.2.7 Works involving a risk of contracting Leptospirosis or similar diseases.

Contractors to ensure that all site operatives are aware of the risks of contracting diseases from foul wastes, in particular Leptospirosis (Weils Disease).

Contractors to provide adequate vermin control procedures, including the requirement to provide information, training on the risks involved to site operatives and providing adequate PPE.

- 4.2.8 Tobacco smoking

Tobacco Smoking shall be prohibited in all enclosed work places at all times. Smoking is not allowed (Prohibited) to take place on site grounds at any time. Ref: The HSA Report on the Health Effects of Environmental Tobacco Smoke in the Workplace.

- 4.3 **Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Eurotom such as: radioactive lighting conductors, radioactive smoke detectors, other disused radioactive materials or radioactive materials or plant, radioactive installations, work near x/ray machines, in hospital radiotherapy or nuclear Medicine Departments"**

- Work with ionising radiation / welding or gas cutting (hot works) during installation of steel structural elements. Contractor to minimise this type of works and provides appropriate PPE.

- 4.4 **Work near high voltage power lines.**

The category includes all high voltage Power lines, including overhead and buried lines. It also includes high voltage cables supplying fixed plant where a significant risk of breaching Cable insulation exists. The HAS/ESB Code of Practice for avoiding danger from overhead electricity lines (2008) denotes that high voltage means any alternating current where the voltage is greater than 1000 volts (1 Kv).

- Contractor to ensure that methods of work avoid contact with overhead / buried electric cables. Proper survey of electric services to be carried out before excavation works (if any). Contractor to prevent machinery from being able to travel within overhead line exclusion zones with bucket in raised.

- 4.5 **Work exposing persons at work to the risk of drowning.**

- Not applicable

4.6 Work on wells, underground earthworks and tunnels.

- Not applicable

4.7 Work carried out by divers at work having a system of air supply.

- Not applicable

4.8 Work carried out in a caisson with a compressed air atmosphere.

- Not applicable

4.9 Work involving the use of explosives.

- Not applicable

4.10 Work involving the assembly or dismantling of heavy prefabricated components for example: heavy steel structural frame elements, heavy precast concrete frame elements or heavy prefabricated plant items.

- Not such items are proposed.

5.0 Other Identified Risks

The following is a list of risks other than those set out in Schedule 1 of S.I. 291 of 2013 which may affect the safety and health of persons. The Contractor shall, in the developed Safety Plan, outline specific control measures to deal with the following risks.

- 5.1 Unauthorized access.
Contractor to provide control measures to avoid unauthorized access of person to construction site.
- 5.2 Control of Sub-Contractors.
All Sub-contractors must provide to Contractor a copy of their Site Specific Safety Statement prior commencement of works.
- 5.3 Construction Traffic / Parking.
Proprietary traffic signage and clear parking instructions to be put in place to avoid traffic accidents.
- 5.4 Dust & noise emissions.
Contractor to provide dust screens, PPE and other method to reduce dust and noise emissions on site.
- 5.5 Silica dust.
Contractor shall:
 - Determine in what materials is silica present.
 - Assessing how much dust workers are inhaling (OELV).
 - Reduce of exposure using lower silica content materials, engineering controls, administrative controls, using PPE/RPE.
 - Record and review findings.
 - Provide formal health surveillance for employees who are regularly exposed to RCS.
- 5.6 Fire Safety during Construction works.
Contractor & Client to provide clear instruction for traffic & parking arrangement during construction to avoid obstruction to access roads for Fire Services. Fire safety procedures must be in place.
- 5.7 Working with concrete / other cement based materials.
Possible skin & eyes injury must be avoided using PPE.
- 5.8 Use of cranes / high lifting appliances.
Contractor to assure that all cranes and lifting appliances will be used in accordance with Manufacturer's instructions and current Code of Practice / Construction Regulations.
- 5.9 Working in high winds & severe weather conditions.
Contractor to assure that construction works will not be carried out in areas that are affected by high winds and/or severe weather conditions that might cause risk of injury. Met Eireann Status Yellow Warning or higher. This mainly apply to material delivery / disposal to / from building to allocated storage area.
- 5.10 Hot works - welding / drilling on site.
Contractor to minimize extent of site welding / drilling. Contractor to provide PPE.

5.11 Temporary works.

Contractor to assure all temporary works to be agreed with engineer prior commencement to avoid structure instability and collapse of structure elements during construction.

5.12 Night-works.

Where night-works are agreed the requirements regarding lighting must be listed in the safety plan and agreed with the Client.

5.13 Contact with live services / installation of services within live working building / site. (Risk of electrocution)

Contractor to assure all works are provided by fully competent person and coordinated with other professionals on site.

5.14 Danger of improper maintained equipment.

Ensure that there is a proper maintenance plan drawn up and that all life safety equipment is document and regular tested that confirm with standard regulations.

5.15 Injury caused by Improper Manual Handling.

Ensure safe method of lifting prior to construction. PPE to be worn at all times.

5.16 Sun exposure.

Contractor to implement a range of protective measures for outdoor workers exposed to high temperatures and UV exposure as:

- reducing time of exposure (usually between 11am-3pm)
- checking UV index online and inform employees
- provide broad-spectrum sunscreen (SPF at least 30+)
- ensure easy access to drinking water, breaks in the shade, higher frequency of water breaks etc.

6.0 Identification of Particular Design Requirements

Implications for health and safety may arise where design decisions remain to be made, where design changes occur on site, or where the project timeframe is altered. The following procedures shall be put in place with respect to considering any such implications.

- 6.1 For the purpose of this section, the design decisions, design changes and timeframe changes referred to above are only those which may be reasonably foreseen to impact upon the health and safety of persons involved in or affected by this project.
- 6.2 Designers are to notify promptly both the Project Supervisor Design Process and Project Supervisor Construction Stage of design decisions and provide them with sufficient information, i.e. copies of documentation, etc., in order for them to carry out the necessary assessments before the revised work is carried out and to give directions regarding same when the assessment has been completed.
- 6.3 The Project Supervisor Construction Stage is to promptly bring to the attention of the Project Supervisor Design Process any on-site design changes that he is aware of.
- 6.4 The Project Supervisor Design Process and the Project Supervisor Construction Stage shall meet as necessary to co-ordinate information received in relation to all relevant design changes. The frequency of such meetings is a matter to be addressed by the Project Supervisor Construction Stage in the developed Health and Safety Plan. Health and safety must be headed-up as an item to be addressed at all project site meetings, including the Contractor's meetings with sub-contractors, suppliers, employees, etc.
- 6.5 Where unforeseen eventualities arise during project execution resulting in substantial design changes or affecting the time period for the project, the Project Supervisor Construction Stage shall promptly notify the Project Supervisor Design Process and provide him with relevant information.
- 6.6 Details of procedures for on-going communications should be included in the developed Health and Safety Plan.

7.0 Safety Documentation

Copies of the following documentation shall be produced by the Contractor to the satisfaction of Carlow County Council:

- Safety Statement;
- Construction Stage Safety Plan; and
- Any Method Statements which have been called up earlier in this document.

The Contractor shall keep copies of the following documentation on site, available at all times for inspection:

- Safety Statement;
- Construction Stage Safety Plan;
- Any Method Statements which have been called up earlier in this document;
- Preliminary Safety Plan;
- Safe Pass and Construction Skills Certification Scheme (CSCS) Cards

and, where appropriate:

- Lifting Certificates for machines engaged in lifting operations;
- Form GA2 – Weekly Inspection of Plant by operator; and

Content for Safety File
(See Appendix D)

Preliminary Health and Safety Plan
(See Appendix B)

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8.0 Disclaimer

- 8.1 The Preliminary Safety and Health Plan has been prepared, as required under Regulation 12(1)(a) (b) of S.I. 291 of 2013, to identify exceptional features of design and construction affecting safety and health from information provided by the designers, client and by reference to the contract documentation. It is not the intention to identify normal construction activities that a competent Contractor would anticipate in a project of this nature.
- 8.2 The information contained in this Preliminary Health and Safety Plan has been prepared prior to the commencement of the work on site. It does not take account of any matters or information which may come to light after that time.
- 8.3 A limited inspection has been undertaken of the site. The Contractor and Project Supervisor (Construction) are advised that commencement of excavation or other openings up of works may reveal changes requiring reassessment of the construction/design risks.
- 8.4 Absence of mention of items must not be deemed to be an endorsement by us that such are safe. It is recommended that the Contractor always undertake risk assessments pre-construction to enable him develop safe systems of work and build safely. The Contractor shall be appointed to the role of Project Supervisor Construction Stage.

Appendix A: General Site Rules Applicable to Construction Sites

These are generic rules for the general guidance of the Main Contractor and must be developed by the main contractor to become Site Specific Rules for the project in hand:

1. All site visitors, personnel and contractors should be required to comply with the Main Contractor's Health & Safety policy and the specific Construction Stage Safety and Health Plans.
2. All other Sub-Contractors should be required to provide evidence of their Health & Safety Policy and procedures to the Main Contractor prior to start of work. This information should be incorporated in the Health & Safety Plan by the Project Supervisor Construction Stage. A monthly report will be submitted as to the status of each sub-contractor's submissions and adherence to procedures.

All risks identified in the Preliminary Safety and Health Plan and in the Safety, Health and Welfare at Work (Construction) Regulations 2013 are to be individually identified and addressed by the Main Contractor.

3. Method statements and Safety statement are to be reviewed and revised as necessary on an on-going basis to take into account any new issues, which arise during the course of any revision. Revisions, which could affect SHW matters, are to be raised at site meetings.
4. All site personnel and Safety and Health personnel should be advised on an on-going basis of any revisions to the Safety Plan by the PSCS.
5. Standard and proof of adequate training of personnel on site is to be included in the Safety, and Health Plan prepared by the PSCS.
6. Smoking is not permitted within designated working areas.
7. Eating and drinking should not be allowed in the designated working area.
8. Main Contractor should ensure that a suitable person is appointed to attend all hot work operations and be supplied with a suitable fire-extinguishing appliance. Hot work must finish at least one hour before completion of work on site for that day to ensure that the workplace is left in a safe condition.
9. Collective protective measures such as nets and mobile elevated platforms must be considered by the Main Contractor during the erection of the roof work.
10. The Main Contractor will take sufficient adequate steps to control dust during the construction stage and this is to be noted in the Safety and Health Plan and to be reviewed at the site meetings.
11. The Main Contractor should ensure that all excavations are supported in accordance with the requirements for the 2013 Construction Regulations.
12. The Main Contractor is to ensure that all relevant Safety and Health Regulations are adhered to at all times.
13. Personnel or sub-contractors with unsatisfactory safety record, procedures shall not be allowed on the site unless evidence of improvement and training to achieve same is obtained.
14. The Contractor shall observe all legislation with regard to littering.

15. The Main Contractor shall ensure that all cables, loose wires etc. and other trip hazards are avoided and set up procedures to prevent same.
16. Work must not commence until the Safety and Health plan (Construction) is in place for each of the Sub-Contractors.
17. The PSCS should issue a method statement for distribution of Health & Safety related information and revisions to Health & Safety plan to Sub-Contractors and any other parties whose health and safety may be affected.
18. The PSCS shall advise all parties, whose health and safety may be affected of the emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences.
20. The Main Contractor shall minimise noise and vibration as far as is reasonably practicable.
21. For any statement, reference, report, legislation, the more onerous conditions will apply.

Appendix B: Safety and Health Plan

Safety and Health Plan

Site specific Safety and Health Plan to be implemented by the Project Supervisor Construction Stage

Following items (list is not exhaustive) should be addressed in the Health and Safety Plan:

Construction Stage Safety and Health Plan

1. Description of Project
 - Project Description and programme details;
 - Details of client, designers, Project Supervisor Design Process and other consultants;
 - Extent and location of existing records and plans.
 - Arrangements for communicating with Designers, PSCS and others as appropriate.
2. Client's Considerations and Management Requirements
 - Structure and organisation;
 - Safety Objectives for the project and the arrangements for monitoring and review;
 - Permits and authorisation requirements;
 - Emergency procedures;
 - Site rules and other restrictions on contractors, supplied and the others, e.g. access arrangements to those parts of the site which continue to be used by the client;
 - Activities on or adjacent to the site during the works;
 - Arrangements for liaison between parties;
 - Security arrangements.
3. Environmental Restrictions and Existing On-Site Risks
 - a) Safety hazards, including:
 - Boundaries and access, including temporary access;
 - Adjacent land uses;
 - Existing storage of hazardous materials;
 - Location of existing services- water, electricity, gas, etc;
 - Ground conditions;
 - Existing structures - stability, or fragile materials;
 - b) Health hazards, including:
 - Asbestos, including results of surveys;
 - Existing storage of hazardous materials;
 - Contaminated land, including results of surveys;
 - Existing structures hazardous materials;
 - Health risks arising from client's activities.
4. The Safety and Health Plan for the construction stage.
 - a) Description of Project
 - Project description and programme details;
 - Details of client, Project Supervisor Design Process and Project Supervisor Construction Stage, designers, main contractor and other consultants;
 - Extent and location of existing records and plans;
 - Arrangements for communicating with Contractors, PSDP and others as appropriate.

- b) Communication and Management of the Work
 - Management structure and responsibilities;
 - Safety and health goals for the project and arrangements for monitoring and review of safety and health performance:
 - Arrangements for:
 - regular liaison between parties on site;
 - consultation with workforce ;
 - the exchange of design information between the Client, Designers, Project , Supervisor for the Design Process. Project Supervisor Construction Stage and Contractors on site;
 - Handling design changes during the project;
 - the selection and control of contractors;
 - the exchange of safety and health information between contractors;
 - security. site induction, and on-site training;
 - welfare facilities and first aid;
 - the production and approval of risk assessments and method statements;
 - the reporting and investigation of accidents and other incidents (including near misses) ;
- c) Site Rules;
- d) Fire and emergency procedures

5) Arrangements for Controlling Significant Site Risks

- a) Safety Risks
 - services, including temporary electrical installations;
 - preventing falls;
 - work with or near fragile materials;
 - control of lifting operations;
 - dealing with services (water, electricity and gas);
 - the maintenance of plant and equipment;
 - poor ground conditions;
 - traffic routes and segregation of vehicles and pedestrians;
 - storage of hazardous materials;
 - dealing with existing unstable structures;
 - accommodating adjacent land use;
 - Other significant safety risks.
- b) health risks:
 - manual handling;
 - reduce noise and vibration;
 - removal of asbestos;
 - dealing with contaminated land;
 - use of hazardous substances;
 - Other significant health risks.

All information to be provided on CD, memory stick, or via email to agreed address with PDF attachments.

Appendix C: Document Register

1. Architects Drawing List

A1.1 – Ground floor – existing & demolition

A2.1 – Ground floor & RCP – proposed

2. Mechanical Engineer Drawing List

N/A

3. Civil / Structural Engineers Drawing List

N/A

4. Specification List

N/A

Appendix D: Safety File

The Contractor / PSCS shall ensure that, at a minimum, the following shall be provided in the Site Safety File when returning to the PSDP at project completion stage, prior to issue of cert of practical completion, to a format as stated below:

Letter of confirmation from Contractor that all works are carried out in accordance with the drawings and specifications

As-built drawings - no reference shall be made to these as tender or proposed drawings, including detailed drawings of any changes that occurred, to be provided by Contractor including description of service, level and route and voltage if applicable, termination points and all such information as suitable to fully describe the service in detail.

Where any underground drains or services are discovered, that are not currently identified on drawings, these shall be recorded and marked on a drawing including description of service, level and route and voltage if applicable.

The Project Supervisor Construction Stage shall supply all necessary safety file information to the PSDP.

The Project Supervisor Construction Stage in co-operation with the Main Contractor shall ensure that the Safety File to be produced at the end of the project shall incorporate all issues identified in the Main Contractor's Method and Safety statement.

The Project Supervisor Construction Stage shall standardise the format for each Sub-contractor's information for the Safety file with the Client for ease of access of information and standard of information to be submitted by all Sub-contractors.

The Project Supervisor Construction Stage shall identify relevant information to be issued by the Project Supervisor Design Process and issue a request in time. This will allow the Project Supervisor Design Process to instruct the Design Team and Client to issue the necessary information to be included in the File.

The Safety File shall also include the following items (list is not exhaustive):

1. The Design Team drawings, specifications and bills of quantities used for the purpose of construction.
2. Certification that all safety glazing is installed as required. Location and type of safety glazing used shall be described.
3. Fire Certificate Application Report, Last Fire Certification drawings used for Construction and Copy of Fire certificate. (for all relevant Fire Certificates for the project)
4. Drawings, details and certification of the system including relevant pull out tests and other loading tests for access safety systems such as hooks, safety lines, barriers etc..
5. Certification of all Fire Safety / Emergency related work must be included in the Safety file and should include:
 - a). Drawings by special sub-contractors which indicate location of fire stopping and cavity barriers including associated test certificates.
 - b). Confirmation that the works are completed as per drawings and test certificates.
 - c). Fire test certificates for doors and confirmation that the doors are installed in compliance with the test certificates by specialist sub-contractors.
 - d). Drawings which indicate the location of fire rated enclosures and the relevant test certificates.

- e). Confirmation that the works are completed as per drawings and test certificates.
- 5. Confirmation that services and emergency services in particular are fully commissioned and Services Consultants acceptance of same.
- 6. Details including names, type of training and dates of training of Client representatives for Emergency and Safety Systems.
- 7. Correspondence PSDP and PSCS with Client.
- 8. Operation and maintenance manuals and recommended/required maintenance regime.
- 9. Maintenance requirements set out on an element by element basis.