Preliminary Health and Safety Plan

14 Tullyglass Hill, Shannon, Co. Clare

V14 KH42



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1 INTRODUCTION

1.1 Scope of the Health and Safety Plan

This Preliminary Safety and Health Plan has been prepared in compliance with Regulation 12 (1), Part 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013. The document has been prepared in consultation with the appointed design team and the client project representatives.
The main purpose of this preliminary plan is to provide information to the Project Supervisor for the Construction Stage (PSCS) to correctly tender for the project and to allow suitable safe systems of work to be prepared. The preliminary plan also allows the PSCS to prepare the Safety and Health Plan Construction Stage.

It should be noted that it is a condition of this contract that contactors tendering for this project will be tendering for the role of Project Supervisor Construction Stage PSCS in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013.

Included in this document is information on design hazards associated with works. Contractors including those tendering for the role of PSCS must acknowledge these risk assessments when tendering for the project. The aforementioned risk assessments are based on designs and the experience of designers and therefore do not consider real time hazards, coordination between contractors etc. It will be the responsibilities of the PSCS to ensure that all work activities under their control / coordination are risk assessed. The PSCS and contractors must question designer risk assessments if they are of the opinion that they do not reflect the situation on the ground**. PSCS must take into account the General Principles of Prevention (Schedule 3 of the Safety, Health and Welfare at Work Act 2005**- Appendix 2 of this document and Schedule 2 of the Safety, Health & Welfare at Work (Construction) Regulations 2013) when preparing or approving risk assessments during construction work.

As per the requirements of the Safety, Health & Welfare at Work (Construction) Regulations 2013 all temporary works must be risk assessed, and a temporary works design coordinator appointed by the PSCS.

Temporary works shall be appropriately assessed, designed and coordinated by competent persons. Where significant or complex temporary works are required on this project, the PSCS shall appoint a competent Temporary Works Coordinator

It is the duty of PSCS to notify the PSDP in writing of any issues with or planned changes to the project scope to ensure that the new proposed scope of works has been risk assessed.
The project programme is identified in Section 2.3 of this plan. It is the duty of the PSCS to acknowledge this programme. If for any reason the PSCS or individual Contractors feel they cannot complete the project in the agreed time scale they must report this concern in writing to the PSDP. The PSDP in consultation with the design team and Client will then re-assess the planned duration.
The contractor shall submit details of his Safety and Health Policy, programme and proposed method statements for site work to the client before commencing work on the site

The PSCS's Safety and Health Plan shall include details of:

- Safety Advisors or Consultants
- Details of training for proposed site management.
- Methodology for safe delivery of materials to site.
- Proposal for management of works out of hours**. (where applicable)**
- Safety Officer and frequency of visits to site
- Details on appointment of lead for temporary designs-if or as required
- Safety and Health Training including provision for Safe Pass Training and Construction Skills Certification where relevant.
- Control measure for dealing with particular risks.
- Training Records / qualifications of proposed operatives, particularly specialists
- Procedures for planning safe systems of work. E.G. RAMS & HSA safe system of works plans
- Procedures for ensuring the safety of third parties on site /Contractors engaged by PSCS.
- Site Safety induction training
- Site Safety inspection plan
- Toolbox Talks
- Method of assessing and ensuring the competency of sub-contractors
- Procedures for ensuring coordination between contractors, staff and public.

It is the duty of the Client to satisfy itself that the appointed PSCS is competent and adequately resourced.

2 PROJECT INFORMATION

Project Title	Refurbishment, alterations and single-storey extension to 14 Tullyglass Hill
Location	14 Tullyglass Hill, Shannon, Co. Clare V14 KH42

2.1 Project Description

The proposed project will include, but will not be limited to, the following works:

- Site establishment, hoarding, security and protection of the site, the estate road and adjoining properties.
- Strip-out of the existing building, including ceilings, finishes, sanitaryware, kitchens and all existing mechanical and electrical services.
- Decommissioning and removal of the existing oil boiler, oil tank and supply line.
- Demolition of the east lean-to, the porch, the chimney, the courtyard glazed roof and selected internal walls.
- Structural alterations, including new and widened openings in loadbearing walls, new steel beams and lintels.
- Construction of a single-storey extension in 225 mm blockwork on a reinforced concrete raft foundation.
- A new solid roof over the courtyard on a 203 × 203 UC beam and timber joists, with modular rooflights and automatic opening smoke vents.
- Stripping and upgrade of all existing flat roofs to warm-deck roofs, and rebuilding of the rooflight upstand walls.
- Replacement of all windows and external doors, and external wall insulation and render.
- A new internal layout of single-occupant pods, ensuites and accessible sanitary accommodation, with fire-resisting partitions and ceilings and FD30S fire door sets.
- Installation of a new platform lift and widening of the existing stair.
- New mechanical services, including an air-to-water heat pump, radiators, hot and cold water services in floor chases, a cold water booster set and mechanical ventilation with heat recovery (MVHR).
- New electrical services, including a complete rewire, LED and emergency lighting, a Category L1 fire alarm, data, security and an EV charger.
- Replacement of a section of the existing foul sewer, new below-ground drainage, manholes and soakaways.
- New and rebuilt retaining walls, including walls next to the existing house foundations.
- External works, including a widened driveway, accessible footpaths and entrance landing, tree removal and landscaping.
- Fire stopping, internal finishes, kitchen units, sanitary fittings and fit-out.
- Testing, commissioning, certification and handover of the completed works.

Scope of the Works

The works involve the complete strip-out, alteration and single-storey extension of an existing building that will be vacant during the works, on a residential site with occupied neighbouring dwellings. Careful coordination of structural, architectural and building services works will be required.

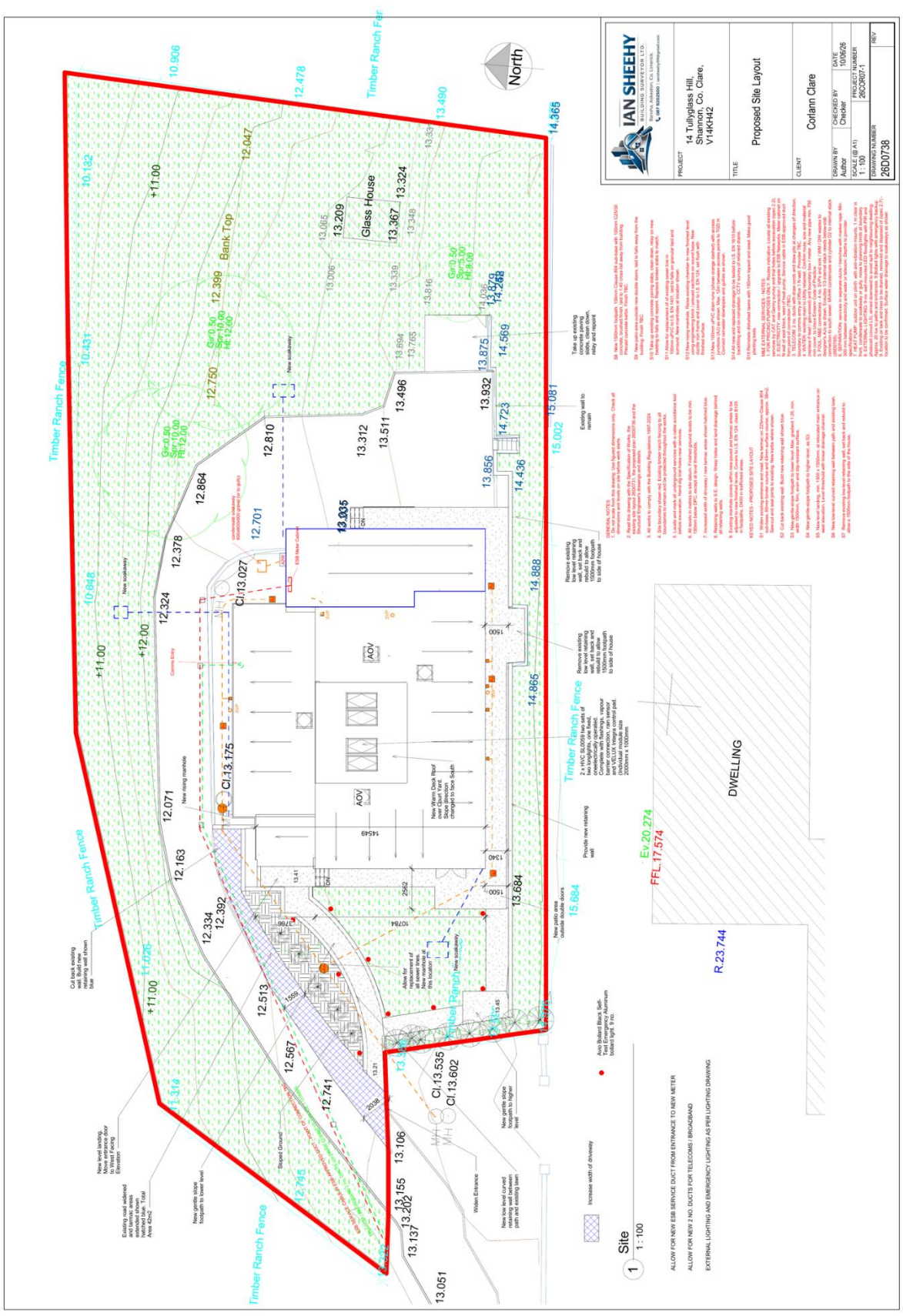
The extension is founded on a reinforced concrete raft, and new steel beams, lintels and a new courtyard roof structure are required to the Structural Engineer's design. Openings in existing loadbearing walls will require temporary propping and needling. No structural element is to be altered, removed or loaded until

the required structural design and construction sequence has been confirmed.

Excavations for the raft, drainage, manholes and retaining walls are next to the existing house foundations and the site boundaries. Roof works, rooflight openings, the courtyard roof, the platform lift pit and the stair opening will require edge protection, covers and guarding. Lifting of the steel beams, rooflights, heat pump and lift components will require planned lifting operations and controlled exclusion zones.

The works also involve forming new fire-resisting construction and escape routes, and installing a new fire alarm and emergency lighting. As the building will be vacant, the PSCS shall provide suitable temporary fire safety measures for the site, including temporary fire detection where appropriate, and shall keep escape routes from all work areas clear.

The final construction methodology, temporary works arrangements, lifting procedures and detailed sequence of works shall be developed by the appointed PSCS and contractors through project-specific Risk Assessments and Method Statements.


North
Timber Ranch Fence
Timber Ranch Fence
Timber Ranch Fence
Timber Ranch Fence
Timber Ranch Fence
Timber Ranch Fence
Glass House
DWELLING
Bank Top
Site
1 : 100
IAN SHEEHY
BUILDING SURVEYOR LTD.
PROJECT
14 Tullyglass Hill, Shannon Co. Clare, V14KH42
TITLE
Proposed Site Layout
CLIENT
Corlann Clare
DRAWN BY
Author
CHECKED BY
Checker
DATE
10/06/26
SCALE (@ A1)
1 : 100
PROJECT NUMBER
26CO07-1
DRAWING NUMBER
26D0738
REV

2.2 Organisational Arrangements

2.2.1 Stake Holders

2.2 Organisational Arrangements		
2.2.1 Stakeholders		
Stakeholder	Name	Contact
Client	Corlann Clare	Larry Boyce
PSDP	Ian Sheehy Building Surveyor Ltd	087 9202500 iansheehy99@gmail.com
Project Supervisor Construction Stage	To be appointed	TBC
Main Contractor	To be appointed	TBC
Structural Engineer	McKenna Consulting Engineering (Mark McKenna)	TBC
Mechanical / Electrical Design	Ian Sheehy Building Surveyor Ltd (tender design); specialist contractors (detailed design)	TBC
Platform Lift Specialist	To be appointed	TBC
Safety Officer / Adviser	As appointed by PSCS	TBC
Temporary Works Coordinator	To be appointed by PSCS where required	TBC

2.2.2 Subcontractors

TBC- competent contractor

2.3 Timescale/Sequence of Project -

Week Beginning _____/ _____/ _____. **(TBA)**

Start Date: ____/_____/_____

Finish Date: ____/_____/_____

} Week agreed ***(unless otherwise agreed with Project Manager)***

The final construction programme will be agreed between the Client, Design Team and appointed PSCS prior to commencement. The intended broad sequence of works is anticipated to comprise:

1. Site establishment, hoarding, security and welfare facilities.
2. Confirmation of asbestos status, existing services and other pre-construction information.
3. Isolation and disconnection of services; decommissioning of the oil tank.
4. Strip-out of the existing building and removal of the courtyard glazed roof, lean-to, porch and chimney.
5. Temporary propping and other temporary works; formation of new openings and installation of steel beams and lintels.
6. Excavation, drainage and construction of the raft foundation and retaining walls.
7. Construction of the extension walls and roof structures, including the courtyard roof.
8. Warm-deck roofing, rooflights and smoke vents; building made weathertight.
9. Window and external door installation; external wall insulation and render.
10. Internal partitions, ceilings and fire-resisting construction; platform lift pit and stair.
11. Floor chasing and mechanical and electrical installation works.
12. Fire alarm, emergency lighting and fire-stopping works.
13. Internal finishes, kitchens and sanitary fittings.
14. External works, driveway, footpaths and landscaping.
15. Testing, commissioning and certification.
16. Completion of Safety File information and handover.

The above sequence is indicative only. The appointed PSCS shall prepare and coordinate the detailed construction programme and shall notify the PSDP where any proposed alteration to the sequence creates a new or significantly altered design risk.

2.4 Other Work Activities on Site

The building will be vacant during the works, and the whole site is to be handed over to the PSCS as the construction site. The Client and PSCS shall confirm the extent of the site and the hoarding line before commencement.

Construction activities shall be kept within the site boundary. Neighbouring residents and members of the public shall not be able to enter the construction area, and Corlann staff or visitors attending site shall be inducted and accompanied. Construction access, welfare facilities and work areas shall be controlled so that persons not connected with the works cannot inadvertently gain access.

Particular consideration shall be given to the residential setting, including children and other members of the public on the estate road and footpaths, and to protecting neighbouring properties from construction traffic, noise, dust and debris.

2.4.1 Statutory & Other Bodies on the Site

It is not known of any other agencies or other entities will be present on site. Appointed PSCS to coordinate the activities on site where the responsibility arises.

2.4.2 Adjacent Land Uses

The property is situated in a residential estate at Tullyglass Hill, Shannon. The site is bounded by neighbouring dwellings and gardens, with access from the estate road.

The PSCS shall take account of neighbouring dwellings, retained trees, boundary fences and walls, and estate traffic and parking when planning construction access, deliveries, lifting operations and movement of plant. Construction materials, vehicles or plant shall not obstruct neighbouring driveways, the estate road or emergency access routes.

2.4.3 Third Parties

Construction deliveries and contractor vehicles will access the property from the estate road through the existing entrance, which is to be widened as part of the works.

The PSCS shall prepare suitable site logistics and traffic-management arrangements prior to commencement. These shall address:

- separation of construction vehicles and pedestrians;
- delivery and unloading areas;
- reversing vehicles;
- use of banksmen where required;
- temporary storage areas;
- contractor parking;
- maintenance of emergency vehicle access;
- safe passage for pedestrians, including children, on the estate road and footpaths; and
- prevention of unauthorised access to construction areas.

All deliveries of concrete, structural steelwork, the heat pump, rooflights, lift equipment and other large components shall be scheduled and supervised in advance.

2.5 Existing Safety Files(s), Safety & Health Plan(s) and other Health & Safety Information

The availability and contents of an existing Safety File for the building are to be confirmed by the Client.

Prior to intrusive works commencing, the following information shall be obtained or confirmed where applicable:

- existing Safety File;
- existing architectural and structural drawings;
- existing mechanical and electrical service information;
- location of concealed electrical, water, heating and other services;
- asbestos information, including an appropriate refurbishment/demolition survey for areas affected by intrusive works
- structural engineer's design information and requirements relating to temporary stability;
- existing fire alarm and emergency lighting information;
- existing fire compartmentation and fire-stopping information; and
- the condition of the existing oil tank and supply line, retaining walls and below-ground drainage, and any other relevant surveys or records held by the Client.

Where information is unavailable, appropriate surveys and investigations shall be undertaken before the relevant work proceeds.

2.6 Related Documents

Please refer to Appendix 1 drawings

3 RISKS ASSOCIATED WITH THE WORKS

Regulations 12, 15 and 16 and Schedule 1 of the Safety, Health and Welfare at Work (Construction) Regulations 2013, as amended

The following section identifies the particular and significant risks currently foreseeable from the design and proposed scope of works.

The information provided is based on the design information available at the date of preparation of this Preliminary Safety and Health Plan. It does not relieve the PSCS or individual contractors from their obligation to assess the risks arising from their own construction methods, plant, sequencing and work activities.

The PSCS shall ensure that all significant construction activities are subject to appropriate Risk Assessments and Method Statements (RAMS) prior to commencement.

3.1 Particular Risks

No.	Particular Risk	Yes	No
1	Falling from a height – Works will involve roof stripping and warm-deck roofing, the new courtyard roof and rooflight openings, rooflight upstand walls, scaffolding to the external walls for insulation and windows, the platform lift pit and stair opening, and high-level internal works. Appropriate collective fall-prevention measures, scaffolding, working platforms, edge protection and opening covers will be required.	✓	
2	Burial under earth falls or engulfment in swampland – Excavations will be required for the raft foundation, drainage, manholes and retaining walls, including excavation next to the existing house foundations and retained ground. Excavation support and stability measures will be required.	✓	
3	Chemical or biological substances constituting a particular danger or requiring health monitoring – The asbestos status of roof felts, soffits, sheeting, mastics and other materials is to be confirmed by a refurbishment/demolition asbestos survey before intrusive works. Residual oil and possible ground contamination at the oil tank, sewer works, dust and silica shall also be assessed by the PSCS.	✓*	
4	Ionising radiation requiring designation of controlled or supervised areas.		✓
5	Work near high-voltage power lines. No overhead high-voltage lines affecting the works have presently been identified. Existing underground electricity and telecoms cables and the ESB supply shall be located, identified and isolated as required.		✓
6	Risk of drowning.		✓
7	Work on wells, underground earthworks and tunnels.		✓

8	Work carried out by divers having an air supply.		✓
9	Work carried out in caissons with a compressed-air atmosphere.		✓
10	Work involving explosives.		✓
11	Assembly or dismantling of heavy prefabricated components – Installation of the 203 × 203 UC courtyard beam and other steel beams, modular rooflights, the heat pump unit and platform-lift components will involve lifting and positioning heavy components. Lifting operations shall be planned and supervised by competent persons.	✓	

Work at Height

Foreseen – RAMS and safe systems of work required.

The proposed works involve significant work at height, particularly during:

- stripping and re-covering of the flat roofs;
- construction of the courtyard roof and rooflight openings;
- rebuilding of the rooflight upstand walls and installation of rooflights and smoke vents;
- external wall insulation, render, fascias and gutters from scaffolding;
- installation of windows and steel beams;
- work from scaffolding, MEWPs or temporary working platforms; and
- formation of the platform-lift pit and stair opening, and installation of high-level services.

Roof edges, rooflight openings, the lift pit and the stair opening shall be provided with suitable collective fall protection as soon as they are created. Openings shall be securely covered or guarded and access restricted. Fragile roof areas and existing rooflights shall be assessed before any roof is accessed.

The hierarchy for work at height shall be applied, with priority given to avoiding work at height where practicable and thereafter to collective protection measures over personal fall-protection systems.

Hazardous Materials / Asbestos

Potentially Foreseen – status to be confirmed before intrusive works.

The asbestos status of the existing building materials affected by the works is to be established prior to demolition, drilling, cutting, chasing or other intrusive works.

Where the existing asbestos information does not adequately cover the proposed work areas, an appropriate Refurbishment / Demolition Asbestos Survey shall be undertaken before works commence in the affected areas. No material suspected of containing asbestos shall be disturbed until it has been appropriately identified and assessed.

Heavy Components and Lifting Operations

Foreseen – lift planning and RAMS required.

The works include installation of the 203 × 203 UC courtyard beam and other steel beams, modular rooflights, the heat pump outdoor unit and the platform lift, and placing concrete for the raft. Mechanical lifting equipment will therefore be required.

All significant lifting operations shall be planned in advance. The PSCS shall ensure that:

- the weight and lifting arrangement for components is established;
- lifting plant and accessories are suitable and certified;
- competent operators, slinger/signallers and other personnel are used;
- suitable exclusion zones are maintained;
- ground or floor bearing capacity is considered where lifting plant is positioned;
- components are stabilised before release from lifting equipment; and
- weather conditions are taken into consideration where external lifting operations are undertaken.

3.2 Additional Identified Risks

The following is a non-exhaustive list of additional significant risks identified from the proposed design and scope of works

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 / Design Team.

Occupied Neighbouring Properties and Members of the Public

14 Tullyglass Hill is in a residential estate. The building itself will be vacant during the works, but neighbouring dwellings will remain occupied, and the estate road and footpaths are used by residents, children and visitors.

Foreseen – site boundary, hoarding and traffic management required.

Prior to commencement, the Client and PSCS shall agree the site boundary, hoarding line, site access and delivery arrangements.

In particular:

- the site shall be enclosed by secure hoarding and kept locked outside working hours;
- members of the public shall not be able to enter the site;
- construction vehicles shall be kept separate from pedestrians on the estate road;
- neighbouring driveways and access shall be kept clear;
- noisy and dusty works shall be planned to limit disturbance to neighbours;
- excavations and openings shall be fenced or covered;
- deliveries shall be scheduled and controlled; and
- particular consideration shall be given to children on the estate.

Structural Alterations and Temporary Stability

The works involve new and widened openings in existing loadbearing walls, removal of the corridor wall and other internal walls, new steel beams and lintels, and the new courtyard roof structure.

Foreseen – structural sequencing and temporary works design required.

No existing structural member shall be removed, cut, altered or significantly loaded until the proposed sequence has been reviewed by the Structural Engineer.

Temporary propping, needling, bracing and other temporary stability measures shall be designed where required.

The PSCS shall appoint a competent person to coordinate temporary works and shall maintain suitable records of temporary works designs, inspections and authorisations.

Excavations, Raft Foundation and Retaining Walls

Excavation for the raft foundation, drainage, manholes and retaining walls will take place next to the existing house foundations, retained ground and site boundaries, creating risks of collapse of excavation sides, undermining of foundations and falls into excavations.

Foreseen – RAMS required.

The PSCS shall establish:

- support or battering of excavation sides;
- protection of existing foundations and retained ground;
- barriers and covers to excavations;
- location of existing services before digging;
- safe access into and out of excavations; and
- control of plant and spoil near excavation edges.

Existing foundations shall not be undermined. If existing foundations are exposed, work shall stop and the Structural Engineer shall be consulted.

Platform Lift and Stair Opening

The works include a new platform lift with a pit or floor opening, and widening of the existing stair.

Foreseen – significant fall and falling-object hazard.

The lift pit, floor opening and stair opening shall be securely protected at all stages. The preferred control shall be robust collective guarding or secure temporary covers.

The lift specialist shall provide project-specific RAMS for installation, commissioning and testing.

Alteration and Removal of Existing Construction

The east lean-to, porch, chimney, courtyard glazed roof, internal walls, ceilings, finishes and existing services will be removed, and roof coverings stripped back to the deck.

Foreseen – RAMS required.

Before commencement of demolition or opening-up:

- structural implications shall be assessed;
- existing services shall be identified;
- asbestos information shall be confirmed;
- the work area shall be segregated;
- suitable dust-control measures shall be implemented; and
- waste shall be removed in a controlled manner.

Unplanned removal of structural construction is prohibited.

Existing and Underground Services

Live and concealed services, including electricity, water, telecoms, drainage and the oil supply line, are likely to be present within the building and on site.

Foreseen – isolation procedures required.

Existing services shall be identified prior to cutting, drilling, excavation or demolition. Underground services shall be located with a CAT and Genny and hand-dug trial holes before excavation. Where services are affected they shall be isolated by competent persons.

A suitable Lock-Out / Tag-Out procedure shall be used where appropriate. Work on live electrical systems shall be avoided.

The discovery of unidentified services shall result in work stopping until the service has been identified and made safe.

Fire Safety During Construction

The works involve strip-out of the existing building, hot works, timber roof construction and combustible materials, and the installation of new fire-resisting construction, fire doors, fire alarm and emergency lighting.

Foreseen – temporary fire safety arrangements required.

Particular care will be required to control the fire risk on site, including in the vacant building outside working hours, and to protect neighbouring properties.

The PSCS shall ensure that:

- required escape routes remain available;
- temporary alternative escape arrangements are provided where necessary;
- the vacant building is secured against arson and unauthorised entry outside working hours;
- openings through new fire-resisting construction are appropriately managed;
- roofing torches, hot-air equipment and other ignition sources are controlled;
- suitable temporary fire detection is provided where required;
- fire extinguishers are provided;
- combustible waste is regularly removed; and
- emergency arrangements are communicated to all persons on site.

Hot Works

Hot works may arise during steelwork, roofing, plumbing and alteration works.

Foreseen – permit-to-work system required.

Hot works shall be minimised where practicable. Where unavoidable, the PSCS shall implement a Hot Works Permit system incorporating removal/protection of combustible materials, provision of suitable fire extinguishers and an appropriate fire watch following completion.

Falling Objects / Overhead Works

Roof works, steel installation, rooflight installation and high-level services will result in persons potentially working above other work areas and near the site boundaries

Foreseen – exclusion zones and sequencing required.

Work directly beneath roof works, steel installation or other overhead work shall be restricted. Tools and materials shall be secured, debris netting or fans provided to scaffolds where needed, and suitable exclusion zones established.

Silica and Construction Dust

Cutting, drilling and chasing of existing blockwork and concrete, including chasing of the existing floor slab for new pipework, may generate respirable crystalline silica and general construction dust.

Foreseen – exposure controls required.

Dry cutting shall be avoided where practicable. Suitable wet-cutting techniques, on-tool extraction or local exhaust ventilation shall be used.

Dust shall be controlled so that it does not affect neighbouring properties, and suitable RPE shall be provided where residual exposure cannot otherwise be adequately controlled.

Noise and Vibration

Demolition, breaking out, excavation, floor chasing and structural works will generate significant intermittent noise and vibration.

Foreseen.

The PSCS shall agree working hours and coordinate noisy works so that disturbance to neighbouring residents is kept to a minimum.

Lower-noise methods shall be selected where reasonably practicable and exposure of workers to noise and hand-arm vibration shall be assessed.

Glazing and Window Installation

The works include replacement of all windows and external doors, fire-rated glazing and new rooflights.

Foreseen – work-at-height and manual-handling risks.

Glazing operations shall be undertaken using suitable mechanical handling equipment where required. Openings shall remain protected until windows are securely installed.

Manual Handling

The project will involve significant handling of blockwork, insulation boards, plasterboard, timber, doors, glazing, rooflights, steel components and equipment.

Foreseen.

Mechanical handling shall be used where reasonably practicable. Large, awkward or heavy items shall not be manually handled without suitable assessment and control measures.

Traffic Management and Deliveries

Construction materials, ready-mix concrete, structural steel, skips, the heat pump, rooflights, lift equipment and contractor vehicles will require access to the site from the estate road.

Foreseen – site logistics plan required.

Deliveries shall be scheduled and supervised. Particular attention shall be given to interaction between construction vehicles and:

- neighbouring residents;
- children and other pedestrians;

- visitors;
- parked cars;
- neighbouring driveways; and
- other vehicles on the estate road.

Banksmen shall be used for reversing or restricted vehicle movements where required.

Slips, Trips and Housekeeping

Alteration works will involve temporary cables, materials, waste, excavations and changes in floor levels.

Foreseen.

Access routes and escape routes shall be kept clear. Suitable temporary lighting shall be maintained and waste/materials removed regularly.

Waste Removal

Demolition waste and surplus construction materials shall be removed in a controlled manner.

Waste shall not be thrown from height. Materials shall be stored safely pending removal and shall not obstruct access or escape routes.

Temporary Electrical Installations and Lighting

Temporary supplies and task lighting may be required during internal construction works.

Foreseen.

Temporary electrical installations shall be installed and maintained by competent persons. Adequate temporary and emergency lighting shall be maintained in circulation and construction areas throughout the works.

3.3 Other Health & Safety Considerations

The document will facilitate the transfer of information from the designers to the Project Supervisor Design Process in order for all elements of the design to be risk assessed in accordance with governing legislation. Other available, relevant information (e.g. existing drawings or information on existing site services) should also be included or referred to were deemed appropriate.

The main purpose of this document is to ensure that individual designers risk assess their design.

4 MANAGEMENT ARRANGEMENTS

4.1 Occupational Health &Safety Policy

It is the policy of the PSCS and appointed project design team to give the greatest importance to the health and safety of all on this project. To this end all reasonably practicable efforts shall be made during the construction work to provide safe and healthy working conditions. It is the PSCS objective to have an accident-free site.

This Safety and Health Plan has been created to assist in achieving this goal. The purpose of the Safety and Health Plan will be primarily preventative. The PSCS aims to have a site work environment on which accidents do not happen. Conditions under which accidents may occur shall be located and corrected in a timely way in order to accomplish this aim.

4.2 Resources

- **Human Resources**
  PSCS to outline how all HR issues on site will be managed. Scheduling of meeting and reporting of deviation which may interrupt programme scheduling as soon as possible

- **Site Facilities**
  PSCS to outline how site welfare facilities will be provided and managed in order to comply with the relevant legislation.

- **Plant and Equipment**
  The PSCS will be required to outline how the safe movement of both pedestrians and vehicles around the site will be managed and controlled. PSCS to also outline how the operation of all plant and equipment will be managed on the site. Persons undertaking tasks prescribed under Schedule 5 of the Construction Regulations shall hold the relevant CSCS registration. Plant and lifting equipment shall be appropriately inspected, certified and maintained in accordance with applicable statutory requirements..

4.3 Liaison Arrangements

- **Notification to HSA**
  As the construction period is anticipated to exceed 30 working days, the project is notifiable to the HSA. The Client shall ensure the required AF1 notification is made and the appointed PSCS shall submit the AF2 notification prior to commencement Progress Review Meetings

Contractors/PSCS are to liaise through PSDP/ Client on any design queries. The contractor / PSCS will notify the PSDP of any planned temporary design works or significant design changes. Regular liaison with the building/site owner will be required to ensure smooth coordination with the day to day running of the proposed works.

Meetings between the Designers, Client, PSCS and PSDP will be agreed.

- **Health & Safety Co-ordination Meetings**

  The PSCS will be required to ensure that they manage and co-ordinate the safety of the Construction Stage. They will have to outline how they plan to do this for the duration of the project.

4.4 Design Management

- **Design Assumptions**

PSCS working with Existing Services

PSCS to review all relevant drawings and liaise with consulting engineers in advance of work with live services. Contractors will prepare detailed method statements which will be approved by appointed consulting engineer.

Existing Building / Services

- The works are to be carried out within and around an existing single-storey building, which will be vacant during the works, on a residential site with occupied neighbouring dwellings.
- The PSCS shall review all available existing drawings, surveys and service information prior to commencement and shall liaise with the relevant Designers and specialist contractors before undertaking intrusive works.

The following assumptions have been made at design stage:

- Existing electrical, water, oil, drainage, telecoms and other services are present in the building and on site.
- All existing services in the building are to be isolated, disconnected and stripped out, except temporary supplies required for the works.
- No work shall be undertaken on live electrical services unless specifically planned and controlled by competent persons.
- Appropriate isolation and Lock Out / Tag Out procedures shall be implemented where services require disconnection or alteration.
- The location of concealed services shall be established prior to drilling, cutting, chasing or demolition.
- The asbestos status of materials affected by the works is to be confirmed prior to intrusive works. Where existing survey information is insufficient, an appropriate refurbishment/demolition asbestos survey shall be undertaken.
- Fire safety arrangements for the vacant building and the construction site shall be maintained throughout the works, including temporary fire detection where appropriate, clear escape routes and suitable fire extinguishers.
- Construction areas shall be physically segregated from neighbouring properties, the estate road and members of the public by secure hoarding.

Structural Works / Temporary Stability

The project involves structural alteration of the existing building, including new and widened openings in loadbearing walls, new steel beams and lintels, a new courtyard roof on a 203 × 203 UC beam and timber joists, an extension on a reinforced concrete raft, and new and rebuilt retaining walls next to existing foundations.

The following design assumptions apply:

- Existing structural elements shall not be removed, cut, altered or significantly loaded until the structural implications and construction sequence have been confirmed by the Structural Engineer.
- Temporary propping, bracing and other temporary stability measures shall be provided where required.
- The PSCS shall coordinate all temporary works and appoint a competent Temporary Works Coordinator where appropriate.
- Steelwork and roof structures shall be stabilised and strapped down during erection and shall not be released from lifting equipment until adequately secured.
- Excavations next to existing foundations and retained ground shall be supported or battered, and existing foundations shall not be undermined.
- Roof openings, rooflight openings, the lift pit and the stair opening shall be protected by suitable edge protection or secure covers throughout the works.
- Suitable exclusion zones shall be maintained below areas where steelwork, roof construction or other overhead works are being carried out.

Work at Height

Work at height is unavoidable for certain elements of the project, including roof stripping and warm-deck roofing, the courtyard roof and rooflights, external wall insulation and windows, and the platform lift and stair openings.

The PSCS shall ensure that work at height is properly planned and that collective fall-prevention measures are prioritised over personal fall-protection systems.

Suitable scaffolds, MEWPs, working platforms, edge protection and other access equipment shall be selected according to the task being undertaken.

Lifting Operations

Mechanical lifting will be required for the steel beams, modular rooflights, the heat pump, platform-lift components and concrete placement.

All lifting operations shall be planned by competent persons and suitable lifting equipment, accessories, operators and slinger/signallers shall be used. The contractor shall establish component weights, lifting points, lifting sequence and suitable exclusion zones before lifting operations commence.

- **The Design**

See attached drawings / specification included in the tender pack.

The project comprises the refurbishment, alteration and single-storey extension of the existing building at 14 Tullyglass Hill, Shannon, Co. Clare.

The principal works comprise a complete strip-out and rewire of the existing building, a new single-storey extension on a raft foundation, a new solid roof over the courtyard, and a new internal layout of single-occupant pods with ensuites for Corlann's use.

The works include:

- new steel beams, lintels and a 203 × 203 UC courtyard beam;
- a reinforced concrete raft foundation and new extension walls;
- a new courtyard roof and warm-deck upgrade of all flat roofs;
- modular rooflights, flat rooflights and automatic opening smoke vents;
- new single-occupant pods, ensuites, accessible WC and shower room;
- new fire-resisting partitions, ceilings and FD30S fire door sets;
- replacement of all windows and external doors, and external wall insulation;
- installation of a new platform lift and widening of the stair;
- an air-to-water heat pump, radiators and hot and cold water services in floor chases;
- mechanical ventilation with heat recovery (MVHR);
- a complete rewire, new Category L1 fire alarm and emergency lighting;
- replacement of a section of foul sewer and new drainage;
- new and rebuilt retaining walls, driveway and accessible footpaths;
- fire stopping, finishes, kitchens and sanitary fittings; and
- testing, commissioning and certification of the completed works.

The proposed design involves structural alterations, excavation next to existing foundations, roof works and lifting operations, and therefore requires careful coordination of structural stability, temporary works, excavation support, work at height and protection of openings.

The works also interface with neighbouring occupied dwellings and the estate road. The construction sequence shall therefore keep the site securely separated from the public and neighbouring properties, and maintain safe access and escape for everyone on site.

Detailed construction methods, temporary works, erection sequences, lifting arrangements and contractor-designed elements shall be developed by the relevant competent contractors and coordinated by the PSCS. Any proposed change to the permanent design or construction sequence which introduces a new or significantly altered design risk shall be referred to the relevant Designer and PSDP before implementation.

- **Completion of Design**

All Designers (including Contractors with a design portion) are required to provide Design Risk Assessments to the PSDP for inclusion in the Preliminary Safety & Health Plan and / or the Safety File. The PSCS, appointed Health & Safety Coordinator Construction P= Process is responsible for ensuring information is forwarded to the PSDP for inclusion in the Preliminary Safety & Health Plan and / or the Safety File.

Where the design changes, the relevant Designer(s) are required to amend and update their Design Risk Assessments and forward them to the PSDP. Where additional risks are notified to the PSDP, that affect construction works on the project, the PSDP shall forward these to the PSCS for inclusion in the (Construction Stage) Safety & Health Plan.

The PSDP shall ensure that all Particular Risks identified by designers, that affect persons involved in construction work, persons involved in future operation & maintenance, and persons involved in future construction works are documented and included in the Preliminary Safety & Health Plan and / or the Safety File.

All Designers are required to provide a 'Permanent Works Certificate' to the PSDP, for their element of the works on the Project *(refer to the HSA guidelines to the Construction Regulations 2013 (Part 4 & Appendix 2)).*

All ***Temporary Works** Designers are required to provide a 'Temporary Works Certificate' to the PSDP, for their element of the works on the Project

NOTE – Temporary Works may include such matters as trench shoring, scaffolding, propping, working platforms, gangways and access stairs/ladders, etc. Persons who make decisions on site in respect of these may be deemed to be designers. Those employing, or in control of, people undertaking design work *are themselves deemed to be designers*.

The 'Permanent / Temporary Works Certificates' shall be included in the Preliminary Safety & Health Plan and / or the Safety File.

The PSCS / Main Contractor will inform the PSDP of any unforeseen eventualities on site, which may affect the design of the project.

There will be regular progress meetings with the Client/Project Manager and the PSCS. Health & Safety shall be an item on the agenda and the implementation of the Health & Safety standards for the project shall be discussed. The PSDP shall attend Design / Progress Meetings, up to twice monthly.

5 PROJECT PROCEDURES

5.1 Hazard Identification, Risk Assessment & Determining Controls

Likelihood of Recurrence	Potential worst-case consequence of adverse event			
	Minor	Serious	Major	Fatal
Certain				
Likely				
Possible				
Unlikely				
Rare				

Risk				
Investigation Level	Minimal	Low	Medium	High

PSCS to outline in the Construction Stage Health & Safety Plan how they intend to ensure that all Hazards are identified, all Risks are assessed, and that appropriate Control Measures are put in place

- **Risk Assessments and Method Statements (RAMS)**
  Please refer to Appendix 6 for the Design Risk Assessment. The PSCS to ensure that the construction Risk Assessments and Method Statements are done and that the General Principles of Prevention are being applied in a consistent manner.

  Key RAMS required:
  - structural alteration, new openings and temporary propping;
  - steel beam installation and lifting operations;
  - excavation, raft foundation and retaining walls next to existing foundations;
  - roof stripping, warm-deck roofing and rooflight installation;
  - work at height and scaffolding;
  - platform-lift pit and stair openings;
  - hot works;
  - asbestos and demolition, including the oil tank;
  - existing service isolation and floor chasing;
  - drainage and sewer works; and
  - window/glazing installation.

5.2 Communication

The PSCS to outline in the Construction Stage Health & Safety Plan how they propose to ensure that there is Communication, Co-ordination, Co-operation and Compliance between all Contractors on site.

5.3 Performance Measurement & Monitoring

The PSCS to outline in the Construction Stage Health & Safety Plan how they propose to measure and monitor the performance of the contractors throughout the duration of the project

5.4 Training

The PSCS to outline in the Construction Stage Health & Safety Plan what training is required by the various Contractors on site and keep a record of same.

Training Requirements	Required By
Safe Pass	All Operatives on Site
Manual Handling	All Operatives on Site
First Aid	Assigned person
Fire Warden/Fire Safety	Assigned person
Abrasive wheels	Assigned person
Signing, Lighting & Guarding	Assigned person
Temporary Traffic Management Design	Assigned person
MEWP, Slinger/Signalle	Assigned person
structural steel installation competence	Assigned person
platform-lift specialist competence	Assigned person
Telescopic Handler, excavator 360, backhoe 180	CSCS
Working at Heights/Harness Training	Assigned operatives
LUGS-Location of Underground Services	Competent person CSCS
Asbestos awareness	All operatives on site

5.5 Permits to Work

The PSCS to outline in the Construction Stage Health & Safety Plan any permits to work that they propose to introduce during the Construction Stage

Ref No:	Permit
PW1	
PW2	
PW3	
PW4	
PW5	
PW6	

5.6 Emergency Preparedness & Response

The PSCS is to develop site emergency procedures and incorporate into the Construction Stage Safety & Health Plan. Contractor is to allow for signage (in accordance with 2007 - 2016 General Application Regulations), appointment of competent people to manage / coordinate an emergency situation.

5.7 Accident & Incident Reporting

PSCS and Contractors to ensure that a comprehensive accident reporting and investigation process is in place.

List of Dangerous Occurrences

Below is an abbreviated list of the Fifteenth Schedule. For full list of 'dangerous occurrences' please refer to the Fifteenth Schedule, General Application Regulations 2007 - 2016.

1	The collapse, overturning, or failure of any load-bearing part of: (a) any lift, hoist, crane, derrick or mobile powered access platform; (b) any excavator; or (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres
2	The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure
3	Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved more than 24 hours.
4	An explosion or fire occurring in any plant or place resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5	The sudden uncontrolled release of one tonne or more of highly flammable liquid, liquefied flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipeline.
6	The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7	Any unintended collapse or partial collapse of: (a) any building or structure under construction, reconstruction alteration or demolition, or of any false work, involving a fall of more than five tons of material: or (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition
8	The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
9	Any unintentional ignition or explosion of explosives.

10	The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended
11	Either of the following incidents in relation to a pipe-line: (a) the bursting, explosion or collapse of a pipeline or any part thereof: (b) the unintentional ignition of anything in a pipeline, or of anything which immediately before it was ignited was in a pipeline
12	(a) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road: (i) overturns: or (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.
	(b) Any incident involving a vehicle carrying a dangerous substance by road, where there is- (i) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or (ii) a fire which involves dangerous substance or dangerous preparation being conveyed.
13	Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested.
14	Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional, or any incident involving a live conductor accidentally falling due to breakage or otherwise.
15	Any accidental collision between a locomotive or a train or any other vehicle at a factory or at dock premises.
16	The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

5.8 Site Safety Rules

PSCS to ensure that a comprehensive list of Site Safety Rules is in place to ensure the safety, health and welfare of all people on the site.

The PSCS will ensure that all site safety rules are disseminated during induction as required under construction regulations 2013.

5.9 Safety File

The PSCS shall liaise with the PSDP, Design Team, specialist contractors and suppliers throughout the construction stage to ensure that all information required for completion of the Safety File is compiled and issued in a timely manner.

All contractors and subcontractors shall provide relevant information, certificates, drawings, manuals and residual-risk information relating to their works for inclusion in the Safety File. The information shall accurately reflect the works as completed and shall be suitable for use by persons carrying out future maintenance, alteration, inspection or construction works.

The Safety File for 14 Tullyglass Hill shall include, as applicable, the following:

1.0 Project Information

1.01 Site location and project description
1.02 Planning / Building Control documentation
1.03 Project consultants and Design Team
1.04 PSCS and Main Contractor details
1.05 Subcontractor and specialist contractor details
1.06 Principal suppliers
1.07 Maintenance contractors / specialist service providers
1.08 Emergency contacts and relevant operational information

2.0 Building Fabric and Structure

2.01 Final architectural design information
2.02 As-built construction details
2.03 Structural Engineer's as-built drawings and details
2.04 Structural steelwork information, including relevant fabrication and installation certification
2.05 Raft foundation, retaining wall and courtyard roof construction details
2.06 Temporary works / residual structural risk information where relevant to future works
2.07 Fire-resisting wall, floor and ceiling construction details
2.08 Fire door schedules and product information
2.09 Fire-stopping register, installation records, photographs and certification
2.10 Window and glazing information
2.11 Internal finishes and component schedules
2.12 Product certification and declarations of performance where applicable
2.13 Maintenance and cleaning requirements for building elements

3.0 Mechanical, Electrical and Specialist Installations

3.01 Description of mechanical and electrical systems, including the heat pump, MVHR and booster set
3.02 As-built mechanical services drawings
3.03 As-built electrical drawings
3.04 Electrical completion and test certification
3.05 Fire detection and alarm system drawings, commissioning information and certification
3.06 Emergency lighting drawings and certification
3.07 Platform lift installation details, certification and commissioning records
3.08 Platform lift operating and maintenance manuals
3.09 Controls and isolating-point information
3.10 Plant and equipment schedules
3.11 Manufacturer's operation and maintenance manuals
3.12 Commissioning records and specialist certification

4.0 Fire Safety Information

4.01 Fire Safety Certificate documentation and approved drawings
4.02 Final fire strategy information applicable to the completed works
4.03 Fire compartmentation details
4.04 Fire door schedule and certification
4.05 Fire-stopping information and penetration register
4.06 Fire detection and alarm certification
4.07 Emergency lighting certification
4.08 Smoke vent (AOV) and ventilation information
4.09 Relevant fire-safety product certification

5.0 Drawings and Records

5.01 As-built architectural drawings
5.02 As-built structural drawings
5.03 As-built mechanical drawings
5.04 As-built electrical drawings
5.05 Fire alarm and emergency lighting layouts
5.06 Platform lift drawings and specialist details
5.07 Specialist subcontractor drawings
5.08 Final door, window and finish schedules
5.09 Relevant inspection and test records

6.0 Health and Safety Information

6.01 Preliminary Safety and Health Plan
6.02 Relevant Construction Stage Safety and Health information
6.03 Final Design Risk Register
6.04 Permanent Works Design Certificates where applicable
6.05 Temporary Works information where relevant to future construction or maintenance
6.06 Residual risks which could not reasonably be eliminated through design or construction
6.07 Asbestos survey / asbestos information relevant to the completed building
6.08 Information relating to concealed services and other hazards which may affect future works
6.09 Safe access and maintenance information for plant, equipment and building elements

The PSCS shall provide the above information to the PSDP progressively throughout the works and shall not defer compilation of the Safety File until project completion. The PSDP shall review the information received and compile the final Safety File for issue to the Clien

6 REVISION HISTORY & AUTHORISATION

Rev	Issue / Change Detail	Author	Approved	Effective Date

AUTHORISATION

This Preliminary Safety and Health Plan has been prepared in accordance with the Safety, Health & Welfare at Work (Construction) Regulations 2013

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.

For and on behalf of : PSDP PM
(Project Supervisor for Design Process)

Signed :

7 GLOSSARY OF TERMS

RAMS	Risk Assessment & Method Statement
CSCS	Construction Skills Certification Scheme
PSDP	Project Supervisor for the Design Process
PSCS	Project Supervisor for the Construction Stage
PPE	Personal Protective Equipment
HSA	Health & Safety Authority
H&S	Health and Safety
DT	Design Team
LOTO	Lock Out / Tag Out
MEWP	Mobile Elevating Work Platform
TWDC	Temporary Works Design Coordinator
RPE	Respiratory Protective Equipment

8 LIST OF REFERENCES

All construction work shall be planned and carried out in accordance with applicable Irish safety and health legislation, relevant Codes of Practice and current Health and Safety Authority guidance. The following legislation and guidance is particularly relevant to the proposed works at 14 Tullyglass Hill:

- Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005).
- **Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended.** The current amendments include S.I. No. 129 of 2019, S.I. No. 102 of 2020 and S.I. No. 528 of 2021, collectively cited as the Construction Regulations 2013 to 2021.
- **Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007), as amended**, including requirements relating to work equipment, lifting equipment, PPE, electricity, work at height, noise, vibration, manual handling, workplace safety signs and first aid.
- **Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006–2025, including S.I. No. 632 of 2025.** These are particularly relevant where existing building materials are to be disturbed during alteration or demolition works.
- **Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 to 2026**, including S.I. No. 619 of 2001 and subsequent amendments, including S.I. No. 127 of 2026.
- **Health and Safety Authority – Guidelines on the Procurement, Design and Management Requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013.**
- **Health and Safety Authority – Code of Practice for Access and Working Scaffolds**, effective 1 January 2019. This is relevant to scaffolding and temporary access systems required during the works.
- **Health and Safety Authority guidance on Work at Height**, including the requirements of Part 4 of the General Application Regulations, where applicable to structural steel erection, floor construction, lift openings, windows and high-level M&E works.
- **Health and Safety Authority guidance on the Use of Work Equipment and Lifting Equipment**, applicable to cranes, hoists, MEWPs, lifting accessories and other plant used during structural steel and platform-lift installation.
- **Health and Safety Authority – Crystalline Silica Dust Information Sheet**, applicable to cutting, drilling, chasing and demolition of concrete, blockwork and other silica-containing materials.
- **2026 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 to 2026**, insofar as applicable to hazardous substances and occupational exposure arising from the works.

All relevant manufacturer's instructions, product safety data sheets, structural design information, lifting plans, temporary works designs and project-specific Risk Assessments and Method Statements.

LIST OF APPENDICES

Appendix 1 – Documentation

Appendix 2 – Additional Information-General Principles of Prevention

Appendix 3 – Duties of various Stakeholders

Appendix 4 – Clients Requirements

Appendix 5 - Staff Organisation Structure

Chart Appendix 6 – Design Risk Register

Appendix 1 (*these documents will only be issued where the PSDP or Party Advisable to PSDP deem them applicable)*

TEMPORARY WORKS DESIGN CERTIFICATE

Form: HST1

ACEI ASSOCIATION OF CONSULTING ENGINEERS OF IRELAND

ENGINEERS IRELAND

RIAI

Temporary Works Designer's Certificate

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

PSDP's Certificate Ref. No:_____

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

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

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

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

Signed:	*for and on behalf of (temporary works designer)*	*Date:*

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

Erection of the Temporary Works may proceed, subject to the provision of a Temporary Works Method Statement agreed by the Contractor, Temporary Works Erector and PSCS as being adequate.

Signed:	*for and on behalf of (PSDP)*	*Date:*

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PERMANENT WORKS DESIGN CERTIFICATE-

Form: SHWP1

Permanent Works Designer's Certificate

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

PSDP's Certificate Ref. No:_____

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

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

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

Signed:	*for and on behalf of (Designer)*	*Date:*

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

Signed:	*for and on behalf of (PSDP)*	*Date:*

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A1.2 Information Required Prior to Construction

The following information shall be obtained, reviewed and incorporated into the Construction Stage Safety and Health Plan before the relevant works commence:

- confirmation that the building will be vacant, and of the site boundary and hoarding line;
- existing **Safety File**, where available;
- available drawings and records of existing electrical, mechanical and other building services;
- confirmation of the **asbestos status** of all areas affected by demolition, drilling, cutting or other intrusive works;
- final Structural Engineer's design, including assumptions regarding construction sequencing and temporary stability;
- requirements for temporary propping, bracing and other temporary works;
- steel beam installation sequence and lifting requirements;
- final platform lift specialist design and installation information;
- mechanical and electrical isolation requirements;
- fire alarm and emergency-lighting alteration / isolation strategy;
- temporary fire-safety and escape arrangements during construction;
- construction access, deliveries, contractor parking and material storage arrangements;
- construction programme and sequencing; and
- any additional design-risk information issued by Designers or specialist contractors.

A1.3 Contractor / Specialist Documentation

The PSCS shall ensure that the following are prepared and maintained as applicable during the construction stage:

- project-specific RAMS;
- lifting plans;
- temporary works designs and certificates;
- scaffold / MEWP inspection records;
- plant and lifting-equipment certification;
- service isolation and Lock Out / Tag Out procedures;
- hot-works permits;
- fire-alarm isolation permits;
- inspection records for edge protection, excavations and openings;
- excavation and temporary works inspection records;
- specialist platform-lift installation RAMS;
- fire-stopping installation records;
- testing and commissioning records; and
- information required for completion of the Safety File.

This appendix should be updated by the PSDP as additional design and pre-construction information becomes available.

Appendix 2 – Additional Information- General Principles of Prevention

ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

The works are to be carried out at 14 Tullyglass Hill, Shannon, an existing single-storey building in a residential estate, for Corlann's use. The works include strip-out and demolition, structural alterations, an extension on a raft foundation, a new courtyard roof, a platform lift, new mechanical and electrical services, drainage, retaining walls and external works.

The building will be vacant during construction. Neighbouring dwellings will remain occupied, and particular consideration shall be given to keeping construction activities safely separated from neighbouring residents and members of the public.

SAFETY HAZARDS
BOUNDARIES AND ACCESS, INCLUDING TEMPORARY ACCESS

The PSCS shall establish clearly defined construction work areas prior to commencement.

Construction areas shall be securely enclosed by hoarding and segregated from neighbouring properties and the estate road, and unauthorised access shall be prevented.

The PSCS shall prepare suitable site access and logistics arrangements addressing:

- construction personnel access;
- delivery and unloading areas;
- contractor parking;
- pedestrian and vehicle segregation;
- temporary material storage;
- emergency vehicle access;
- safe passage for residents and pedestrians on the estate road; and
- prevention of access by members of the public, including children, to construction areas.

All temporary access arrangements, stairs, scaffolds, working platforms and other access equipment shall be suitable for the proposed work and maintained in a safe condition.

ADJACENT LAND USES

The property is located in a residential estate at Tullyglass Hill, Shannon, and is bounded by neighbouring dwellings, gardens, retained trees and the estate road.

Construction traffic, deliveries, lifting operations and storage of materials shall be coordinated so that adjoining properties and existing access arrangements are not unnecessarily obstructed.

Particular care shall be taken during deliveries of concrete, steelwork, rooflights, the heat pump, platform-lift components and other large materials on the estate road.

LOCATION OF EXISTING SERVICES – WATER, ELECTRICITY, HEATING, FIRE ALARM, ETC.

The site contains existing electrical, water, oil, drainage, telecoms and other services, including underground services and the existing sewer, some of which are to be replaced or diverted.

Available service drawings and Safety File information shall be obtained from the Client where available.

Before drilling, cutting, chasing, demolition or structural alteration, contractors shall take appropriate measures to establish the location of concealed services.

Services affected by the works shall be isolated and made safe by competent persons. Suitable Lock Out / Tag Out procedures shall be implemented where required.

No assumptions shall be made that services shown on existing drawings accurately represent their current location.

Where unidentified services are encountered, work shall cease in the affected area until the service has been identified and appropriate controls established.

GROUND CONDITIONS

The works include excavation for the raft foundation, drainage, manholes, soakaways and retaining walls, including excavation next to the existing house foundations and retained ground.

The suitability of ground conditions for excavations, temporary plant and lifting equipment shall be considered before works commence. Excavation sides shall be supported or battered, and existing foundations shall not be undermined.

Where lifting plant or similar equipment is used externally, the PSCS shall ensure that the supporting surface is suitable for the anticipated loads and outriggers or spreader arrangements are provided where necessary.

EXISTING STRUCTURE – STABILITY AND ALTERATIONS

The project involves structural alteration to the existing building, including new and widened openings in loadbearing walls and the removal of internal walls.

New structural steelwork comprises steel beams and a 203 × 203 UC beam supporting the new timber-joisted courtyard roof, with the extension on a reinforced concrete raft.

No structural member shall be removed, cut, altered or subjected to additional loading until the structural implications have been reviewed and the required sequence of works confirmed.

Temporary propping, bracing and other measures required to maintain structural stability during construction shall be designed and coordinated by competent persons.

The PSCS shall ensure that temporary works are identified, appropriately designed, installed, inspected and maintained throughout the period for which they are required.

WORK AT HEIGHT / OPEN EDGES

Significant work at height is anticipated during:

stripping and re-covering of the flat roofs;
construction of the courtyard roof;
installation of rooflights and smoke vents;
external wall insulation, fascias and gutters;
installation of windows and steel beams;
formation of the lift pit and stair opening; and
internal fit-out at high level.

Collective protection measures such as edge protection, working platforms and suitable scaffolding shall be given priority.

Roof openings, the lift pit and the stair opening shall be securely covered or guarded immediately following formation and shall remain protected until permanent protection is in place.

LIFTING OPERATIONS

Steel beams, modular rooflights, the heat pump, platform-lift components and other significant items will require mechanical lifting.

Lifting operations shall be planned by competent persons. The PSCS shall ensure appropriate lifting plans, suitable certified plant and lifting accessories, competent operators and slinger/signallers are provided.

Suitable exclusion zones shall be maintained during lifting operations.

FIRE SAFETY DURING CONSTRUCTION

The works involve strip-out and hot works in a vacant building, and the installation of new fire-resisting construction, fire doors, fire alarm and emergency lighting.

Escape routes from all work areas shall be kept clear throughout the works.

The vacant building shall be secured against arson and unauthorised entry, and temporary fire detection shall be considered where appropriate.

Suitable temporary fire precautions shall be established, including:

- maintenance of escape routes;
- temporary detection where necessary;
- fire extinguishers;
- hot-work controls;
- control of combustible materials;
- regular waste removal; and
- appropriate emergency procedures.
- HEALTH HAZARDS

ASBESTOS, INCLUDING RESULTS OF SURVEYS

The asbestos status of the existing building, including roof felts, soffit boards, corrugated sheeting and mastics, has not been confirmed in the information presently available.

Prior to demolition, cutting, drilling, opening-up or other intrusive work, the Client shall ensure that adequate asbestos information is available for the areas affected.

Where the existing information is insufficient, an appropriate Refurbishment / Demolition Asbestos Survey shall be undertaken before intrusive work commences.

No material suspected of containing asbestos shall be disturbed until it has been properly identified and assessed.

EXISTING STORAGE OF HAZARDOUS MATERIALS

The existing oil tank and supply line are to be decommissioned and removed. No other significant storage of hazardous substances has been identified.

The Client shall advise the PSCS of any other chemicals, fuels or hazardous materials remaining in the building before handover of the site.

All construction chemicals shall be appropriately stored and Safety Data Sheets maintained on site.

CONTAMINATED LAND

Possible oil contamination of the ground under the oil tank and along the supply line is to be checked when the tank is removed. No other contaminated land has been identified.

Should suspected contaminated material be discovered during excavation or opening-up works, work shall cease in the affected area pending assessment.

CONSTRUCTION DUST / RESPIRABLE CRYSTALLINE SILICA

Cutting, drilling, chasing and alteration of concrete, blockwork and other masonry construction may generate significant dust, including respirable crystalline silica.

Where practicable, dust-producing activities shall be eliminated or reduced through the use of suitable cutting methods, water suppression, on-tool extraction and local exhaust ventilation.

Dust-producing work shall be controlled so that dust does not affect neighbouring properties.

Suitable RPE shall be provided where residual exposure cannot adequately be controlled by other means.

NOISE AND VIBRATION

Demolition, drilling, cutting and structural works may create significant noise and vibration.

The PSCS shall agree working hours and coordinate noisy works to limit disturbance to neighbouring residents.

Exposure of construction personnel to excessive noise and vibration shall be assessed and controlled.

HEALTH RISKS ARISING FROM CLIENT ACTIVITIES

The building will be vacant during the works, so no Client activities are expected on site. Corlann staff attending site meetings or inspections shall be inducted and accompanied.

Particular consideration shall be given to neighbouring residents and members of the public, including children, who may not recognise construction hazards.

The site shall therefore be securely enclosed, and the PSCS shall liaise with the Client regarding any access by Corlann staff, emergency procedures and communication with neighbours.

GENERAL PRINCIPLES OF PREVENTION

The General Principles of Prevention shall be applied throughout the design and construction of the project in the following order:

Avoidance of risks – eliminate hazards through design and construction planning where reasonably practicable.
Evaluation of unavoidable risks – assess risks that cannot reasonably be eliminated and identify appropriate control measures.
Combating risks at source – select construction methods and details which control the hazard at its origin.
Adaptation of work to the individual – take account of ergonomic considerations, work equipment, access arrangements and manual handling requirements.
Adaptation to technical progress – use appropriate modern construction techniques, plant and safety equipment where these provide a safer method of working.

Replacement of dangerous articles, substances or systems of work with non-dangerous or less dangerous alternatives where reasonably practicable.

Priority to collective protective measures over individual protective measures – for example, edge protection and guarded working platforms shall be preferred to reliance solely on personal fall-arrest equipment.
Development of an adequate prevention policy integrating technology, organisation of work, working conditions and coordination between contractors.
Provision of appropriate information, instruction and training to persons carrying out the works.
Matters to be Considered in Applying the General Principles of Prevention

Particular consideration shall be given to:

- maintaining the construction site in good order and a satisfactory state of cleanliness;
- establishing safe access and circulation routes;
- segregation of construction activities from neighbouring residents and members of the public;
- safe storage and handling of construction materials;
- structural stability during all stages of alteration and construction;
- coordination and inspection of temporary works;
- maintenance and inspection of plant, lifting equipment, access equipment and temporary installations;
- safe handling, storage and disposal of hazardous substances;
- safe removal and disposal of demolition materials and waste;
- maintaining appropriate fire-safety arrangements throughout the works;
- maintaining safe escape from all work areas;
- coordination of service isolations and temporary services;
- adapting the programme and sequence of works to minimise simultaneous conflicting activities;
- coordination and cooperation between contractors, subcontractors, Designers and the Client; and
- ensuring that persons not directly involved in the construction works are protected from risks arising from the project.

The PSCS shall incorporate these principles into the Construction Stage Safety and Health Plan and shall ensure that they are applied consistently throughout the execution of the works

Appendix 3 – Duties of various Stakeholders

The following summarises the principal duties of the parties involved in the project. It is not intended to replace or limit any statutory duty imposed by the **Safety, Health and Welfare at Work Act 2005** or the **Safety, Health and Welfare at Work (Construction) Regulations 2013, as amended**.

DUTIES OF THE CLIENT

The Client shall:

- Appoint, in writing, a competent **Project Supervisor for the Design Process (PSDP)** and **Project Supervisor for the Construction Stage (PSCS)** where required by the Construction Regulations.
- Satisfy themselves that the persons or organisations appointed as PSDP and PSCS are competent and adequately resourced to undertake their respective duties.
- Provide the PSDP and PSCS with all relevant information in the Client's possession that may affect the safety, health and welfare of persons involved in the project.
- Provide or make available existing drawings, Safety Files, asbestos information, service records and other relevant information relating to the existing building where available.
- Allow adequate time and resources for the project to be designed and constructed safely.
- Cooperate with the PSDP, PSCS and Designers and take account of advice provided in relation to safety and health.
- Ensure that any existing Safety File is made available to the PSDP and relevant Designers.
- Retain the completed Safety File following completion of the project and make it available to persons carrying out subsequent maintenance, alteration or construction work.
- Advise the PSDP and PSCS of any restrictions or hazards relating to the site at 14 Tullyglass Hill.
- Confirm that the building will be vacant during construction and agree the site boundary before commencement.

DUTIES OF THE PROJECT SUPERVISOR FOR THE DESIGN PROCESS – PSDP

The PSDP shall coordinate the safety and health aspects of the design process and shall:

- Coordinate the activities of all Designers so that the **General Principles of Prevention** are taken into account throughout the design.
- Identify significant and particular risks arising from the design and, where reasonably practicable, ensure that such risks are eliminated or reduced through design.
- Ensure that Designers provide sufficient information regarding significant residual risks which cannot reasonably be eliminated.
- Facilitate cooperation and communication between Designers and ensure that relevant safety and health information is exchanged.
- Prepare and maintain the **Preliminary Safety and Health Plan** and provide it to the Client for issue to prospective PSCS / contractors.
- Ensure that the Preliminary Safety and Health Plan is updated where significant changes to the design occur prior to construction.
- Coordinate the design of permanent works and relevant temporary works insofar as they affect the safety and health of persons involved in construction, maintenance or future works.
- Ensure that design changes during the construction stage are appropriately assessed for safety and health implications.
- Obtain relevant Design Risk Assessments and information from Designers and specialist design contractors.
- Communicate relevant residual risks to the PSCS.
- Prepare and complete the **Safety File** using information supplied by the Designers, PSCS, contractors and specialist suppliers.
- Deliver the completed Safety File to the Client on completion of the project.

For the Tullyglass Hill project, particular attention shall be given to coordination of:

- structural alterations and temporary stability;
- new steel beams and the courtyard roof structure;
- excavation next to existing foundations and retaining walls;
- the platform lift pit and stair opening;
- work at height and roof works;
- existing and underground services;
- fire compartmentation;
- the new fire alarm and emergency lighting;

- interfaces with neighbouring properties and the public; and
- safe future maintenance and access, including roofs, rooflights and plant.

DUTIES OF DESIGNERS

Every Designer shall, so far as reasonably practicable:

- Take account of the General Principles of Prevention when preparing or modifying a design.
- Identify hazards arising from their design and eliminate foreseeable risks where reasonably practicable.
- Where risks cannot be eliminated, reduce them through design and provide adequate information on any significant residual risks.
- Provide the PSDP with information necessary to enable the PSDP to coordinate the design process.
- Cooperate with the PSDP and other Designers.
- Take account of relevant information contained in existing Safety Files, surveys, investigations and project information.
- Consider the safety of persons constructing, maintaining, cleaning, repairing, altering or eventually demolishing the completed works.
- Notify the PSDP where a design change introduces a new or substantially altered risk.
- Provide Design Risk Assessments or other relevant design-safety information where requested.
- Provide appropriate permanent works design information and certification for inclusion in the Safety File.

Designers shall avoid placing reliance solely upon construction-stage procedures where a reasonably practicable design solution can eliminate or reduce the risk.

DUTIES OF THE PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE – PSCS

The PSCS shall manage and coordinate safety and health matters during the construction stage and shall:

- Develop the **Construction Stage Safety and Health Plan** from the Preliminary Safety and Health Plan prior to commencement of construction work.
- Keep the Construction Stage Safety and Health Plan under review and amend it to reflect changes in the works, programme, contractors, risks and construction methods.
- Take account of the General Principles of Prevention when coordinating the construction works.
- Coordinate the activities of contractors and subcontractors so that risks arising from their interaction are properly controlled.
- Ensure that suitable site rules are prepared, communicated and enforced.
- Ensure that all contractors are provided with relevant information relating to the project and significant risks.
- Ensure that project-specific Risk Assessments and Method Statements are prepared for significant work activities.
- Coordinate measures for controlling the **particular risks identified under Schedule 1 of the Construction Regulations 2013**.
- Ensure that only competent contractors and appropriately trained personnel are engaged.
- Coordinate the provision and maintenance of appropriate site welfare facilities.
- Ensure that the construction site is secured against unauthorised access.
- Ensure that Safe Pass and relevant CSCS requirements are complied with.
- Coordinate plant, lifting operations, access equipment, scaffolding and other construction equipment.
- Ensure that plant and equipment requiring statutory inspection or certification is appropriately inspected and certified.
- Coordinate emergency arrangements, fire precautions and evacuation procedures.
- Maintain appropriate accident, incident and dangerous-occurrence reporting arrangements.
- Facilitate the appointment and activities of the Site Safety Representative where required.
- Notify the Health and Safety Authority by **AF2** where the statutory notification threshold is met.
- Coordinate the provision of information required by the PSDP for completion of the Safety File.
- Notify the PSDP of any significant proposed change to the design, scope or construction sequence which may affect safety and health.
- Ensure that construction work does not proceed where a significant design issue affecting safety has not been resolved.

Project-Specific PSCS Requirements – Tullyglass Hill
The PSCS shall give particular attention to:

- secure enclosure of the site and separation from neighbouring residents and the public;
- maintaining safe access and escape from all work areas;
- coordination of structural alterations and temporary stability;
- temporary propping and needling;
- steel beam installation;
- lifting operations;
- work at height and roof works;
- excavations next to existing foundations and retaining walls;
- protection of the platform-lift pit, stair and roof openings;
- existing and underground services;
- service isolation and Lock Out / Tag Out procedures;
- decommissioning of the oil tank;
- fire safety in the vacant building during the works;
- hot works;
- dust, silica, noise and vibration;
- asbestos-related information prior to intrusive works;
- deliveries, traffic management and material storage on the estate road; and
- coordination of specialist contractors.

Temporary Works
Temporary works may include, but are not limited to:

- temporary structural propping and needling;
- bracing;
- excavation support;
- scaffold systems;
- temporary working platforms;
- edge protection;
- temporary roof weathering;
- temporary access systems; and
- temporary protection to roof, lift-pit and stair openings.

Where significant or complex temporary works are required, the PSCS shall appoint a competent **Temporary Works Coordinator** as a project requirement.
Temporary works shall be appropriately designed, checked, installed, inspected and maintained. Relevant temporary works information shall be coordinated with the Permanent Works Designer and PSDP where the temporary works affect or rely upon the permanent structure.
No temporary support shall be removed until the permanent works have achieved adequate stability and removal has been authorised by the appropriate competent person.

DUTIES OF CONTRACTORS AND SUBCONTRACTORS
Every contractor shall:

- Comply with the requirements of the Safety, Health and Welfare at Work Act 2005, the Construction Regulations 2013, as amended, and all other relevant safety legislation.
- Cooperate with the PSCS and comply with reasonable directions issued by the PSCS.
- Comply with the Construction Stage Safety and Health Plan and relevant site rules.
- Provide the PSCS with a project-specific Safety Statement and relevant safety information.
- Prepare suitable and sufficient Risk Assessments and Method Statements for their work activities.
- Ensure that persons under their control are competent, adequately trained and appropriately supervised.
- Ensure that employees have Safe Pass and relevant CSCS certification where required.
- Provide suitable plant, equipment, PPE and work equipment and ensure that it is properly inspected and maintained.
- Provide the PSCS with information regarding significant risks arising from their proposed methods of work.
- Cooperate with other contractors working on the project.
- Maintain safe access and good housekeeping within their work areas.
- Protect employees and third parties from risks arising from their work.

- Report accidents, dangerous occurrences and significant safety incidents to the PSCS and other relevant parties as required.
- Provide information required by the PSCS and PSDP for completion of the Safety File.
- Notify the PSCS before making any change to their construction method which may affect the permanent design or create a significant additional risk.
- Ensure that specialist design elements undertaken by the contractor or subcontractor are carried out by competent Designers and coordinated through the PSDP where appropriate.
- Provide relevant design information, product certification, inspection records, commissioning information and as-built information.

Contractors shall not commence work where they do not have sufficient information to undertake the work safely.

DUTIES OF SELF-EMPLOYED PERSONS

Self-employed persons working on the project shall:

- Comply with applicable safety and health legislation and the Construction Stage Safety and Health Plan.
- Cooperate with the PSCS and other contractors.
- Attend the required site induction.
- Comply with site rules and safe systems of work.
- Hold Safe Pass and any applicable CSCS certification.
- Use appropriate PPE and safe work equipment.
- Report hazards, defects, accidents and dangerous occurrences.
- Not undertake work for which they are not competent or adequately trained.

WORK AT HEIGHT

All work at height shall be properly planned, risk assessed, supervised and carried out by competent persons.

The hierarchy for work at height shall be applied:

1. **Avoid work at height** where reasonably practicable.
2. Where work at height cannot be avoided, use suitable work equipment or other measures to **prevent falls**.
3. Where the risk of a fall cannot be completely eliminated, use measures to **minimise the distance and consequences of a fall**.

Collective protection measures shall take priority over personal fall-protection measures.

For the Tullyglass Hill project, work-at-height controls will be particularly important during:

- roof stripping and warm-deck roofing;
- construction of the courtyard roof;
- rooflight and smoke vent installation;
- work adjacent to roof edges and openings;
- platform-lift pit and stair works;
- external wall insulation and window installation;
- scaffold and MEWP operations; and
- temporary works.

Openings and exposed edges shall be protected as soon as reasonably practicable and shall remain protected until permanent construction provides equivalent protection.

Scaffolds, working platforms, MEWPs, ladders and other access equipment shall be suitable for the task, erected or operated by competent persons and inspected in accordance with applicable requirements.

COOPERATION AND COORDINATION

All parties involved in the project shall cooperate with the Client, PSDP and PSCS and shall provide information necessary to enable each party to discharge their statutory duties.

Where any person becomes aware of a significant risk, design issue, unforeseen condition or change which may affect the safety or health of persons involved in the project, that matter shall be communicated promptly to the relevant party.

No design or construction change which materially affects safety and health shall be implemented without appropriate assessment and coordination.

Appendix 4 – Clients Requirements

CLIENT EMERGENCY PROCEDURES

The PSCS shall liaise with Corlann Clare prior to commencement of the works and shall ensure that the Construction Stage Safety and Health Plan includes emergency procedures for the site at 14 Tullyglass Hill.

The PSCS shall ensure that:

- escape routes from all work areas are maintained and kept clear;
- temporary changes to escape routes are planned and clearly communicated;
- emergency exits are not obstructed by materials, plant, temporary works or contractor activities;
- temporary fire detection or warning arrangements are provided in the building where required;
- the vacant building is secured against arson and unauthorised entry outside working hours;
- construction personnel are made familiar with the site emergency procedures and assembly point;
- access for emergency services is maintained at all times; and
- suitable fire extinguishers, first-aid equipment and emergency contact arrangements are provided on site.

The proposed works include new escape arrangements, fire-resisting construction, fire alarm and emergency lighting, and these shall be completed, tested and certified before the building is handed over.

CLIENT SITE RULES AND OTHER RESTRICTIONS ON CONTRACTORS, SUPPLIERS AND OTHERS

14 Tullyglass Hill is in a residential estate and will be vacant during the works. The Contractor / PSCS shall take account of neighbouring residents, members of the public and any Corlann staff visiting the site.

The following minimum Client requirements shall apply:

- The PSCS shall agree the site boundary, hoarding line, access and delivery arrangements with the Client before works commence.
- The site shall be securely enclosed by hoarding and separated from neighbouring properties and the estate road.
- Members of the public shall not be permitted to enter the site; Corlann staff and visitors shall be inducted and accompanied.
- Contractors shall use only agreed construction access routes.
- Materials, plant and equipment shall be stored only within designated areas.
- Neighbouring driveways, the estate road and footpaths shall be kept clear of materials, plant and parked contractor vehicles.
- Emergency exits, fire access routes and assembly arrangements shall be kept clear at all times.
- All contractors and visitors shall comply with the PSCS site induction and site rules.
- Appropriate barriers and warning signage shall be erected around all work areas.
- Excavations, roof openings, the lift pit and the stair opening shall be securely guarded or covered.
- The PSCS shall coordinate noisy, dusty or disruptive activities to limit disturbance to neighbours.
- Dust and debris shall be prevented from leaving the site.
- The Contractor shall maintain good housekeeping and regularly remove demolition materials, packaging and construction waste.
- No materials shall be stored in escape routes or on the estate road or footpaths.
- Smoking shall not be permitted within the building.
- Eating and drinking shall only take place within designated contractor welfare areas.

WORKING HOURS / DISRUPTIVE WORKS

Normal construction working hours shall be agreed with the Client prior to commencement.

The PSCS shall coordinate particularly disruptive activities to limit disturbance to neighbouring residents, including:

- demolition and breaking out;
- drilling and floor chasing;
- structural alterations;
- excavation and concrete pours;
- lifting operations;
- cutting of masonry;
- roofing works;

- deliveries of large components; and
- other significant noisy or dusty operations.

Such works shall be carried out within agreed working hours, and neighbours shall be given notice of particularly disruptive works.

HOT WORKS

Hot works shall be avoided where reasonably practicable.

Where welding, grinding, cutting, brazing or other hot works are necessary, the PSCS shall implement a suitable Hot Works Permit system.

The permit arrangement shall include:

- removal or protection of combustible materials;
- suitable fire extinguishing equipment;
- protection of adjacent and concealed construction;
- appropriate supervision;
- inspection of the work area following completion; and
- a suitable fire-watch period.

Hot works shall not proceed where fire alarm or fire-protection arrangements have been impaired unless suitable alternative measures are in place.

FIRE ALARM / EMERGENCY LIGHTING ISOLATIONS

The new fire detection and alarm system and emergency lighting shall be installed, tested and certified before handover. Any temporary fire detection provided during the works shall be maintained by the PSCS.

The PSCS shall ensure that:

- only competent persons carry out isolations;
- the extent and duration of any isolation is minimised;
- affected persons are informed;
- temporary fire-warning arrangements are provided where necessary;
- systems are reinstated and tested as soon as practicable; and
- isolation and reinstatement records are maintained.

EXISTING SERVICES

No existing electrical, water, oil, drainage or other service shall be disconnected, altered or interfered with without prior coordination with the Client, the relevant utility and a competent contractor.

The Contractor shall:

- identify services prior to intrusive work;
- confirm required isolations;
- use Lock Out / Tag Out procedures where appropriate;
- protect services that are to remain operational; and
- immediately report unidentified or damaged services to the PSCS.

DELIVERIES, VEHICLES AND LIFTING OPERATIONS

All significant deliveries shall be scheduled in advance.

Particular controls shall be provided for delivery and installation of:

concrete and structural steelwork;

- the heat pump, rooflights and platform-lift equipment;
- glazing;
- large building components; and
- skips or other large plant.

The PSCS shall ensure that vehicle movements do not create an unacceptable risk to neighbouring residents, pedestrians, children or other road users on the estate road.

Banksmen shall be used where required for reversing or restricted vehicle movements.

Lifting operations shall only take place within a controlled area and suitable exclusion zones shall be established.

SECURITY AND ACCESS CONTROL

The PSCS shall maintain adequate site security throughout the works.
The site shall be secured to prevent unauthorised entry, particularly by children and members of the public.
The PSCS shall ensure that:

- access points are controlled;
- temporary doors/barriers are maintained;
- keys or access-control arrangements are agreed with the Client;
- hazardous areas are securely closed when unattended; and
- excavations, roof openings, the lift pit and the stair opening cannot be accessed by unauthorised persons.

CONTRACTOR RESPONSIBILITIES

Contractors shall acknowledge this Preliminary Safety and Health Plan and shall provide the PSCS with all required project-specific safety documentation before undertaking their works.
This shall include, as applicable:

- site-specific Safety Statements;
- Risk Assessments and Method Statements;
- lifting plans;
- temporary works information;
- training and competency records;
- plant certification;
- permits to work;
- service-isolation procedures; and
- information required for completion of the Safety File.

Regular coordination shall take place between the **Client, PSDP, PSCS and Design Team**, and safety and health matters shall form part of project progress meetings.

Appendix 5 - Staff Organisation Structure Chart

CLIENT STRUCTURE & ORGANISATION

PSCS to add in details of contractors and staff appointed in the Construction Stage

CLIENT STRUCTURE & ORGANISATION

The following organisation structure shall apply to the project. The appointed PSCS shall update this chart at Construction Stage to identify all relevant site management personnel, specialist contractors and subcontractors.

CLIENT
Corlann Clare
↓
PROJECT SUPERVISOR FOR THE DESIGN PROCESS – PSDP
Ian Sheehy Building Surveyor Ltd

↓
DESIGN TEAM

- Registered Building Surveyor / Lead Designer – Ian Sheehy Building Surveyor Ltd
- Structural Engineer – McKenna Consulting Engineering (Mark McKenna)
- Mechanical / Electrical – Ian Sheehy Building Surveyor Ltd (tender design); specialist M&E contractors (detailed design)
- Platform Lift Specialist Designer – TBC
- Other Specialist Designers – As appointed

↓
PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE – PSCS
To be appointed
↓
PSCS CONSTRUCTION MANAGEMENT

- Project Manager – TBC
- Site Manager – TBC
- Health & Safety Officer / Adviser – TBC
- Temporary Works Coordinator – TBC / as required
- Site Security / Access Control – As arranged by PSCS
- First Aider(s) – TBC
- Fire Warden(s) – TBC

↓
MAIN AND SPECIALIST CONTRACTORS

- Groundworks / Drainage Contractor
- Structural Steel Contractor
- Roofing Contractor
- General Building / Fit-Out Contractor
- Mechanical Contractor
- Electrical Contractor
- Fire Alarm / Emergency Lighting Contractor
- Fire-Stopping Contractor
- Platform Lift Contractor
- Window / Glazing and External Wall Insulation Contractors
- Other Specialist Subcontractors as appointed (including asbestos removal and oil tank decommissioning)

Appendix 6 – Design Risk Register

This Design Risk Register identifies the significant and residual risks arising from the design of the proposed works at 14 Tullyglass Hill, Shannon, Co. Clare.

The register is intended to communicate significant design-stage risks and information requirements to the Client, Designers and PSCS. It does not replace the PSCS's obligation to assess construction methodology and prepare appropriate construction-stage Risk Assessments and Method Statements.

The project includes strip-out and demolition, structural alterations with new steel beams, a single-storey extension on a reinforced concrete raft, a new courtyard roof with rooflights and smoke vents, a platform lift, new mechanical and electrical services, drainage, retaining walls and external works.

Safety Review, Designer Risk Assessment and PSDP Comments

Item	Risk Issue	Design Action / Information to be Provided	Action By	Timing	Completion
1	**Neighbouring occupied dwellings and estate road**	The site shall be enclosed by secure hoarding with controlled access. Construction traffic, deliveries and storage shall not obstruct neighbouring driveways or the estate road. Particular consideration shall be given to children and pedestrians on the estate.	Client / PSDP / PSCS	Pre-Construction	TBC
2	**Vacant building – security and fire**	Client to confirm the building will be vacant during the works. The PSCS shall secure the building and site outside working hours against arson and unauthorised entry, with temporary fire detection where appropriate.	Client / PSCS	Pre-Construction & Construction	TBC
3	**Existing asbestos-containing materials**	Existing asbestos information to be obtained and reviewed. Where existing information does not adequately cover the areas affected by demolition, drilling, cutting or opening-up, an appropriate refurbishment/demolition asbestos survey shall be undertaken before intrusive works commence.	Client / PSDP	Pre-Construction	TBC
4	**Unknown or concealed existing services**	Existing electrical, mechanical, fire alarm and other service information shall be obtained where available. Services shall be identified prior to intrusive works. Existing services to remain operational shall be protected. Required isolations shall be identified and coordinated.	M&E Designer / PSCS / Contractors	Before relevant works	TBC
5	**Structural alteration of existing building**	No existing structural member shall be removed, cut, drilled, altered or subjected to additional loading until the structural implications have been reviewed by the Structural Engineer. Relevant structural drawings and construction sequencing requirements shall be issued before structural works commence.	Structural Engineer	Pre-Construction	TBC
6	**Temporary stability during structural alterations**	Temporary propping, bracing or other support required during alteration of the existing structure shall be identified. Temporary works shall be designed and checked by competent persons. The PSCS shall coordinate installation, inspection and removal of temporary supports.	Structural Engineer / Temporary Works Designer / PSCS	Before structural alterations	TBC
7	**Erection of new structural steelwork**	Structural steelwork erection sequence, temporary stability requirements, connection details and erection tolerances shall be established. Steel members shall be adequately restrained before release from lifting equipment. Unstable partially completed frames shall not be left unattended.	Structural Engineer / Steelwork Contractor / PSCS	Before steel erection	TBC
8	**Lifting of structural steel and heavy components**	Component weights, lifting points and lifting sequence shall be confirmed. Lifting operations shall be planned by competent persons using suitable	Steelwork Contractor / Lift Contractor /	Construction	TBC

Item	Risk Issue	Design Action / Information to be Provided	Action By	Timing	Completion
		plant and certified lifting accessories. Suitable exclusion zones shall be maintained during lifts.	PSCS		
9	**Excavation next to existing foundations and retained ground**	Excavations for the raft, drainage, manholes and retaining walls are next to the existing house foundations and retained ground. Excavation support, sequencing and protection of existing foundations shall be confirmed by the Structural Engineer and PSCS. Existing foundations shall not be undermined.	Structural Engineer / Groundworks Contractor / PSCS	Before excavation	TBC
10	**Roof works, roof edges and rooflight openings**	Stripping and re-covering of the flat roofs, the new courtyard roof and rooflight openings create exposed edges and openings. Edge protection, covers and an assessment of fragile roof areas shall be in place before roof access.	PSCS / Roofing Contractor	Construction	TBC
11	**Platform lift pit and stair opening**	The lift requires a pit or floor opening and the stair is to be widened. Openings shall be protected at all stages. Pit depth and floor detail to be confirmed by the lift specialist and Structural Engineer.	Lift Specialist / Structural Engineer / PSCS	Design & Construction	TBC
12	**Work at height**	The design requires work at height for roofing, rooflights, external wall insulation, windows and steel installation. Collective fall protection shall be prioritised over personal protection.	Designers / PSCS	Design & Construction	TBC
13	**Falling objects / work near site boundaries**	Roof, scaffold and steel works near the site boundaries create a risk to persons below and to neighbouring properties. Exclusion zones, debris netting and secure storage of materials at height shall be provided.	PSCS / Contractors	Construction	TBC
14	**Scaffolds, MEWPs and temporary access systems**	Where permanent access is not available, suitable temporary access equipment shall be selected for the task. Scaffolds, towers and MEWPs shall not obstruct escape routes, the estate road or neighbouring access. Ground loading shall be checked where necessary.	PSCS / Contractor	Construction	TBC
15	**New fire compartmentation**	The works include new fire-resisting walls, ceilings, doors and the lift enclosure. Tested systems and certified fire stopping shall be used, inspected and recorded before closing up.	Lead Designer / Contractors	Design & Construction	TBC
16	**Escape from work areas**	Escape routes from all work areas shall be kept clear and changed only by planned arrangement communicated to all persons on site.	PSCS	Construction	TBC
17	**Fire safety in the vacant building during works**	Temporary fire detection or warning and fire extinguishers shall be provided as appropriate until the new fire alarm and emergency lighting are commissioned.	M&E Contractor / PSCS	Construction	TBC
18	**Hot works / ignition risk**	Welding, grinding, soldering and roofing works shall be minimised and	PSCS / Relevant	Construction	TBC

Item	Risk Issue	Design Action / Information to be Provided	Action By	Timing	Completion
		controlled by a hot works permit, with a fire watch after completion.	Contractor		
19	**Electrical services and isolation**	No uncontrolled work shall be undertaken on live electrical services. Isolation requirements shall be established before demolition or alteration. Lock Out / Tag Out arrangements shall be used where appropriate and isolations undertaken by competent persons.	Electrical Contractor / PSCS	Before relevant works	TBC
20	**Dust and respirable crystalline silica**	Cutting, drilling and chasing of masonry/concrete, including floor chasing for pipework, shall be minimised by design and accurate setting-out. Contractors shall use suitable dust suppression or extraction methods, and dust shall not affect neighbouring properties.	Designers / PSCS / Contractor	Design & Construction	TBC
21	**Noise and vibration affecting neighbours and workers**	Working hours and noisy works (breaking out, floor chasing, excavation) shall be planned to limit disturbance to neighbours. Worker exposure to noise and vibration shall be assessed.	PSCS / Client	Construction	TBC
22	**Replacement windows, fire-rated glazing and rooflights**	Window and rooflight installation shall be coordinated with lintels, roof trimming and external wall insulation. Heavy units shall be handled mechanically.	Designer / Structural Engineer / Glazing Contractor	Design & Construction	TBC
23	**Manual handling of construction materials**	Design and specification shall avoid unnecessarily heavy or awkward components where reasonably practicable. Mechanical handling shall be considered for steel, glazing, plasterboard, lift components and other significant materials.	Designers / PSCS / Contractors	Design & Construction	TBC
24	**Construction deliveries and vehicle movements**	Site logistics shall be established prior to commencement. Deliveries of concrete, structural steel, rooflights, the heat pump, lift components and other large items shall be scheduled. Vehicle movements on the estate road shall be segregated from residents, children and pedestrians where practicable.	PSCS / Client	Pre-Construction & Construction	TBC
25	Material storage on a confined residential site	Storage areas shall be identified within the site. Materials shall not be stored on the estate road, on roofs beyond permitted loads, or against retaining walls.	Structural Engineer / PSCS	Construction	TBC
26	**Temporary electrical supply and temporary lighting**	Suitable temporary power and lighting shall be provided for construction activities. Temporary installations shall be installed and maintained by competent persons and shall not create trip hazards or interfere with escape routes.	Electrical Contractor / PSCS	Construction	TBC
27	**Demolition, strip-out and oil tank removal**	The lean-to, porch, chimney, courtyard glazed roof and internal walls shall be removed in a controlled sequence after the asbestos survey and service	PSCS / Structural Engineer / Contractor	Before demolition	TBC

Item	Risk Issue	Design Action / Information to be Provided	Action By	Timing	Completion
		isolation. The oil tank shall be drained and removed by a competent contractor, with any contaminated ground reported.			
28	**Contractor-designed / specialist elements**	Temporary works, M&E systems (heat pump, MVHR, fire alarm), the platform lift and external wall insulation are designed by specialist contractors and shall be coordinated through the PSDP.	Specialist Designers / Contractors	Before installation	TBC
29	**Unknown existing conditions revealed during works**	Existing drawings may not fully represent concealed construction. Where unforeseen structural conditions, services or hazardous materials are encountered, work shall stop locally and the relevant Designer / PSDP shall be notified before the works proceed.	PSCS / Contractors / Designers	Construction	TBC
30	**Commissioning and testing of new installations**	Commissioning of the heat pump, MVHR, electrical systems, fire alarm, emergency lighting, smoke vents and platform lift shall be planned, with safe isolation during testing.	Specialist Contractors / PSCS	Completion Stage	TBC
31	**Future maintenance of roofs, rooflights, lift and services**	O&M information shall identify safe access to roofs and rooflights, the heat pump, the MVHR unit in Plant 24 and the lift, with safe isolation procedures.	Lift Specialist / M&E Designers / PSDP	Completion	TBC
32	**Fire stopping concealed after completion**	Fire-stopping installations may become inaccessible following completion of ceilings and finishes. Installation shall therefore be inspected and recorded before closing-up. Fire-stopping register, photographs and product certification shall be provided for the Safety File.	Fire-Stopping Contractor / PSCS	Prior to closing-up	TBC
33	**Safety File / residual risks**	Designers and contractors shall provide as-built drawings, design information, certificates, O&M manuals and details of significant residual risks to the PSDP progressively during the works.	Designers / PSCS / Contractors	Throughout / Completion	TBC

Outstanding Pre-Construction Information

The following matters should be closed out before the relevant construction activities commence:

1. **Confirmation that the building will be vacant, and of the site boundary and hoarding line.**
2. **Existing Safety File and record drawings, where available.**
3. **Existing mechanical, electrical and fire-safety service information.**
4. **Final Structural Engineer's drawings and calculations.**
5. **Structural Engineer's requirements for temporary stability, propping and erection sequence.**
6. **Final steel beam details and lifting requirements.**
7. **Platform lift specialist design and installation information.**
8. **Construction programme and phasing.**
9. **Construction site logistics, delivery and storage arrangements.**
10. **Temporary fire-safety / fire-alarm impairment strategy.**
11. **Required temporary works designs and coordination arrangements.**
12. **Confirmation of the PSCS and Temporary Works Coordinator, where applicable.**
13.

The Design Risk Register shall remain a live document during the design and construction stages. Where the design changes or additional significant risks are identified, the relevant Designer shall provide the PSDP with updated information and the register shall be revised accordingly.