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Killala Community Council

Remediation works on the flat section of the Community Centre roof

Killala Community Centre

Preliminary Safety & Health Plan

June / 2026

0643-MFA-PHSP-01

DESIGNING A SUSTAINABLE FUTURE



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Project Title:	Remediation works on the flat section of the Community Centre roof - Killala Community Centre		
Document Title:	Preliminary Safety & Health Plan		
Client/Job No.	Killala Community Hub	0643	
File Ref:	0643-MFA-PHSP-01		
Status:	First Issue	**Rev**:	R.01

Rev	Date	Description	Prepared	Reviewed	Approved
R.01	30/06/2026	First Issue	DD	MF	MF

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1. SECTION 1 – INTRODUCTION

This Preliminary Safety and Health Plan has been prepared in accordance with the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013, by MFA Consulting Engineers following their appointment as Project Supervisor for the Design Process for the project.

The plan is based on information provided by the Client and the project Designers and includes a description of the project and the anticipated time for completion of the work. In addition, the plan identifies existing on-site risks and other activities taking place on the site that must be taken account of by those undertaking the role of Project Supervisor for the Construction Stage (PSCS).

Particular and significant risks associated with the design and construction works of the project are detailed along with measures taken to avoid, minimize or reduce these risks to acceptable levels where this is reasonably practicable. The Client's considerations and management requirements for safety and health are set out as are arrangements for the management of on-going design, design change and contractor design including that for temporary works.

2. SECTION 2 – PARTIES INVOLVED IN THE PROJECT

Details of all parties involved including Client, PSDP, PSCS, Designers and any other consultants.

Client:	
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3. SECTION 3 – GENERAL DESCRIPTION OF THE PROJECT

3.1. Project Description

It is proposed to re-cover the entire roof surface, including all parapet walls (upstands and caps), and outlets with high performance Sika membrane, above the existing concrete roof and 160mm rigid insulation.

3.2. Location

The site is located at Killala Community Centre, Ballina Road, Killala, Co. Mayo.

3.3. Scope

The Works to be provided by the Contractor as part of his obligations under the contract include but are not limited to the following:

- Removal and disposal of existing roof covering as specified

- Repairs to existing roof structure where required to receive new roof structure
- Installation of new insulation.
- Installation of new membrane.
- Installation of new rainwater outlets.
- All other works as identified in Volume A2, A3 & A4.

3.4. Layout

The site is home to the Killala Community Centre; there is limited capacity for storage of equipment or materials within or around the building. Vehicles can be given access to the carpark area for loading and unloading. As the building is occupied, all exit routes must remain clear and full accessible at all times. The PSCS shall be responsible for reviewing the scope of works and identifying a suitable working methodology in line with the current layout of the site. The PSCS must take account of the relevant considerations of the client, the PSDP, members of the public and relevant stakeholders.

4. SECTION 4 – TIMEFRAME

The estimated duration of the works on site is as follows:

- Duration of Project: 30 days

The time allowed for the project as a whole reflects the outputs listed above and takes into account measures necessary to avoid the risk from interacting elements of the project.

The PSDP must be notified before the issue of any change orders/contract variations in order that their impact on time related aspects of the project may be assessed considering the general principles of prevention.

5. SECTION 5 – COMMUNICATION

5.1. Objective

The prime objective of this plan is to promote the identification and implementation of the measures needed to eliminate, or, if this is not reasonably practicable, to minimise the risks associated with the construction/installation of the works.

5.2. Meeting Schedule

The PSCS shall hold a safety, health and welfare management meeting for the Project prior to works commencing onsite. The Client, PSDP, Contractors and Designers shall be provided with a schedule detailing the date, time and location of the meeting prior to commencement of the Project. Minutes of the meeting shall be issued to the Client, the PSDP and all attendees as well as other relevant personnel identified. The meeting must address the matters listed below as a minimum.

- Development and status of the Safety and Health Plan
- Significant risks identified before or during construction
- On-going design co-ordination and provision of information
- Temporary and permanent works design and construction
- Reporting of accidents or dangerous occurrences

All correspondence between parties regarding technical or organisational aspects of the works and Design Risk Assessments (DRAs) completed by individual designers shall be copied to the PSDP for review.

5.3. Design Interface

Where a design interface occurs involving two or more parties, the Project Supervisor for the Design Process (PSDP) shall convene meetings as required to ensure the necessary flow of information between the parties concerned. This may be in person or via electronic communications methods.

6. SECTION 6 - EXISTING RECORDS

6.1. Existing Utilities Infrastructure

There are a number of existing services located within the property and within the public road to the front of the properties. It is the contractors responsibility to locate and identify these services prior to works commencing.

The PSCS shall notify the ESBN, EIR, Gas Networks Ireland or Irish Water prior any works directly adjacent to or on any existing services. The PSCS should refer to the following:

- ESBN – Code of Practice for Avoiding Danger from Overhead Electricity Lines
- GNI – Code of Practice for Working in the Vicinity of the Transmission Network
- HSA – Code of Practice for Avoiding Danger from Underground Services

6.2. Existing Safety File

There is no existing safety file is available.

7. SECTION 7 - EXISTING ON-SITE RISKS

7.1. Safety Hazards, including:

7.1.1. Boundaries and Access

Access to the site is via the R314 road. The site is in an urban surrounding.

7.1.2. Adjacent Land Uses

- Public Road
- Various commercial premises
- Domestic dwellings

7.1.3. Ground Conditions

The existing ground conditions in the vicinity of building are considered fair.

7.1.4. Existing Structures

The existing building is the Killala Community Centre and Killala Health Centre.

7.1.5. Safety Risks Arising from Surrounding Activities

There are a number of safety risks from surrounding activities including:

- Working from Height
- Lifting of heavy components
- Lifting at height

7.1.6. Ongoing Parallel Activities

The Client does not intend to have any ongoing parallel activities, however the PSCS must take account of various activities ongoing activities throughout the duration of the works in the surrounding area.

7.2. Health Hazards

7.2.1. Contaminated Land

Due to the proposed new connection to the existing storm drainage, it can be expected that there is a high risk of Leptospirosis infection.

7.2.2. Exceptional or Inclement Weather

Particular care should be taken during periods of weather warnings. The PSCS should review the scheduling of site works in line with weather conditions.

8. SECTION 8 - CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

8.1. Site Rules and Other Restrictions on Contractors, Suppliers and Others

8.1.1. Access Arrangements

The PSCS is to ensure access and egress from the site is maintained through out the duration of the works for all relevant parties.

8.1.2. Personal Protective Equipment

All contractors and suppliers entering the project site shall wear the following Personnel Protective Equipment as a minimum at all times:

- Safety helmet
- Hi-visibility clothing – coat or vest
- Safety boots

Any other PPE requirements shall be set out by the PSCS or task specific as applicable.

8.1.3. Site Traffic Arrangements

All site traffic must use designated traffic routes throughout the site. The PSCS should maintain free flow of traffic in the vicinity of the site where possible. Delivery and loading/unloading of materials shall be set out within the Construction Stage Safety & Health Plan.

8.1.4. Storage Arrangements

The PSCS shall arrange for an adequate secured area designated for storage of materials on site. Any material excavated during the works should be stored safely and not impact on access or egress from the works areas. The PSCS may chose to store this material for backfilling if suitable.

Any refuelling etc. which is to be carried out on site must be carried out using an approved methodology (use of spill kits, drip trays, bunded fuel bowsers etc.). Such methodologies must be approved in advance by the PSCS.

8.1.5. Housekeeping Arrangements

For the duration of the site investigation works the PSCS and all Contractors working on the site shall implement good 'house-keeping' measures to ensure that the site remains in a presentable condition.

8.1.6. Road Cleaning Provision

Precautions shall be taken to prevent the deposit of debris on the public road by vehicles travelling to and from the site. Any mud, refuse etc. deposited on the road by the PSCS or Contractor as a result of the works must be removed immediately.

8.1.7. Waste Disposal Arrangements

The PSCS shall set up suitable waste storage and management systems in line with all relevant environmental legislation. This includes provisions for hazardous waste. Suitable waste storage containers must be used, and these should be sealed or netted. Waste materials must be removed from site at required intervals and no waste is to be stored onsite for longer then 1 month. All waste must be disposed of to a licenced facility.

8.2. Supervision

The PSCS shall ensure that adequate supervision is in place for all aspects of works and those carrying out the role are competent. The Client requires the PSCS to provide a competent person to be present on the site at all times during working hours for the

purposes of providing advice on all on-going operations and to exercise general supervision of the works taking place with a view to maintaining a safe site.

8.3. Statutory Inspection Records

The PSCS must provide the client with copies of all statutory inspection records required for, but not limited to, the following on a weekly basis or as required:

- Excavations
- Working near water
- Lifting equipment
- Powered access equipment
- Work equipment for work at a height

8.4. Permits and Authorisation Requirements

Activities listed below must be controlled through use of company permit to work systems (or another suitable system which must be approved in advance of any work commencing on site).

- Excavations
- Working near Water
- Entry into Confined Spaces
- Use of ladders
- Lifting operations

8.5. Emergency Procedures & First Aid

The PSCS shall develop Emergency Procedures for all site activities. Emergency procedures and site safety shall be in accordance with the Safety, Health & Welfare at Work Act 2005, The General Application Regulations 2007 - 2016 and the Safety, Health and Welfare at Work (Construction) Regulations 2013.

All emergency procedures on site must be brought to the attention of all operatives, site staff and visitors during the induction procedure. Details of the location of First Aid equipment and personnel with First Aid training must be displayed.

8.6. Welfare

The PSCS shall make provision for welfare facilities onsite in accordance with the statutory requirements.

8.7. Activities Requiring Method Statements

While all work activity must be subjected to rigorous risk assessment in accordance with legislative requirements, the client requires the preparation of detailed method statements for the elements of work listed below. This list is not exhaustive.

1. Construction of temporary contractors' compound
2. Excavations (Taking account of existing services)
3. Working near Water
4. Entry into confined spaces
5. Work with High and Low Voltage Electricity
6. Lifting operations
7. Delivery and offload of materials

8.8. Accident Reporting and Investigation

The PSCS shall notify the PSDP and the Client, and if necessary the H.S.A., immediately or as soon as possible of any accidents or dangerous occurrences in relation to the project that are required to be reported in accordance with legislation.

The PSCS shall provide the PSDP and the Client with full reports of the investigations into such events identifying the direct and underlying causes and setting out the measures taken to prevent recurrence. A copy of the Health and Safety Authority notification shall also be provided.

The PSCS must also inform the Client and the PSDP of any visits or enforcement notices from the Local Authority, HSA, the Environment Protection Agency or any other regulatory body.

8.9. Sub-Contractors

All Sub-Contractors employed by the Contractor throughout the duration of the Project must abide by all instructions as issued from time to time by the PSCS and must operate subject to the provisions of current Health and Safety Regulations and Guidelines.

8.10. Security Arrangements

The PSCS shall be responsible for securing each area of work, so as to ensure the safety and health of all affected persons (Contractors personnel, site supervision staff, members of the general public, traffic, etc.). The PSCS is to provide details of security arrangements for the following:

- Fencing
- Signage

- Signing in / out procedures

8.11. Third Party Considerations

The PSCS and all Contractors shall have due consideration in the carrying out of their operations for the impact of those operations on members of the public and other relevant third parties. If the contractor feels that consultation is required with a third party in relation to any aspect of the Project, then he will bring it to the attention of the client and the PSCS. Any agreements reached shall be recorded.

9. SECTION 9 – WORK WHICH WILL INVOLVE PARTICULAR RISKS

Key risks are noted in bullet points and the means by which the PSDP has complied with their duties is outlined in italics after each particular risk.

9.1. Work which puts persons at work at risk of:

a) Falling from height

The risk of falling from height exists due to the nature of the works and cannot be designed out. The PSCS must ensure that where working at height is unavoidable a safe working platform is provided with access and emergency procedures in place. Any persons working at height must be trained and competent to do so. The PSCS must make available any working at height safety equipment required and ensure it is certified and fit for purpose.

b) Burial under earth-falls
c) Engulfment in swampland

where the risk is particularly aggravated by the nature of the work of processes used or by the environment at the place of work or site:

- Public Road
- Working at height
- Lifting at Height

The nature of these works involves working at height. The risk of working at height cannot be avoided through design mitigation measures. As such the risk of falling remains and must be managed through the employment of best practice, the use of suitable equipment and safe systems of work by the PSCS / Contractor.

9.2. Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring

- There is a risk to personnel of leptospirosis
- Burns / skin irritation due to contact with concrete

- Eye irritation / damage from sprays, e.g. marker paint, oils and greases for plant etc.

The contracting of Leptospirosis cannot be avoided through design measures. As such the risk remains and must be managed through the employment of best practice, the use of suitable equipment and safe systems of work by the PSCS. Suitable welfare and washing facilities are to be provided onsite.

All building materials should be accompanied by a Material Data Safety Sheet and the PSCS should maintain these onsite when such materials are being used. Suitable storage and hazardous waste arrangements must also be in place.

9.3. Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom.

Not envisaged

9.4. Work near high-voltage power lines

While there are no overhead lines in the location, high voltage systems are in operation.

- Coming into contact with live overhead and underground cables

There is an overhead power line present onsite. The PSCS shall employ suitable safe systems of work to avoid interference. Safe working procedures specified by ESB should be employed. 'Code of Practice for Avoiding Danger from Overhead Electricity Lines' (CoP), published by the ESB, should be referred to for all works near Overhead lines in relation to Exclusion Zones, Hazard Zones, No Tip Zones etc. This CoP is available for download on the ESB Networks website. https://www.esbnetworks.ie/docs/default-source/publications/code-of-practice-for-avoiding-danger- from-overhead-electricity-lines.pdf?sfvrsn=425d33f0_4

A high degree of safety management of activity is required and the PSCS should consult with ESB Networks to agree on site specific arrangements and control measures for each individual location. Some of the precautions that must be adhered to when working in a Hazard Zone are as follow:

- *A written Risk Assessment and Work Method Statement must be prepared by the PSCS, following discussions with ESB.*
- *Mechanical, electronic and electromechanical height limiters must be fitted on all machinery to prevent breaching of the Exclusion Zone. This zone is defined as the region around a live overhead line which must never be breached in order to avoid electrical arcing.*
- *A dedicated observer for each item of equipment is required and must be in communication with the machine operator at all times.*

Unknown buried services include electricity and other services always pose a risk. The PSCS must use well established techniques such as the use of cable location equipment and the safe excavation of trial holes to ascertain if unknown services are present. Please refer to the HSA Code of Practice for Avoiding Danger from Underground Services.

9.5. Work exposing persons at work to the risk of drowning

Not envisaged

9.6. Work on wells, underground earthworks, and tunnels

Not envisaged

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

Not envisaged

9.8. Work carried out in a caisson with a compressed-air atmosphere

Not envisaged

9.9. Work involving the use of explosives

Not envisaged

9.10. Work involving the assembly or dismantling of heavy prefabricated components

- Installing of the site offices and welfare facilities

The risk of works involving the assembly or dismantling of heavy prefabricated components cannot be avoided through design mitigation measures. As such the risk remains and must be managed through the employment of best practice, the use of suitable equipment and safe systems of work by the PSCS/Contractor.

9.11. Work involving interaction with traffic

- Movement of construction plant
- Entry and exit of construction traffic onto public road

Transportation of plant and construction materials to site will occur. The PSCS should review site access and outline traffic management specifics in their Construction Stage Safety & Health Plan. Appropriate signage should be installed on approach roads warning of the construction site entrance.

10. SECTION 10 – CO-ORDINATION OF ONGOING DESIGN AND MANAGEMENT OF DESIGN CHANGE

10.1. Principles of Prevention

All designers working on the project must take account of the General Principles of Prevention when preparing designs. The Principles of Prevention are a hierarchy of risk elimination and reduction. The General Principles of Prevention are set out in descending order of preference as follows:

- Avoid risks
- Evaluate unavoidable risks
- Combat risks at source
- Adapt work to the individual, especially the design of places of work
- Adapt the place of work to technical progress
- Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems
- Use collective protective measures over individual measures
- Develop an adequate prevention policy
- Give appropriate training and instruction to employees

10.2. Management and Co-Ordination of Ongoing Design

The PSDP shall check that all designers involved in on-going design work are cooperating and that their work is coordinated with regard to safety and health. This shall be achieved through a design safety and health management meeting and a requirement for all designers involved in a works interface to copy all safety and health related correspondence to the PSDP.

10.3. Design Change Management

Where a significant design change is proposed by any party (designer, PSCS or contractor) the change shall be fully detailed in writing complete with Design Risk Assessment and shall be submitted to the PSDP. The PSDP shall then review the proposed change taking account of the general principles of prevention. The proposed change shall be allowed to proceed only when it has been approved in writing by the PSDP.

A design change would be deemed significant with regard to safety and health where the change made would result in much higher levels of risk to those involved in the construction, use or maintenance of the structure in question). This could be due to any of the following contributory factors:

- Relocating work closer to major proximity hazards such as overhead power lines, a body of water, traffic on a public road, source of high noise levels
- Amending specification details resulting in increased component weights
- Changing the specification of materials to more hazardous products
- Making alterations that would result in the foreseeable methods of construction or maintenance being changed to involve work at height or work in a confined space

10.4. Temporary Works

The PSCS must appoint a competent Temporary Works Designer to take overall design responsibility for the stability of structures during the construction process. The PSCS must also appoint a suitably qualified engineer for the purposes of ensuring temporary works designs are constructed as designed. Both the Temporary Works Designer and the engineer must liaise with each other and the PSCS and PSDP.

The PSCS is required to provide a detailed schedule of all temporary works design and permanent design works undertaken by Contractors / Designers required for the project in order to enable the PSDP to discharge their duty to co-ordinate the

design of such temporary works. Co-operation and co-ordination of designers with regard to the safety and health and welfare of persons involved in construction work is vital.

11. SECTION 11 – SAFETY FILE

The PSCS must provide all necessary information to the PSDP in their safety file format. The PSDP will review this and make requests for any additional information required.

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