Report Title: Preliminary Safety & Health Plan

Job No.:2026-172
Client Name Glenart College

Description EW - EW for Disabled Access Tender Prepared By: David Falconer Date: November 2026

1.0 INTRODUCTION

1.1 Overview

This document known as the preliminary safety and health plan for the design process and is prepared to comply with the requirements of Regulation 11 to Regulation 15 of the Safety, Health and Welfare at Work Regulations (Construction) 2013; SI No. 504, otherwise known as the "Construction Regulations", and is based on project information at this time. It covers the Design Process of the Project and its purpose is to provide the basis from which the Project Supervisor (Construction Stage) can prepare the Construction Stage Safety and Health Plan for the Project. The document will be revised as required to take account of the progress of the work and any significant changes which occur.

1.2 Summary of Duties of the Client, Project Supervisor Design Process, Designers and Project Supervisor Construction Stage under the 2013 Construction Regulations

The following outlines a brief summary of the duties for the client, PSDP, Designers and PSCS under the new revised Construction Regulations 2013. The bullet points listed represent a brief summary of the duties and are used only for information purpose and are not a legal interpretation of the Regulations.

1.2.1 Summary of Duties of the Client

- appoint, in writing before design work starts, a project supervisor for the design process (PSDP) who has adequate training, knowledge, experience, and resources.
- appoint, in writing before construction begins, a project supervisor for the construction stage (PSCS) who has adequate training, knowledge, experience, and resources.
- be satisfied that each designer and contractor appointed has adequate training, knowledge, experience, and resources for the work to be performed.
- co-operate with the project supervisor and supply necessary information.
- retain and make available the Safety File for the completed structure. The Safety File contains information on the completed structure that will be required for future maintenance or renovation.
- provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the project. The Safety Plan documents how health and safety on the project will be managed up to project completion.
- notify the Authority of the appointment of the PSDP where construction is likely to take more than 500 person days or 30 working days.
- These duties do not apply to you if:
  - you commission or procure a project in relation to your domestic dwelling; and
  - The project is not for the purpose of a trade or other undertaking.

1.2.2 Summary of Duties of the Project Supervisor Design Process (PSDP)

- Identify hazards arising from the design or from the technical, organisational, planning, or time related aspects of the project, (i.e. to take account of the general principles of prevention during the various stages of the design and preparation of a project and when estimating the time required for completion of the project and where appropriate, for stages of a project).
- Where possible, eliminate the hazards or reduce the risk.
- Communicate necessary control measures, design assumptions, or remaining risks to the PSCS so they can be dealt with in the Safety and Health Plan.
- Ensure that the work of designers is co-ordinated to ensure safety.
- Organise co-operation between designers on the project and, so far as is reasonably practicable, ensure co-ordination of their activities in relation to the design of the project with a view to protecting the safety, health and welfare of persons involved in construction work.
- Prepare a written safety and health plan for any project where construction will take more than 500 person days or 30 working days or there is a Particular Risk and deliver it to the client prior to tender.
- To take account of any safety and health plan or safety file.
- Prepare a safety file for the completed structure and give it to the client.
- Notify the Authority and client of non-compliance with any written directions issued.
- The PSDP may issue directions to designers or contractors or others.

(The bullet points above are a brief summary, for information only, and are not a legal interpretation of the Regulations)

1.2.3 Summary of Duties of Designers

- Identify any hazards that your design may present during construction and subsequent maintenance.
- Where possible, eliminate the hazards or reduce the risk e.g. can roof-mounted equipment be placed at ground level or can guard-rails be provided to protect workers from falling?.
- Communicate necessary control measures, design assumptions or remaining risks to the PSDP so they can be dealt with in the Safety and Health Plan.
- Co-operate with other designers and the PSDP or PSCS.
- Take account of any existing safety and health plan or safety file.
- Comply with directions issued bythe PSDP or PSCS.
- Where no PSDP has been appointed, inform the client that a PSDP must be appointed.
- The Safety Health and Welfare at Work Act 2005 requires designers to ensure that the project is capable of being constructed to be safe, can be maintained safely and complies with all relevant health and safety legislation.

The duties of designers are in addition to those under Chapter 3, Section 16 of the Safety, Health and Welfare at Work Act, 2005 which require persons who design places of work to design them so that they are, so far as is reasonably practicable, safe and without risk to health. Under the Act designers must consider the safety and health of persons using and maintaining the place of work.

1.2.4 Summary of Duties of the Project Supervisor Construction Stage (PSCS)

- Co-ordinate the implementation of the construction regulations by contractors.
- Organise co-operation between contractors and the provision of information.
- Co-ordinate the reporting of accidents to the Authority.
- Notify the Authority before construction commences where construction is likely to take more than 500 person days or 30 working days.
- Provide information to the site safety representative.
- Co-ordinate the checking of safe working procedures.
- Co-ordinate measures to restrict entry on to the site.
- Co-ordinate the provision and maintenance of welfare facilities.
- Co-ordinate arrangements to ensure that craft, general construction workers, and security workers have a Safety Awareness card, e.g. Safe Pass and a Construction Skills card where required.
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site.
- Appoint a safety adviser where there are more than 100 onsite.
- Provide all necessary safetyfile information to the PSDP.
- Monitor the compliance of contractors and others and take corrective action where necessary.
- Notify the Authority and the client of non-compliance with any written directions issued.
- The PSCS may issue directions to designers or contractors.

1.3 General Statement of Policy

It is the policy of Safetydot.com to give the greatest importance to the health and safety of all persons employed on the project in accordance with The Safety, Health and Welfare at Work Act 2005 supplemented by The Safety, Health and Welfare at Work (General Application) Regulations 2007 and The Safety, Health and Welfare at Work (Construction) Regulations 2013.

To this end every reasonably practicable effort will be made during the design and the construction stages to provide a safe and healthy working environment. There shall be full co-operation between all designer, engineers, contractors, consultants and others working on this project and shall comply with the requirements as set out in the statutory regulations, local authority and other regulations and codes of practices relevant to the project works.

Safety will be an integral part of the project management strategy and effective safety policies and site safety rules shall be prepared by the PSCS appointed to prevent accidents and incidents or damage to property, equipment and the environment occurring. This will need to be taken into account by the appointed PSCS when estimating at tender stage.

1.4 T**he OPW Code of Practice for management of asbestos material in schools - Valid March 2010**

The purpose of this Code of Practice is to provide School Managers, Principals and Consultants with competent guidance on the management of asbestos hazards which may be present in Schools and which could be disturbed as a consequence of construction works, refurbishment or mechanical and electrical fit outs. The Code is relevant to all Architects, Engineers, Surveyors, Consultants, Contractors and others who may be involved in design, construction, maintenance, or refurbishment works in Schools. School Boards of Management must ensure that the Code is brought to the attention of all persons appointed by the School for the purpose of designing or undertaking works similar. This Code of Practice applies to all School buildings. The procedures shall apply in all circumstances, but not just be limited to, situations where the following works are planned:

- Mechanical Works including the replacement, refurbishment or interference with boilers, burners, calorifiers or pipe work.
- Electrical Works including the replacement, refurbishment or provision of switch gear, fuse boards, electrical fittings or cabling.
- Projects to facilitate inclusion and access for special needs pupils where floors, walls or structures are interfered with.
- Toilet refurbishment including the replacement of cisterns, toilet seats or flooring.
- Roof works including the replacement, disturbance or partial disturbance of slates, preformed sheeting, roof tiles, guttering and down pipes.
- Window projects.
- Fire protection works including the removal/replacement of doors, ceilings, panels or sprayed materials.
- Flooring projects including disturbance for piping, radon remediation and floor covering replacement.
- Other structural improvements.

The Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2013 require pre-work surveys where the possibility of asbestos disturbance exists. Irrespective of any previous surveys undertaken in the school, such as a Type 2 Survey, the Regulations require a detailed intrusive survey to be undertaken prior to the commencement of any project. The Pre-Refurbishment/Demolition Asbestos Survey Report must be passed on to the appointed Architect or other person appointed by the Board of Management for the purpose of managing the proposed works in the School. **A Pre-Refurbishment/Demolition Asbestos Survey is mandatory at the Design Stage which must be given to the Design Team by the Board of Management.** The procedure is as follows:

1. The School Board of Management will formally request the survey from OPW on standard form, available on the Department of Education and Science web site. The request can be submitted by e- mail or fax.
2. The OPW will then initiate the survey and refer to competent asbestos consultant.
3. The OPW consultant will prepare a specification for the removal of asbestos materials to be included in the tender documentation for the works prepared by the School's architect/engineer, along with an insert for Preliminary Health and Safety Plan for the PSDP for the project.
4. The School Board of Management must notify OPW consultant when asbestos removal works have started on site, and one site visit will be undertaken to ensure that work is being completed to standard. Further site visits may be carried out if deemed necessary.
5. A final air clearance test undertaken by OPW consultant and updated asbestos register forwarded to Board of Management and OPW.

The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs or time delays incurred for such works where there is a requirement to remove or make safe any asbestos containing materials when estimating at tender submission stage and that they closely liaise with the Architect to discuss asbestos reports published by the Office of Public Works (OPW). Although asbestos may not be an issue for the works tendered for, the appointed contractor is still obliged to establish what the position is relating to asbestos prior to commencing any school works with the Architect.

2.1 DESCRIPTION OF THE PROJECT

2.2 External Door Works

2.3

.

2.4 All / Any Existing Services In Relation To The Works shall be Identified And Made Safe Before Works commence bythe appointed main contractor (Project Supervisor Construction Stage - PSCS).

2.5 The appointed main contractor (Project Supervisor Construction Stage - PSCS) for the project shall be required to take every precaution to ensure the health and safety of every person working on site including members of the public and children during the works. Traffic routes to the schools will need to be made and kept safe during the works.

2.6 The client will need to advise the Designers and the appointed PSDP in writing of their intention of who they appoint as the main contractor (PSCS) to carry out the works.

2.7 Any contractors appointed by the client must be made aware in writing of who is the appointed PSCS and the appointed PSDP, when if this ever happens.

2.8 No asbestos materials shall be used to carry out the construction works.

2.9 The appointed PSCS will be required to notify the HSA of the project prior to works commencing using the Approved Form (AF2) notification of project commencing.

2.10 The Client will be required to notify the HSA of the project prior to works commencing using the Approved Form (AF1) notification of project commencing.

3.1 APPOINTMENTS - PROJECT TEAM

3.2 Client

The Board of Management Glenart College Arklow Co.Wicklow

Contact

3.3 Clients Architects

David Falconer Architects Praha House Tramore Waterford, Ireland.

Contact	David Falconer
Mobile No.	
Telephone No.	086-2702215
Fax No.	
e-mail	davidfalconerarchitects@outlook.com

3.4 Safety Consultant (PSDP)

David Falconer Architects

ENGINEERINGDESIGNERS

3.4

3.5

Project Supervisor Construction Stage (PSCS) - To be appointed.

3.6 OVERVIEW OF PROJECT

4.1 Introduction

4.2 The construction regulations require that construction schedules be such that the project can be constructed safely. On commencing the project, the Design Team must assess the overall schedule and decide if it is unusually short. When a detailed construction schedule is available it should again be reviewed and any part of the schedule that would push a contractor into an unsafe work regime must be addressed. The Construction

programme will take account of the general principles of accident prevention when estimating the period for completing the project.

4.3 Project Schedule & Intended Project Completion Time

Detailed Schedule of Works will be developed for the Project and shall be agreed between the Architect and the Project Supervisor Construction Stage (PSCS) ensuring that the program will take account of the general principles of accident prevention when estimating the period for completing work. Intended contract commencement of construction phase date shall be stipulated in tender documentation along with the intended completion of works and handover is due. The AF1 HSA notification shall be sent to the HSA by the Client and the AF2 HSA notification shall be sent by the appointed PSCS to the HSA prior to

commencement. A laminated copy of the AF2 form must be posted on site. The client shall nominate the Designer and the PSDP & PSCS in writing prior to commencement of the project.

Note: All dates and works mentioned are provisional, pending confirmation by the PSCS stating that the works for the project can be safely carried out in the time frame agreed to complete the project. The PSCS shall complete the Construction Stage Safety & Health plan for the project prior to commence of any works and shall provide the PSDP and Client with a copy. It vital to the success of the project that Representation from the Client is involved at all stages during the life of the project and that regular meetings are held with the PSCS and Designers as appropriate. At all times both the Client and PSCS must ensure that there is full cooperation on all matters relating to Safety, Health, Environmental and Quality issues.

4.4 Site Location

Glenart College Arklow Co.Wicklow

4.5 Drawings / Specifications

All relevant information or documents shall either be attached / referenced in tender documentation.

4.6 Existing Work Environment

The appointed PSCS shall ensure that the site is securely fenced / hoarded / barricaded off during the works where necessary. The compound and site works area will need to be securely fenced off. The exact location will be marked on drawings by the Architect. All necessary precautions will need to be taken by the main contractor (PSCS) to ensure that the safety of personnel and public is not compromised during the life of the project. Ref section 6.12 & 5.2(c)(16) regarding dust, noise, vibration control measures to be taken.

No works are to take place next or near staff/children and the appointed PSCS shall be requested to ensure that all who work on the project do so in an orderly obedient manner. Smoking is strictly prohibited anywhere on the grounds. The appointed PSCS shall be reminded that the school carries a green flag so good house keeping is of the upmost importance as well as ensuring that no rubbish is allowed to blow around the site.

4.7 Existing Services Attention to be given to:-

The appointed Project Supervisor Construction Stage (PSCS) shall refer to any existing building drawings and Safety Files prior to commencement of any works and Architects Specification Report. All / Any existing services in relation to the works must be identified and made safe before works commence by the appointed PSCS. The appointed PSCS shall in the first instance satisfy themselves as to the existence and exact location of all services including electrical, security wires, power lines, rain water, drains and water mains and foul sewers and fire hydrants, ducting, fire detectors are actually located on site. Reliance on "As Built" Drawings alone is not advisable. The appointed PSCS shall not be allowed to carry out any work on asbestos containing asbestos until an asbestos clearance cert is got where asbestos has being identified. The appointed Project Supervisor Construction Stage shall ensure that all current emergency services, alarms, etc are made secure, isolated as necessary and do not compromise the emergency procedures within the existing building. **NOTE: All wires must be treated as live and must be handled with extreme care and at no time must be put under any strain.** The appointed PSCS will need to liaise closely with the Client Representative when working on all services. A site specific Method Statement shall be required in writing by the PSCS for all works on the existing services. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works when estimating at tender submission.**

4.8 Access to the Site

The appointed PSCS shall compile a traffic management plan for the main road, given the high volume of traffic on the road at any one time. Particular attention must be given to Chapter 8 of the road traffic manual and to Regulation 97; S.I. No. 423 of 2008; Safety, Health and Welfare at Work (Construction) (Amendment) (No. 2) Regulations 2008.

The appointed PSCS will be responsible for ensuring that appropriate signage or means of communication is in place to inform delivery vehicles to the work areas. Where there are 2 or more appointed PSCSs to carry out different projects on site at the same time, all will be required to liaise with each other on a daily basis and with the Client Representative. Appropriate warning signage shall be posted on the main road on either side approaching the site and leaving the site where deemed necessary. The appointed PSCS will be responsible for ensuring that appropriate signage or means of communication is in place to inform delivery vehicles to the work areas.

The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works when estimating at tender submission.

During the life of the project, the Project Supervisor Construction Stage shall ensure that appropriate fire fighting equipment is available, properly labeled and properly located throughout the work areas and that workers are properly trained in the use of such fire fighting equipment. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works when estimating at tender submission.**

The removal of waste shall take place via the use of skips which must be located in an agreed area and must be properly covered and lockable to prevent rubbish been blown about onto site/ external areas. The main contractor PSCS shall ensure that if skips are used that they are removed promptly, kept in a tidy state, do not bloc any of the exits and emergency road and that all appropriate or necessary steps are take to keep external areas in safe for any passing public. Any broken glass shall be cleaned up immediately given particular attention to ensuring that none remains as the areas will be used by children. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account any waste disposal and recycling costs incurred for such works when estimating at tender submission.**

The Local City Council Authorities waste management and segregation procedures must be complied with by the Main Contractor. Site security shall be addressed by the appointed Project Supervisor Construction Stage to address the risks posed by third parties (including staff, students, children & intruders) gaining entrance to the site and being exposed to construction site hazards.

Site security shall be addressed by the appointed Project Supervisor Construction Stage to address the risks posed by third parties (including staff, students, children & intruders) gaining entrance to the site and being exposed to construction site hazards. Appropriate signage for site risks shall be posted on the site as appropriate. Signage locations must be determined by the Project Supervisor Construction Stage and agreed with the client. Ladders must be removed from work areas at height at night, weekends or out of hours work and locked away securely.

Restrictions on working hours

As agreed per tender contract. No works allowed unless agreed with the Architect and the Client. The Architect and Client shall be advised by the PSCS of any permanent work being carried on during the night or on Sundays, Bank Holidays or during outside normal working hours in writing. When work is unavoidable or absolutely necessary for the saving of a life or property or for the safety of the works in which case the main contractor shall immediately advise the Architect and Client.

4.9

ACTIVITIES WITH PARTICULAR RISKS

The following is a non-exhaustive list of work involving particular risks to the safety & health of persons at work as set out in Schedule 2 of the Safety, Health & Welfare (Construction) Regulations, 2013. Other

hazards may arise out of working methods, which are at the discretion of the main contractor (PSCS) and as

5.1

such cannot be determined by the PSDP at this stage. The unforeseen hazards are to be addressed by the PSCS and the contractors themselves.

Site specific safety statements and/or method statements will be required in respect of working at heights and roof work, to highlight specific hazards and controls to be put in place. The HSA "Safe Systems Of Work Plan" (SSWP); "House Building Form" and "Ground Works Form", may be used as appropriate where it suits this requirement but should not substitute method statements. All such statements must be communicated with the relevant workforce.

5.2 Risk of Burial, Demolition, Engulfment in Swampland or Falls from a Height

Work which puts persons at work at risk of - (a) burial under earthfalls, (b) demolition (c) engulfment in swampland, or (d) falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.

~~**(a) Burial under Earthfalls**~~

~~Excavations will be required that may expose workers to both fall and burial hazards. There is a substantial amount of excavation work required for the provision of services ,footings and construction of retaining walls. The HS.A "**Safe Systems Of Work Plan**" (SSWP); "**Ground Works Form**", may be used to review any excavation / grounds works. This form should not be seen as a substitute for method statements. All such statements/ forms must be communicated with the workforce. Where the risk associated with working in an excavation is likely to be aggravated by the presence of another significant hazardous underground services or where there is a risk of undermining existing foundations. Excavation will be required for the removal of soil to allow the building footings and installing pipework. Where there may be a risk of collapse of soil, this will need to be reviewed prior and during the works. Excavation will be required for the construction of a retaining wall and removal of partial playground areas to the South & West of the site that will require site specific method statements for formwork.~~

~~Any installed pipe work will need to be checked out using a camera and report of findings will need to be submitted to the client and PSDP at completion of the project indicating that all is in good order.~~

~~Excavations will be required to allow for the connection to surface water mains which are located next to the works area. The use of barriers and cones and barrier tape should be employed around excavation along with appropriate signage.~~

~~ATTENTION The main contractor personnel will be working in very close proximity when digging to live services and this brings its own risks.~~

~~Excavations will be required to dig the foundation for the new building.~~

- ~~Prior to any excavation works, a method statement shall be completed, ensuring that all necessary steps have been taken to check for any underground services.~~
- ~~Prior to any excavation works, a method statement shall be completed, ensuring that all necessary steps have been taken to check for any underground services. There is an unbunded Oil tank to the rear with possible oil pipes running under ground in the area.~~
- ~~Examination of excavations shall be inspected using **AF3** form to be completed for all excavation work on a weekly basis and daily if necessary.~~
- ~~Extreme caution should be taken when working near mechanical operated machines, 360º or 180º Excavators, Lorries tipping, etc. All vehicles, machinery or excavators must be checked regularly to ensure that their braking systems are working adequately, that dumpers are fitted with rollie bars, that there locking mechanisms for buckets are working effectively. All vehicles, machinery or excavators must be fitted with flashing beacons and rear CCTV/ mirrors as required under the Construction Regulations, S.I. No. 504 of 2013; Schedule 6. All vehicles must be fully certified (GA1) and vehicle operators must be fully certified and trained in their use. Extreme caution should be taken when working near mechanical operated machines. Workers shall not be allowed to work under the operation of a moving bucket or back actor digging a trench/ excavation.~~

- All machinery operators must have a CSCS Card and /or New Entrance Card to allow them to use the machine. Those without any formal training will not be allowed to use the machine. Ref: The Safety, Health & Welfare at Work (Construction) Regulations, S.I. No. 504 of 2013; Schedule 4 Construction Skills Certification Scheme (2) (a) and (b) page 158.

- **It shall be a mandatory requirement for all working on the site to carry a Safe Pass card at all times as well as relevant CSCS Cards.**

- All machinery/ excavators must be checked daily to ensure that there locking mechanisms for buckets are working effectively. The HSA GA2 form will need to be completed weekly for lifting equipment/ vehicles use to transport goods around site using forks. Workers shall not be allowed to work under the operation of a moving bucket/ back actor digging a trench/ excavation. Where sub-contractors are employed using their own lifting equipment, they shall be required to complete all relevant inspection forms while on site.

- All excavation and earthworks shall be carried out to Engineers details, drawings and specifications. All levels & measurements will need to be confirmed by an engineer before such works commence and reliance on drawings alone is not advisable.

At a minimum, all precautions to be undertaken for such work shall be as stipulated in the:

- Safety, Health & Welfare at Work (General Application) Regulations, 2007
- Safety, Health & Welfare at Work (Biological Agents) Regulations, 1994 (including amendments) and 1998.
- Safety, Health & Welfare at Work (Chemical Agents) Regulations, 2001.
- Code of Practice for Avoiding Danger from Underground Services, 2005.
- A Guide to Safety in Excavations by the Health and Safety Authority.

The Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.

(b) Demolition

Any demolition work including cutting holes in the roof, drilling holes in walls, cutting out openings in the new extension, etc, must be carried out under the guidance of a competent person. Any demolition work conducted by the PSCS shall meet the requirements as set out in Part 12 of the SHWW (Construction) Regulations 2013 and The Code of practice for demolition; BS 6187:2000. The main contractor for the PSDP shall prepare a detailed method statement for any demolition works - The demolition checklist must be completed prior to demolition works commence – Ref Appendix 4.. The main contractor for the PSDP will need to check for any signs of asbestos containing material prior to such works commencing. Where there is a risk of collapse of structures due to demolition, walls or structures shall be made safe by taking necessary precautions under strict supervision of a competent person and providing support where needed. Appropriate warning signage to be put in place. The strict control of any dust or metal cuttings shall be closely monitored by the PSCS. Appropriate warning signage stating "**WARNING - DEMOLITION WORK IN PROGRESS**" (Black writing on yellow background - signs) shall be put in place outside the entrance to the building. Demolition shall not be permitted to be carried out by one person alone. The strict control of any dust or metal cuttings generated by demolition works shall be closely monitored by the PSCS, smoke detectors will need to be isolated where necessary to prevent activation, sealed properly to ensure that no dust escapes from site. Sensitive areas where computers or books are kept will need to be protected from dust. Workers shall wear proper P3 face masks during demolition works where appropriate. Warning signage shall be posted to warn members of public of demolition work.

The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.

(c) Engulfment In Swampland

No known hazards at this stage in the project.

(d) Falling From A Height

There is a requirement for a lot of work to be carried out at height above ground, ie working on the roof. Any work conducted at height will need to be risk assessed and a safe method of work put in place. Where the risk associated with working at a height is likely to be aggravated by the presence of another significant hazard such as where the nature of the work or other restrictions make it impracticable to provide standard scaffolding or other suitable and sufficient means of support for example, then a Site specific safety statements and/or method statements will be required in respect of working at height to highlight specific hazards and controls put in place. The HS.A "Safe Systems of Work Plan" (SSWP); "Commercial Building Form" may be used where it suits this requirement. This form should not be seen as a substitute for method statements. All such statements must be communicated with the workforce. All such Site specific safety statements and/or method statements shall be described and explained to all relevant workers via toolbox talks prior to start of the work. *Appropriate arrangements need to be developed (Method statements) by the Project Supervisor Construction Stage and all Sub Contractors to ensure 100 % fall protection is provided for all work activities associated with the project.*

In addition, the following precautions must be addressed where appropriate:

- Prior to any work at height, a method statement shall be completed, ensuring that all necessary steps have been taken to manage works at height.
- The appointed PSCS shall remind all during induction and during toolbox talks of the dangers of leaning against /sitting/ resting on sky lights on the roof/ climbing up on machinery, etc. Any persons working at height must be competentto do so.
- Appropriate barriers and fall arrest equipment must be worn when working at height and when on roofs. Guard rails and toe-boards to be provided around all edges, so far as is reasonably practicable, to prevent falling objects. Form GA3 "Work Equipment for Work at Height inspection" needs to be completed weekly or as necessary for all collective fall arrest equipment such as Safety Nets, scaffolding, tower scaffolds, ladders, toe boards, temporary handrails, guard-rails, toe-boards, barriers or similar means of protection, fixed and mobile working platforms, nets, personal fall protection systems such as harnesses, fall arrest systems and work restraint systems, etc.
- Where there is a requirement to install a fall arrest system to the roof, the appointed PSCS must consult with the Architect & Design Team regarding the selection of type of equipment ensuring that the system chosen does not compromise the overall design and that it comes certified and fully approved.
- Ladders provided must be tied and set up at the correct angle. Platform ladders must be used instead of A-Frame ladders.
- NOTE: No flammable materials shall be left in open space.
- Roof Work and work at different levels: Appropriate barriers and fall arrest equipment must be worn when working at height and when on roofs. Appropriate fall arrest protection shall be used where appropriate. Appropriate fall protection needs to be reviewed for any work at height. Safety nets to be used when working on roofs and/or at height. Safety Nets used must comply with EN 1263-1 safety requirements and test methods (how the net should be made) & EN 1263-2 safety requirements for the positioning limits (how the net should be installed) & BS--8411-2007 Code of practice for safety nets on construction sites and other works. Guard rails and toe-boards to be provided around all edges, so far as is reasonably practicable, to prevent falling objects. Form GA3 "Work Equipment for Work at Height inspection" needs to be completed weekly or as necessary for all collective fall arrest equipment such as air/bean bags, netting, scaffolding, etc.
- Safe systems to be used to place materials in position and for the removal of waste. All waste to be collected and disposed of in a safe manor. No waste to be left lying around that may lead to a slip, trip or fall hazards. Any shoot system to be used where necessary to handle the removal of debris and broken glass - where a shoot is used it must only have one inlet and one outlet and must not be used

  to cater for wast from more than one level where there is a risk of someone putting their head in and suffering serious injury. See Section 16.
- Appropriate fall arrest protection shall be used where appropriate. Appropriate fall protection must be reviewed for any work at height. Harnesses, inertia reels, fall arrest systems and work restraint systems

must come with GA1 six monthly certificates.

- The contractors working on site for the PSCS involved in scaffolding must meet all of the requirements of the legislation as set out in the Safety, Health & Welfare at Work (Construction) Regulations, 2013 and relevant HSA Codes of Practice for access and working scaffolds 2008. Where scaffolding is used, the scaffolding must only be altered by a competent scaffolder, this includes the removal and replacing of floorboards, handrails, etc. If tasks classified as "advanced scaffolding" are to be undertaken by a "basic" scaffolder, then the task must be undertaken under the supervision of an advanced scaffolder. The ratio of supervisor to trainee in this context should be no more than 1:1. Where work on site that may require the use of scaffold to enable persons to reach work at height such as the roof work, etc., the scaffolding must meet all of the requirements of the legislation and Codes of Practice for access and working scaffolds.
- All machinery operators must have a CSCS Card and /or New Entrance Card to allow them to use the machine. Those without any formal training will not be allowed to use the machine. Ref: The Safety, Health & Welfare at Work (Construction) Regulations, S.I. No. 504 of 2013; Schedule 4 Construction Skills Certification Scheme (2) (a) and (b) page 158.
- All vehicles/machines such as the teleporter that lift loads must be checked regularly (GA2 form to be completed weekly for such equipment) to ensure that their safety devices & braking systems are working adequately. All vehicles/machines must be fully certified and vehicle operators must be fully certified and trained in their use. Keys must be removed when not in use because of close proximity with public. Reversing and sounding devices must be in proper working order where necessary.
- Materials shall not be thrown from height or from roofs but shall be tied first and lowered with care or lowered using the approved means of lowering materials.
- The use of trestles shall be risk assessed in writing by the PSCS prior to their use and all necessary precautions shall be put in place prior to their use such as handrails, ladder access, etc.

At a minimum, all precautions to be undertaken for such work shall be as stipulated in the:

- The Code of Practice for Safety in Roofwork, must also be referred to throughout the project or works.
- HSE booklet Working on roofs INDG284.
- HSE Health and safety in roof work HSG33
- Advisory Committee For Roof safety (ACR) publications (www.roofworkadvice.info)
- The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 4, Work at Height.
- Schedule 4 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 www.hs a.ie provides a list of the occupations which are covered under the Construction Skills Certification Scheme (CSCS). *Roof and wall cladding/sheeting CSCS cards required by all working on roof.*

The problem of falling objects is universal on any site. Even a small object falling from height can cause injury. Therefore, adequate precautions must be taken, when persons are working at height, as a control against falling objects. Appropriate arrangements need to be developed (Method statements) by all sub- contractors to ensure 100 % fall protection is provided for all work activities associated with the project.

The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.

5.2 Risks from Chemical, Biological or Physical Hazards

(a) Biological

(1) Tobacco Smoking shall be prohibited in all enclosed work places in the building at all times especially in the classrooms as they will be used by young persons. Smoking is not allowed (**Prohibited**) to take place in the presence of children or on site grounds at any time remembering that this is a green flag school. The appointed PSCS shall ensure that they support the green flag and where their actions result in the school

loosing the green flag, any costs in regaining the green flag shall be born onto the appointed PSCS. Ref: The HSA Report on the Health Effects of Environmental Tobacco Smoke in the Workplace.

(2) Weils disease (i.e. *Leptospirosis*): Where there is a requirement to disconnect and connect foul sewer drains to existing sewer drains, workers may be exposed to the risk of Weils disease (i.e. Leptospirosis). **"ANY" DIRECT CONTACT WITH VERMON MUST BE REPORTED IMMEDIATELY.**

(3) Aspergillis niger: Also work involving removal or handling soil may expose workers to Aspergillis (ie *Aspergillis niger*) and every effort by the PSCS shall be employed to remind workers of same during induction training. If large amounts of spores are inhaled, a serious lung disease, aspergillosis can occur. Aspergillis niger is one of the most common causes of otomycosis (fungal ear infections), which can cause pain, temporary hearing loss and, in severe cases, damage to the ear canal and tympanic membrane. The PSCS shall remind all working on site to always wash hands before eating, exercise good hygiene at all times and to wear gloves if one has open wounds.

(4) Legionnaires disease: The HSE guide for employers IACL27 titled "Legionnaires' disease - A guide for employers" and INDG376 "Legionnaires' disease - Essential information for providers of residential accommodation" should be referred to by those at risk. Legionnaires' disease is a potentially fatal form of pneumonia caused by the legionella bacteria. It can affect anybody, but some people are at higher risk including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune system is impaired. Legionellosis is the collective name given to the pneumonia-like illnesses caused by Legionella bacteria, including the most serious and well-known Legionnaires' disease, and also the similar but less serious conditions of Pontiac fever and Lochgoil head fever. Ref: The HSA Legionnaires' Disease Information Sheet.

(5) Psittacosis: The diseases associated with fungi and bacteria present in bird and bat droppings include Cryptococcosis, Histoplasmosis, and Psittacosis. Cryptococcosis and Histoplasmosis is a disease caused by a fungus that naturally occurs in the soil and grows in bird and bat droppings. Psittacosis is a disease caused by a bacteria that is found in bird droppings and other secretions (often carried by pet birds). Where there is evidence of birds perching on the existing building or bats nesting, workers need to be aware of being exposed to infected bird droppings that may be present can cause psittacosis which is a lung condition (*Chlamydia psittaca* is the bacteria responsible). Humans may be infected by inhalation of fungi- or bacteria-contaminated dust or close contact with contaminated material. Therefore individuals who work in, or clean up, areas contaminated with bird/bat droppings may become exposed when the material is disturbed or dust is created. Respiratory protection should be made available where there may be a risk of exposure to bird droppings.

(b) Chemical

(7) Chemical Spill: The PSCS shall ensure that no chemicals escape into the drains, onto roads, roofs and ground areas. The PSCS shall ensure that they have provisions in place to deal with any spill in the form of a spill kit. At a minimum, all precautions to be undertaken for such work should consider the following: Procedure to block the shores in the event of a chemical spill, Clean up procedure and safe disposal of chemicals.

(8) Material Safety Data Sheets: The PSCS shall ensure that appropriate arrangements are in place with regard to the obtaining Material Safety Data Sheets (MSDS) for all hazardous materials to be used, or to be worked with, for the project. The PSCS shall keep all Material Safety Data Sheets for chemicals and materials used to be added to the safety file compiled by the PSDP. MSDSs must be submitted by sub- contractors to the PSCS which will be forwarded to the PSDP. MSDS for the tar used will be needed. Ref: The HSA Guidelines on Occupational Asthma.

(9) Lead: There may be a requirement to handle lead flashing on the roof. The European Communities (Protection of Workers) (Exposure to Lead) Regulations 1988 (S.I 219/1988) and the European Communities (Dangerous substances and Preparations) (Marketing and Use) Regulations 2003 (S.I. 220 of 2003,) cover the use of lead. The use of lead base paints is prohibited. The HSE guide to working safely with lead INDG305 titled "Lead and You" should be referred to by those using or handling lead. The Material Safety Data Sheet for lead should be kept on site and all using or handling rolls of lead should be made aware of its hazards and the necessary precautions to be taken when handling lead.

(7) Dermatitis: Contact with dust, paint, plaster, cement**,** plaster, use adhesives may cause risk of dermatitis. Proper PPE shall be worn to prevent or limit exposure such as the wearing of gloves, masks/ Breathing Apparatus, clothing and boots as appropriate. Always wash off any cement in contact with skin as soon as possible to prevent irritation. Ref: The HSA Guidelines on Occupational Dermatitis.

(8) Carbon Monoxide: The use of any generators and petrol or diesel driven equipment shall be restricted to use outdoors and not in closed spaces, as they generate Carbon Monoxide**.** The use of con saws indoors shall be strictly controlled ensuring that adequate ventilation is provided. All such generators shall need to be monitored to ensure that their sitting:- 1. does not allow fumes to rise and enter other rooms or near by offices, etc. 2. Do not allow exhaust outlet to face walls causing discolouration/ risk of fire,

3. Do not allow fuel can to stand next to exhaust outlet causing risk of fire. The PSCS shall ensure that all necessary control measures will be reviewed prior and during such works to ensure that there is adequate ventilation to prevent any build up of Carbon Monoxide from con saw use to dangerous levels.

(9) Asbestos: Asbestos is a set of six naturally occurring silicate minerals exploited commercially for their desirable physical properties. They all have in common their asbestiform habit, long, (1:20) thin fibrous crystals. The inhalation of asbestos fibres can cause serious illnesses, including malignant lung cancer, mesothelioma (a formerly rare cancer strongly associated with exposure to asbestos), and asbestosis (a type of pneumoconiosis).

(10) Fluorescent Lamps - Breakage Safety: Fluorescent lamps have several hazards if broken. Depending on the type, there may be a partial vacuum or the lamp may be under pressure. Breaking the glass can cause shrapnel injuries, along with the release of mercury and other hazardous compounds. The biggest immediate injury threat from a broken lamp is from the phosphor-coated glass. If cut with fluorescent lamp glass, any phosphor that gets into the wound is likely to prevent blood clotting and will interfere with healing. Such injuries should be treated seriously and immediate medical attention should be obtained for people or pets that are cut. Medical personnel should be informed that the injuries were caused by a broken fluorescent lamp, and that mercury was present.

(11) Mercury Safety: All fluorescent lamps contain a small amount of elemental mercury (Hg), also known as quicksilver. When lamps are cold, some of the mercury in the lamp is in liquid form, but while the lamp is operating, or when the lamp is hot, most of the mercury is in a gaseous or vapour form. Mercury vapour is a highly toxic substance, with an "extreme" rating as a poison. Even in liquid form, contact with mercury is considered life-threatening or a "severe" risk to health. Mercury can cause severe respiratory tract damage, brain damage, kidney damage, central nervous system damage, and many other serious medical conditions even for extremely small doses. Many years ago, hat makers used mercury to tan the animal pelts used in hats, and the exposure to mercury gradually caused mental and nervous disorders, frequently mistaken for insanity. This mercury exposure is precisely what created the old saying "Mad as a hatter". Although the amount of mercury in each fluorescent lamp is small, it is always important to avoid breaking fluorescent lamps, and that the unbroken lamps be delivered to a hazardous waste handler. Never EVER place fluorescent lamps in trash compactors or skips, since this will release the mercury and contaminate the surrounding area. Liquid mercury will not burn, but instead becomes a vapour when heated. It eventually cools and condenses back to a liquid form, spreading the contamination to larger areas. Businesses, schools and other large commercial facilities that replace hundreds or thousands of fluorescent lamps each year are particularly at risk of creating areas of significant mercury contamination due to improper handling of lamps. If not properly disposed, mercury can contaminate buildings, landfills, lakes, animals, fish, birds, humans, crops and rivers. If a fluorescent lamp breaks, then there will be a requirement to implement a proper cleanup procedure. The procedures for handling mercury spills are constantly being refined, so seeking professional help to clean up a spill is advised since they will have the latest handling recommendations.

(12) Wood Dust: Medium Density Fibreboard (MDF) is an engineered wood-based sheet material made by bonding together wood fibres with a synthetic resin adhesive. The majority of MDF is mainly composed of softwood, although some brands may contain a higher percentage of temperate hardwood if this is locally available to the manufacturer. High levels of hardwood can be found in MDF board from outside Ireland. The most common binder for boards intended for dry environments is urea-formaldehyde. Other

binders may be used depending on the grade of board and its intended end-use. For example, melamine urea- formaldehyde, phenolic resins and polymeric diphenylmethane diisocyanate (PMDI) are generally used in boards that require an improved moisture resistance. PMDI binder is not formaldehyde-based and consequently does not emit any formaldehyde. The exact constituents of an MDF board will vary from product to product. Under current legislation softwood dust, hardwood dust and formaldehyde are considered to be hazardous to health. Both softwood and hardwood dusts are known to be respiratory sensitisers and may cause asthma and other respiratory problems. Hardwood dust can also cause a rare form of nasal cancer. Formaldehyde is classified in the European Union as a carcinogen and it carries the hazard statement 'suspected of causing cancer'.

The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.

(c) Physical Hazards

(10) Dust Generation & Noise & Vibration: Every effort to control dust shall be made. Works involving generation of noise and/or vibration will need to be carried out in a controlled manor. Crystalline silica is in most rocks, sands, clays and also products such as bricks, tiles and concrete. When these materials are worked, eg cut, sanded, carved, ground etc, dust is created. This dust may be fine enough to be breathed deep into the lungs. The fine dust is called Respirable Crystalline Silica (RCS). Silicosis usually follows many years of exposure to RCS, however, exceptionally high exposures over a few months or years can cause acute silicosis, which can cause death within months of exposure. Heavy and prolonged exposure to RCS under the conditions that produce silicosis can cause lung cancer. There can be many allergy-causing problems in a room, dust from building or demolition, can quick cause allergy symptoms to appear in persons young and old, so every precaution needs to be addressed by the PSCS to control the spread of same. Refer to section 6.12 Reducing Noise and Vibration. At a minimum, all precautions to be undertaken for such work shall be as stipulated in the:

- Safety, Health & Welfare at Work (General Application) Regulations, 2007
- Safety, Health & Welfare at Work (Biological Agents) Regulations, 1994 (Including amendments) & 1998.
- Chemicals Act 2008 (No. 13 of 2008) & Chemicals (Amendment) Act 2010 (No 32 of2010)
- Chemicals (Asbestos Articles) Regulations 2011 (S.I. No. 248 of 2011)
- Safety, Health & Welfare at Work (Carcinogens) Regulations.
- Safety, Health and Welfare at Work (General Application) Regulations, 2007 Part 5, Chapter 1 Control of Noise at Work and Chapter 2 Control of Vibration at Work.
- Safety, Health and Welfare at Work (General Application) Regulations, 2007 Part 7, Chapter 1, Safety Signs at places of work.

Site-specific safety statements shall highlight contractor risk assessments in respect of all works involving chemicals. Method statements shall govern all works involving chemicals. Method statements are to be submitted to the PSCS, and are subject to approval and review, prior to the commencement of the work activity. Minimum site safety equipment must be worn such as steel toe protective footwear, helmets, hi- visibility vests.

5.3 Work with Ionising Radiation

Where there will be a requirement for the use of hot works permits for any flame torch work and/or any welding or braising of pipes or steel work during the installation of materials such as steel, mechanical and electrical works. Hot works permit shall be required for any hot work carried out. The PSCS will need to liaise with hot work permit users when using the Hot Works Permit system. The PSCS shall ensure that detailed method statements are written for any work involving hot work. Fire extinguishers to be kept on standby. Surrounding areas to be checked to ensure fire alarm detectors are not compromised.

5.4 High Voltage Lines

All / Any existing services in relation to the works must be identified and made safe before works commence by the appointed PSCS. The appointed PSCS shall in the first instance satisfy himself as to the existence and exact location of all services including electrical are actually located on site. Reliance on "As Built" Drawings alone is not advisable. The appointed PSCS shall ensure that there is written method statements in place for any electrical work. Before any works commence, the appointed PSCS shall ensure that all electrical power to the affected areas is isolated first. Any electrical works must be certified with RECI Cert from a competent electrician. The use of cranes, mobile elevating work platforms (MEWPs), concrete placing booms, lorry mounted cranes and other high reach plant, excavation equipment and the transporting of high loads by road

will need to be risk assessed by the appointed PSCS with the implementation of appropriate controls.

At a minimum, all precautions to be undertaken for such work shall be as stipulated in the:

- ♦ HSA "Code of Practice for Avoiding Danger from Underground Services".
- ♦ HSA "Code of Practice for Avoiding Danger from Overhead Electricity Lines".
- ♦ ESB Electrical Services Guidebook.
- ♦ Click Before You Dig Network Operations - http://cbyd.eircom.ie
- ♦ ESB Networks provides a 24 hour emergency response for emergencies which include contact with or damage to overhead electricity lines, underground cables or other plant. **The emergency contact number is 1850 372 999.**

5.5 Risk of Drowning

There may be a risk of drowning where deep excavations, drains, sewers, etc exist that may fill with water (i.e. rain, underground springs, leaks, etc). All such openings need to be barricaded safely and where necessary pumped out. Man hole covers shall be fitted securely to prevent entry into drains. Concrete mixers shall be left turned over to prevent filling up with rain water, any drums/ barrels used to hold water shall be covered or emptied prior to site shut up.

5.6 Work on wells, underground earthworks and tunnels

No known hazards at this stage in the project.

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

No known hazards at this stage in the project.

5.8 Work carried out in a caisson with a compressed air atmosphere

No known hazards at this stage in the project.

5.9 Work involving the use of explosives

No known hazards at this stage in the project.

5.10 Assembly or Dismantling of Heavy Prefabricated Components

The lifting and fitting of Heavy Prefabricated Components, etc, will need to be reviewed at the time of works commencing requiring the appointed PSCS or their sub-contractor must develop an appropriate Method Statement(s) to be completed prior to and during the works. At a minimum, all precautions to be undertaken for such work should consider the following:

- Prepare appropriate site specific Method Statement(s)
- Cordon off Areas of lifting, slewing and installation.
- Do not rest stabilising legs/ jacks on fire hydrants/ man holes.
- Do not block fire hydrants.
- Ensure that boom is at maximum distance away from ESB pole.
- Allow only Authorised personnel in the work area
- Ensure that Lifting equipment is fully certified.
- Assign trained **Banks-men** to lifting tasks.
- Use only approved certified fall arrest equipment when working at height.

Where a crane or lifting equipment is used to carry out heavy lifting of steel erection and cladding, heavy prefabricated components, concrete slabs, large window sills, etc, all precautions shall be undertaken by the appointed PSCS for such crane work which is stipulated in the: The Code of Practice: Safe Use of Cranes in the Construction Industry: Part 1: General (I.S. 360:2004) and The Safety, Health and Welfare at Work (General Applications) Regulations 2007. Where a crane is used, the radius of maximum turn will be determined and appropriate controls shall be put in place to ensure that loads are not slewed over car park or areas outside the site boundary. Appropriate certified safety net to be used during transporting loads fixed under the load. A copy of all certificates for crane and lifting gear to be kept on site at all times. GA2 forms and GA3 forms to be completed and kept up to date. The appointed PSCS shall keep a copy of all certificates (GA1 forms) for crane and lifting gear on site at all times. The appointed PSCS will need to prepare a site specific traffic management plan (i.e. where temporary road closures may be required for

unloading from HGVs, where public/ pedestrian/ client staff/ children, safety is at risk, where spoil may be carried onto roads, etc) to ensure that the any emergency access is NOT compromised.

The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.

6.0 OTHER RISKS

The appointed PSCS is responsible for ensuring appropriate hazard identification and control arrangements are developed for the Construction stage of the Project. This should be in the form of specific Method Statements and Risk Assessments for all activities that pose a significant risk to safety and health. Contractors working for the appointed PSCS will be required to provide site specific Safety Statements, which will adequately outline how foreseeable risks, associated with their works will be eliminated or reduced to an acceptable level. The appointed PSCS shall produce evidence of competence to act as health and safety supervisor (construction stage) with evidence of attending recognised safety & health approved courses and shall complete all pre qualification health and safety documentation and shall be responsible for compiling information needed for the health and safety file for the project. The main contractor for PSCS shall ensure that they make arrangements to ensure that safety is managed by a competent chartered safety and health practitioner during the life of the project. In addition to the particular risks addressed in Section 5.0, the following hazards have also been identified as being relevant to the construction site:

6.1 Material Safety Data Sheets (MSDS)

All chemicals and substances (including gases) used by contractors on site must have accompanying MSDS sheets. Notification is required by contractors to the PSCS before any chemicals can be brought onto and/or stored on site as per site requirements. A copy of all MSDSs for chemicals used on site to be kept on site. All chemicals used on site must be properly labelled, petrol cans labelled “petrol”, Water containers labelled “water”, etc. All chemicals to be stored out of reach from children and locked away at night. Any chemical spill from machinery, etc must be reported immediately to the Client contact and must be recorded in writing using a spill form. All spill waste must be properly disposed of. Where the spill happens, all necessary precautions shall be taken to cordon off from the public, traffic, block shores and clean up. Appropriate Spill Kits may be required to be located on site during the project. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.**

6.2 Use of Building Materials & Plant and Plant, Machinery & Equipment

Building materials such as adhesives, insulating materials, etc must be used in strict accordance with the manufacturer’s instructions and ensure that all Material Safety Data Sheets are sought from the suppliers and passed on to the users in the work site. All hazardous materials must be clearly labelled. All Material Safety Data Sheets acquired in relation to materials used in the project shall be forwarded onto the PSDP by the PSCS so as to assist in the compilation of the safety file. All plant and machinery and equipment used on the project must come with full certification, owner manuals must be provided for all plant and machinery and equipment. Where the PCSC or any of his sub contractors hire plant, machinery or equipment, they must ensure that they are safe for use and come with the proper documentation and that user manuals come with heavy machinery such as teleporters, etc. The appointed PSCS will put in place the necessary arrangements for providing service agreements for the equipment, performance of statutory inspections and training where necessary to ensure correct use. The appointed PSCS will need to ensure that all portable electrical equipment used on the project must be PAT (Portable Appliance Testing) tested prior to coming onto site. Users of all portable electrical equipment must also carry out a daily inspection of the portable electrical equipment that they are using and this must be recorded. All portable electrical equipment must be examined by a qualified competent person on a monthly basis and verified by the use of a monthly colour code system of similar. If equipment tested is not safe then it must be put out of use until it is made safe. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.**

6.3 Use and Storage of Chemicals, Compressed Gases and Fuels

All gas cylinders shall be labeled, transported on site, stored and used in accordance with the relevant regulations and standards. The Clients site requirements to be followed by the PSCS and contractors

before any compressed gases can be brought onto site but not to be stored on site. Appropriate MSDS sheets should be made available. All gas cylinders to be chained up securely. Where the PSCS is given permission

from the Client to store chemicals on site, the PSCS must provide the appropriate storage environment as stipulated by the Client. The PSCS must make Contractors aware that hazardous chemicals used on the project need to be removed from the area or stored in secure location outside normal working hours. Gas cylinders used on site where required must be fitted with flame arrester and must at times be chained secure, kept in a upright standing position. Extinguishers to be kept on standby where cylinders are held or used. Regulators on gas cylinders to be in good working order otherwise the owner will be asked to have them removed from site. All fuel cans carrying petrol/ diesel etc to be labeled properly by sub contractors and not to be stored outside compound area. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.**

6.4 Scaffolding & Scaffold Management & Trestles Use

Where there is a requirement for the use of scaffolding and tower scaffold, all scaffolding work must meet with the requirements of the legislation as set out in the Safety, Health & Welfare at Work (Construction) Regulations, 2013 and relevant HSA Codes of Practice for access and working scaffolds and GA3 forms completed along with handover forms. The appointed PSCS or their sub-contractor must develop an appropriate Method Statement(s) to be completed prior to and during the scaffolding works. Where scaffolding requires the input of a specialist scaffolding designer, the PSCS shall appoint a Temporary Works Co-Ordinator to manage the scaffolding. Scaffolding hazards on the site may consist of: Use of scaffold for access and associated work, Underground voids/ manholes/ soft margins/ rough ground, Use of heavy machinery near scaffolding, Separate loading and access bays, Missing toeboards, Bad weather may affect scaffolding, Lack of handover certificates, GA3 forms and maintenance of the Scafftag or similar system, Failure to tie ladders at top and bottom.

The use of trestles on site must be risk assessed prior to use and appropriate procedures put in place to ensure that proper safe access is provided, proper fall protection such as barriers is provided, that the safe working load (SWL) is not compromised. The HSA "Safe Use of Work Platform / Trestles - Information Sheet" should be referred to when working with trestles.

6.5 Ladder Access

The appointed PSCS must ensure that workers are fit to use the equipment that they are provided with and that the equipment is fit for use and that workers or contractors must report any issues (including Safety & Health issues) that may affect their safety or the safety of others. Contractors working on the project who supply, use and maintain ladders for use on the project must meet all of the requirements of the legislation as set out in the:

- Safety, Health & Welfare at Work (Construction) Regulations, 2013
- The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 4, Work at Height.
- BS 2037:1964 Specification for portable aluminum ladders, steps, trestles and lightweight staging
- BS 5395:1982 Specification for portable timber ladders, trestles and lightweight staging
- IS EN 131: Ladders
- BS 1129: Specification for portable timber ladders, steps, trestles and lightweight staging
- GS31: Safe use of ladders, step ladders and trestles.
- HSA guide/ information on safe use of ladders and trestles.
- HSE guide on the safe use of ladders and stepladders (INDG402).

Ladder access hazards on the site are:

- Positioning and securing of ladders to access height – tie at top & secure footing.
- Use of defective equipment. Ladders to be inspected before use and if found with defect, shall be removed and labelled "**DANGEROUS DO NOT USE**".
- Inappropriate use of ladders. Disciplinary action will be taken.
- Shortage of rope to tie ladder secure. Extra rope to be kept in reserve.
- Working on ladder next to doors – barrier off safe & post warning signage on other side of door to warn others. Ladders must be removed from work areas at height at night, weekends or out of hours work and locked away securely.

6.6 Manual Handling

The appointed PSCS must address manual handling issues as a legal requirement. Manual handling on site can add additional problems due to the frequency of manual handling, the weight and size of materials and the location for handling items. The appointed PSCS must have provided the appropriate manual handling training to all their personnel prior to working on site in accordance with the requirements as set out in the

Safety, Health and Welfare at Work (General Application) Regulations, 2007. Manual handling hazards on the site are: lifting, lowering, pushing, pulling and carrying, Handling of heavy items, block laying, handling pipework, laying kerbs and paving slabs, lifting lintels, moving and installing plasterboard and installing mechanical and electrical equipment at height, etc. Handling of any building materials, waste, etc. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.**

6.7 Adverse Weather Conditions

If adverse weather conditions (High Winds, Heavy rain or Fog, extreme heat / sun light, frost, snow, etc.) occur, the hazards on site in the event of adverse weather conditions are: Slippery surfaces - Slip, Trip, Fall. Poor visibility – sun glare through windows. Sun burn – over exposure if working out doors. Generation of dust during hot dry weather. May cause temporary load instability during the lift of the units into place with consequent risks to H&S of operatives on the ground. Proper PPE to be worn at all times, High Vis Jackets/Vests, Safety Glassware, Safety footwear, Gloves, Sun Cream, Hard Hats, etc. The PSCS will remind Workers on site of the requirement to dress appropriately given the nature of the business. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.**

6.8 6.8.1 Pedestrians and Road Safety – Signage

Photographs need to taken before, during and at the end of the project showing the internal and external conditions to the site from as many angles as possible. During the life of the project, photographs should be taken from fixed positions at fixed time intervals. All necessary precautions will need to be taken to ensure the safety of passing public, workers, children and any traffic management required for large vehicles to & from the site so as not to compromise public safety. Appropriate warning signage shall be posted at the main entrance such as appropriate warning signage alerting public that there is major works in progress. All public roads and footpaths shall be kept free of spoil, dirt and debris during the construction programme. Any damage to public roads shall be repaired by the main contractor (PSCS) at their own expense to the satisfaction of the local Council Area Engineer. The HSA Working on Roads Guidelines may need to be referred to when working on or near roadways.

6.8.2 Traffic Management Procedure

The planning of work on roads and footways (i.e. previously known as footpaths) shall be planned in advance and shall be detailed on the drawings, marking out each section of works that will need attention for road signage, etc. The proposed minimum layout of signage is as per Chapter 8 of the Road Traffic Manual and other signage such as “DIVERSION”, “SOFT MARGING”, “PREPARE TO STOP”, etc shall be used as necessary. The public shall be kept clear from the works by the use of pedestrian barriers and/or fencing. All workers shall be a CSCS Roadworks Card Holder. At a minimum, all precautions to be undertaken for such work shall be as stipulated in the:

- Road Traffic Act.
- Road Traffic (Signs) Regulations.
- Road Traffic Regulation
- Chapter 8 of the road traffic manual.
- Code of Practice to safely carry out signing, lighting and guarding of street works and road works on most roads - UK.
- HSA GUIDELINES FOR WORKING ON ROADS.

6.8.3 Traffic Lighting Arrangements

There may be a requirement to use a traffic lighting system when carrying out work on the road however where a traffic lighting system is required the necessary forms such as FORM B shall be submitted for such work.

6.9 Site Compound

The appointed PSCS shall decide on the exact set up or layout and logistics of the site compound which should be reviewed and agreed at the start of the project with the Client and Architect. Architect Drawings shall identify the site/compound locations/boundaries. The provision of welfare arrangements needs to be pre planned and

provided by the contractor. It is recommended that the main contractor use a proper toilet as connection to onsite mains sewers should be possible. The storage of any hazardous or flammable chemicals such as gases or petrol will not be allowed to be stored on site. Any site toilets set up by the appointed main contractor which will be connected to the mains sewerage may require clean out afterwards at a cost to the main contractor. This will need to be agreed between the client and the appointed contractor prior to works commencing. Where this is not possible, a Porto-loo may be used but be maintained in good hygienic order with paper towel and toilet paper provided and cleaned daily. The appointed PSCS shall provide a drying room on site and a canteen facility with proper running water, tables and chairs included. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.**

6.10 Use of Cutting Implements

The appointed PSCS shall ensure that all workers who use any form of abrasive wheels have received training in their use. The use of cutting implements such as saws, etc must be used with extreme care ensuring that they are not used near another worker and are not left lying around. All appropriate PPE must be worn such as safety goggles, gloves, ear defenders, etc. Drawings must be reviewed before cutting surfaces takes place. The PSCS shall seek advice from the Architect if unsure prior to cutting takes place. There may be a requirement for the use of hot work permits to be implemented depending on location of works, this will need to be discussed by the appointed PSCS with the Client prior to any cutting works taking place.

6.11 Working at Height

In line with The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 4, Work at Height. The Work Equipment for Work at Height inspection form (GA3) form may be used for recording the inspection of scaffolds, guard-rails, toe-boards, barriers or similar means of protection, fixed and mobile working platforms, nets, airbags or other collective safeguard for arresting falls, personal fall protection systems, work positioning systems, rope access and positioning techniques, fall arrest systems, work restraint systems and ladders. All work at height should be risk assessed using the method statement form and appropriate controls should be employed. **The appointed PSCS shall risk assess any works at height prior to commencing.**

6.12 Reducing Noise and Vibration

Where noise or vibration is generated that may interfere with normal working conditions for a client or it neighbours, the PSCS must consult in advance with the affected parties and agree a work plan. The strict control of any dust or metal cuttings or gas fumes generated by the works shall be closely monitored by the PSCS, smoke detectors will need to be isolated and capped where necessary to prevent activation, openings/ doors/ windows sealed properly to ensure that no dust escapes from/ throughout the site environment that may affect IT equipment, persons with asthmatic conditions and sensitive environments. The Safety Health and Welfare at Work (General Application) Regulations 2007, Part 5, Chapter 1 - Control of Noise at Work and Chapter 2 - Control of Vibration at Work shall apply. The HSE guide to working safely with dust INDG315 titled “Stone dust and you” should be referred to where dust is generated. The HSE guide to Hand Arm Vibration INDG175 & INDG296 & HSE booklet on reducing risk of hand-arm vibration 246-31 should be referred to when working with Vibration. The appointed PSCS must ensure that all new equipment purchased must meet with the requirements as set out under the new Vibration Regulations. All equipment rented needs to be, reviewed, before use and should come with information regarding the length of time that it can be used safely.

(a) Noise level of 80dB(A) – First Action Level

If the noise level is likely to between 80dB(A) and 85dB(A), the following shall apply:

(1) Workers will be informed that noise level may be above 80dB(A) and below 85dB(A).

(2) Workers will be informed that hearing protectors are available and the advisability of wearing protection that’s individually fitted and where and how to obtain it.

(3) Relevant training and information as necessary will be provided.

(b) Prevention of exposure above noise level of 85dB(A) – Second Action Level

If the noise level are likely to expose workers to noise above 85dB(A), then the following shall apply:

(1) display mandatory warning signs, in accordance with Chapter 1, Part 7 of the Regulations, to convey information that:-

- the noise levels at those workstations are likely to exceed that upper exposure action value,

- hearing protectors are available and **MUST** be worn.

(2) ensure that the workstations are protected from unauthorised access by barriers or other suitable means that are technically feasible and justified by the risk of exposure.

(c) Application of exposure action values - Vibration

If following a vibration risk assessment carried out in the workplace that an exposure action value is exceeded, then the appointed **PSCS** shall comply with their duty in accordance with Chapter 2, Part 7 of the Regulations, to reduce exposure to mechanical vibration and attendant risks to a minimum by establishing and implementing a programme of technical or organisational measures, or both, appropriate to the activity and consistent with the risk assessment, taking into account in particular:

(1) other methods of work which reduce exposure to mechanical vibration,
(2) the choice of work equipment of appropriate ergonomic design which, taking account of the work to be done, produces the least possible vibration,
(3) the provision of auxiliary equipment which reduces the risk of injuries caused by vibration, such as seats that effectively reduce whole-body vibration and handles which reduce the vibration transmitted to the hand-arm system,
(4) appropriate maintenance programmes for work equipment, the places of work, workstations and systems of work,
(5) the design and layout of places of work and workstations,
(6) adequate information and training to instruct employees to use work equipment correctly, safely and without risk to health in order to reduce their exposure to mechanical vibration to a minimum,
(7) limitation of the duration and intensity of exposure to mechanical vibration,
(8) appropriate work schedules with adequate rest periods, and provision of clothing to protect employees exposed to cold and damp.

At a minimum, all precautions to be undertaken by the PSCS for such work shall be as stipulated in the:

- The Safety, Health and Welfare at Work (General Application) Regulations, 2007 Part 5, Chapter 1 Control of Noise at Work and Chapter 2 Control of Vibration at Work.
- HSE booklet on Hand-arm Vibration Advice for employees, INDG296
- I.S. EN ISO 4869- 2:1996, Acoustics –Hearing Protectors-Part 2: Estimation of Effective A-weighted Sound Pressure Levels when Hearing Protectors are Worn.
- ISO 1999: 1990, point 3.6.

6.13 Erection and Installation of Plant or Equipment

Contractors responsible for the erection and installation of plant or equipment shall:

(a) Erect, install, modify, work or use any plant or equipment to which any of the relevant statutory provisions apply in a manner which complies with those provisions,

(b) Erect or alter any scaffold in a manner which complies with any relevant requirements of any of the relevant statutory provisions, having regard to the purpose or purposes for which the scaffold is designed at the time of erection or alteration.

All plant, equipment and scaffold towers on site must be put in place, or altered on site, in accordance with good practice. Where plant such as cranes or other lifting equipment is substantially altered or repaired, it should be re-examined and certified and the results of these examinations and tests recorded on the prescribed forms. Tower Scaffolding should only be altered by appropriately trained personnel and the scaffold should be re-examined and the results documented after such alterations.

6.14 Emergency Arrangements

The appointed Project Supervisor Construction Stage shall ensure that all current emergency services, alarms, smoke detectors, etc are made secure, isolated as necessary and do not compromise the emergency procedures within the existing building.

Where there may be more than one Project Supervisor Construction Stage working at the clients site/ premises at the same time, every PSCS shall be required to liaise with each other on matters that may compromise the other and clear lines of demarcation will need to defined on drawings.

The PSCS shall arrange for the Assembly point location to be located at the main gate/ entrance to the works unless otherwise defined.

Access and egress routes – any compromised emergency routes will need to be communicated appropriately

to all concerned via the use of temporary exit signage, posting information bulletins on safety notice boards, etc.

The appointed PSCS shall provide first aid facilities (proper stocked first aid kit) and ensure that they have a qualified (certified) first aider on site at all times.

The appointed PSCS shall liaise with the Client and PSDP closely via having regular meetings to ensure that emergency requirements are notcompromised.

Any Fire Hydrants located in the works area or on site shall not be blocked at any time especially where the compound may be located. The PSCS shall make himself aware of the location of all fire hydrants in his area prior to works commencing.

The appointed PSCS shall devise emergency procedures to rescue injured or ill workers off the roof prior to works commencing.

During the life of the project, the appointed Project Supervisor Construction Stage shall ensure that appropriate fire fighting equipment is available, properly labeled and properly located throughout the work areas and that workers are properly trained in the use of such fire fighting equipment. The appointed PSCS shall ensure that appropriate fire fighting equipment is available where all hot work is carried out such as torch on felt.

The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission - handling waste.

Safety Management Work to ensure AntiCovid- 19 on Site. Covid-19 Plan to be developed to meet current CIF, H+S and WHO measures for same using a Standard Operating Procedure (SOP) appropriate to the Project Type, Personnel numbers and site locality

Site Welfare:

All welfare shall be provided and maintained in accordance with the Safety, Health and Welfare (Construction Regulations) 2013 with additional provision to enable compliance with the Covid-19 guidelines as current at the time.

Management of Project

Contractor to appoint a suitably trained & resourced"Covid-19 Site Manager" to initiate specific training of operatives, monitor observance of Covid-19 protocols on site, ensure supplies of PPE & hygiene products at all times, cleaning, reporting (to PSCS) & maintaining a daily record. This may extend to arranging medical screening / testing of sick operatives with suspicious symptoms & initiating Contractor's Covid-19 protocols for such eventuality.

The Covid-19 Site Manager" is to monitor with enforcement as appropriate for any non-compliance of his / her personnel on site, to include the following:

- **Wearing of full PPE including masks**
- **Observing Social Distancing**
- **Hand hygiene and gloves**
- **Sanitising of tools where required**

A Covid-19 Compliance Officer is also to be appointed ideally a senior person with authority to instruct and advise all of the subcontractor's personnel on the site.

The "Covid-19 Compliance Officer" must be easily recognisable on site.

First Aid personnel on site shall firstly protect themselves by strict use of P.P.E. and their training for contagious diseases especially airborne bacteria / viruses. In a case where the First Aid personnel is infected, emergency services would be advised of situation prior to arrival and arrive with necessary PPE and equipment to deal with emergency.

Access to site – requirement.

Certification from online Covid-19 Induction.
CIF Self-Declaration form.
All personnel entering the site shall undertake a Covid-19 induction.
Temperature to be taken.
All personnel are INSTRUCTED NOT TO ARRIVE TO SITE if they or any person they may have been in contact with currently has or is demonstrating any symptoms of Covid-19, which may include but not be limited to :

- **Cold or flu type symptoms**
- **Lack of ability to taste or smell**
- **Cough (advised as minimum 6m potential virus travel distance)**
- **Sneezing (advised as minimum 8m potential virus travel distance)**
- **Shortness of breath**
- **High body temperature or fever**

Contact Tracing procedures
Use of sanitised n pen
wearing of appropriate PPE on site arrival.
Above to include for drivers arriving on site.
Personnel to be restricted to site / carpark area for
duration of working day.

On site procedures:

Travel arrangements.
Carparking arrangements.
Social distancing and PPE appropriate usage/ disposal/ not to be shared.
Toolbox talks to facilitate procedures
Training in correct use of PPE attire as necessary.
Staggered breaks.
Additional canteen for services to enable social distancing dependent on the numbers of personnel on site.
The site supervision shall maintain a "white Board" indicating the layout on site for proposed task/ location of sub contractors to aid social distancing
Pre-arranged only Inspection and visiting by Design Team, Building Control, 3rd party personnel to follow safe practice guidelines- self declaration, social distancing, hygiene, wearing of PPE

All tasks and locations shall be discussed, reviewed and agreed with the Covid-19 Compliance Officers and where any potentially high risk situation where this SoP cannot be fully implemented an S.P.A. (Safe Plan of Action) or S.S.W.P. (Safe System of Work Plan) shall be produced and agreed to by all of the site supervisionand signed by all of the operatives prior to commencement of the tasks.

Enhanced hygiene work practices with appropriate welfare facilities.

Additional toilet facilities to be provided to enable social distancing; hand sanitiser soap hot and cold running water disposable towels.

Additional cleaning regimes required at key phases of the works & where enhanced or deep cleaning may be required before hand-over equipment. Hand washing stations with hand sanitizer and disposable towels appropriate to the nature of works and personnel on site.

Operation of works and Monitoring:

safe access to and egress from and circulation of the site

The construction period has been reviewed in the context of Covid-19 and the Protocol. Programme of Works, adequate time & resources to permit a safe working environment have been considered.

In the event of an operative reporting sick with Covid-19 symptoms, this should be considered as a "Reportable Incident", testing instigated & self-isolation of the operative.

Pending test results, implement that close contacts on site should also self-isolate & a cleaning regime of appropriate areas of the site should be undertaken immediately. This is subject to current best-practice recommendations & may be superseded by more stringent measures.

Management of machinery and tools use to prevent cross contamination. To include the safe access and locking up of same.

Adequate separation from the public.

Arrangements should be set out for programmed active and reactive monitoring, risk review for upcoming stages of works to achieve compliance with Statutory requirements and the procedures set out in the Safety & Health Plan. This may be achieved by regular planned checks, and by carrying out investigations of incidents(whether causing injury, loss or near miss) and complaints. It may involve co-operation and regular meetings between senior management and those who provide safety and health advice to them. Risk assessment procedures for tasks for scope of works to be undertaken and recorded.

Additional Preliminaries clauses in relation to the Protocol to cover the following:

(a) Augmenting site infrastructure and welfare facilities such as toilets, canteen, isolation spaces, access, egress and circulation routes
(b) Additional cleaning measures
(c) Covid-19 supervisor role(s)
(d) Covid-19 Personal Protective Equipment (PPE) where necessary
(e) Social distancing.

6.15 Waste Management Procedures & Housekeeping

The appointed PSCS must ensure that all waste is handled by a certified waste collector and is disposed of according to Environmental Legislative requirements. The PSCS shall outline its waste management procedures in its Safety & Health Plan. The PSCS shall adhere to Local Council Authorities waste management procedures. Waste shall not be burnt on site as this is strictly illegal practice. The appointed PSCS shall ensure that materials are ordered so that the quantity delivered, the timing of the delivery and the storage is not conducive to the creation of unnecessary waste.

- Packaging, cut cables, paint cans, food waste & rubbish will be segregated and will be collected by a reputable waste collector.
- Food waste & rubbish such as wrappings and drinks cans & bottles shall not be left lying around the site.
- Hazardous wastes such as Oils, batteries, chemicals, sewage, fluorescent tubes, lead, and materials contaminated with hazardous waste, contaminated cans will be segregated and will be collected by a reputable waste collector (i.e. it will be identified, removed and kept separate from other Construction Waste

materials in order to avoid further contamination).

- Other Construction Waste materials will be segregated and will be collected by a reputable waste collector (collected in receptacles with mixed Construction Waste materials, for subsequent separation and disposal at a remote facility).
- Waste shall be classified into two types, Hazardous waste & Non- Hazardous waste.

Hazardous waste	Non- Hazardous waste
Oils, batteries, chemicals, sewage, fluorescent tubes, lead, materials contaminated with hazardous waste, contaminated cans, Asbestos, etc…..	Wood, rubble, plastic, paper, cardboard, bottles, glass, cans, metal, aluminium, tin, tea bags, etc…..

-

- The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they make appropriate arrangements to remove waste promptly. **The Main Contractor, Project Supervisor**

Construction Stage (PSCS) shall ensure that they take account any costs incurred for handling waste when estimating at tender submission.

6.16 Communication Procedures

The appointed PSCS shall place great emphasis in ensuring that the Client, PSDP, Designers and Consultants are spoken to regarding any issues that may compromise the Clients procedures to ensure that appropriate controls are put in place. There must be an open line of communication and cooperation maintained at all times between the PSCS and the Client and the PSDP and others involved in the project. The PSCS must liaise with the Client contact and Sub-Contractors daily about works and must implement a Safe Plan of Action (SPA) daily and weekly as necessary ensuring a well-coordinated safe site.

Induction training – The appointed PSCS shall compile the site induction programme to ensure that important elements such as Housekeeping, Hygiene, Site security, etc are included into the main contractors induction programme.

The appointed PSCS shall also carry out regular toolbox talks with relevant topics with all working on the project and keep records of same. The HSA "Safe Systems Of Work Plan" (SSWP) may be used also to help promote safety on site. The SSWP may help assist in getting information across to non national workers that the PSCS may have working on the project. Communication to non nationals with no or little English must be given full attention from the appointed PSCS. A record shall be kept of all meetings with time, date, attendees, discussion, action points, completion due dates, status and responsibility. The exchange of design information between the Client, Designers, Project Supervisor for the Design Process, Project Supervisor Construction Stage and Contractors on site shall be assured by the appointed PSCS at all times. **The appointed Main Contractor, Project Supervisor Construction Stage (PSCS) shall ensure that they take account of any costs incurred for such works mentioned above when estimating at tender submission.**

REGULATORY REQUIREMENTS

The contractors responsibilities under safety Regulations & Procedures shall include all Government Regulations under the Safety, Health & Welfare at Work Act 2005, inclusive of all current statutory instruments in relation thereto (e.g. Construction Reg. 2013) and legal requirements of all acts of the Oireachtas, Statutory regulations, Approved Codes of Practices, Local authority and other regulations or requirements to the works carried out under this contract.

PROJECT REVIEW

Details of proposed significant design changes must be communicated to the Project Supervisor Design Process. Any design changes made by the Client or the appointed PSCS must raised with the PSDP prior to their implementation to allow the PSDP evaluate for health and safety related implications. Where health and safety implications are evident as a result of design changes, existing Safety Plans and arrangements will be reviewed as to their continued adequacy, updated where necessary and relevant information communicated to all affected parties. Where design changes are made by the Client or the appointed PSCS, the client will be advised to have any changes to design approved by a recognised Chartered Architect. The Client and the PSDP reserve the right to audit the site on an ongoing basis.

SAFETY DOCUMENTATION

Compilation of the Safety File

The PSDP shall be responsible for the preparation of the Building Safety File but will require the following - non exhaustive - schedule of information from the appointed PSCS in order to allow the compiling of the Safety File.

(1) Completion Certification

- Letter of substantial competition from the main contractor.
- Practical competition certificate from the architect.

(2) Access Safety Systems

- Contact details for the system designers.

- Electronic Drawings In pdf format, details & certification of the system including pull out tests & other loading tests for permanent safety eyes, safety lines, barriers, etc.

(1) Safety Related Correspondence

- Electronic copy of the notification of the project to the H.S.A. on the approved form. Copy of AF1 and AF2.
- Electronic copy of any correspondence between the PSDP, PSCS & client with respect to Safety Matters.
- Electronic copy of any Direction issued by PSCS.
- Electronic copy of the notification of the project to the H.S.A. on the approved form.
- Written confirmation from the PSCS(s) that the works have been completed in accordance with the specification and regulations.
- Pressure test cert for gas and plumbing pipwork to be handed over to the PSDP, prior to the Architect issuing of the Certificate of Practical Completion for the Project.

(2) Method statements/Safe Plan of Action

- Electronic copy of every Method Statement &/or Safe Plan of Action (SPA) prepared for an element of the project
- Electronic copy of the Construction Stage Safety & Health Plan

(3) O&M Manuals

- **Compliance / Commissioning Certificate RECI Certificate.**
- **Electronic copy of the O&M Manuals for the project.**
- Electronic copy of a Maintenance Schedule for all major elements of the project, set out in an elemental format.
- Material Safety Data Sheets (MSDSs) for chemicals used - such as the glues/ sealants, silicones, pipes used, etc.
- Asbestos “site clearance for reoccupation” or “the asbestos clearance certificate” where applicable.
- The PSCS shall include a list of contacts names and addresses used in the project.

(4) As Built Drawing(s)

- Amended electronic copies of construction issue drawings where appropriate supplied by the architect.
- It will be a condition of contract that the schedule of information listed in 9.1 will be handed over by the PSCS/Main Contractor, prior to the Architect issuing of the Certificate of Practical Completion for the Project.
- The Main Contractor (P.S.C.S.) shall submit a signed document indicating that they have carried out the work according to manufactures requirements - letter of substantial completion of works.
- The Main Contractor (P.S.C.S.) shall be deemed to have included the costs associated with the compilation of information for the safety file to be handed over to the PSDP, prior to the Architect issuing of the Certificate of Practical Completion for the Project, in the tender submission.

(5) Safety Glazing

- Confirmation from the PSCS that all Safety glazing is installed as required.
- Location and type of safety glazing shall be scheduled and cross linked by the Main Contractor to an appropriate as built drawing.

(6) Permanent Fire Safety Measures

- Written confirmation from the Main Contractor that permanent passive fire safety measures as incorporated into the building comply with the latest version of the Fire Safety Certificate.
- Written confirmation that the following permanent safety systems as installed within the building have been tested and commissioned in accordance with the appropriate standards & that the M&E Consultants have accepted same.

Emergency Lighting Installation	Fire Alarm Installation	Gas Detection Installation
Water (Leak) Detection Inst	Electrical Earthing Installation	Pipe pressure tests Drains functioning

- Written confirmation that the general electrical installations have been tested and commissioned in accordance with the appropriate standards & that the M&E Consultants have accepted same.
- Details including the names, dates & type(s) of training furnished to client representatives.

9.3 **Compilation & Updating of the Construction Stage Safety & Health Plan**

The appointed PSCS is advised to compile and revise a written construction stage safety and health plan for the project and to cost accordingly at tender stage. The appointed PSCS shall cost also at tender stage for site specific safety statement and ensure that all working on the project are allocated time for induction prior to working on the project. The appointed PSCS will be required to demonstrate proof that they have full Employer Liability and Public Liability and Contractors All Risk insurance cover to cover the project as well as demonstration of competency to carry out the works. The appointed PSCS will be required to keep a current in date copy of their Safety Statement on site at all times and also be required to hold copies of all sub contractors Safety Statements on site as well as training records, etc. **The appointed PSCS will be required to demonstrate proof that they have full Employer Liability and Public Liability insurance cover to cover the project as well as demonstration of competency to carry out the works.** The PSCS will be required to keep a current in date copy of their Safety Statement on site at all times and also be required to hold copies of all sub contractors Safety Statements on site as well as training records, etc.

10.1 OWNER SITE SAFETY PROCEDURES

All workers under the control of the PSCS, Main Contractor shall adhere to the requirements of The Safety, Health & Welfare at Work (Construction) Regulations, 2013 in particular to Schedule 2, Regulations 17 and 24; Non-Exhaustive List of Matters to be Considered in Particular as regards the Application of the General Principles of Prevention to Construction Work under these Regulations:

1. Keeping the construction site in good order and in a satisfactory state of cleanliness.
2. Choosing the location of workstations bearing in mind how access to them is obtained, and determining routes or areas for the passage and movement of equipment.
3. The conditions under which various materials are handled.
4. Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults which might affect the safety, health and welfare of persons at work.
5. The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
6. The conditions under which the dangerous materials used are removed.
7. The storage and disposal or removal of waste and debris.
8. The adaptation, based on progress made on the construction site, of the actual time to be allocated for the various types of work or work stages.
9. Co-operation between employers and self-employed persons.
10. Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.

The consuming of food / meals on site is strictly prohibited as well as the disposing of rubbish from food wrappings/ drinks bottles on site. Smoking indoors is also strictly prohibited. In addition to the above, the appointed PSCS shall provide the following not unless agreement has not been granted from the Client to use their facilities:

1) Adequate and suitable accommodation for the deposit of protective clothing used for work and kept, when not in use, at or in the immediate vicinity of the site, with such arrangements as are practicable for drying such clothing if it becomes wet.
2) Facilities for boiling water and, where there are more than five persons at work on a site and heated food is not otherwise available on the site, adequate facilities for heating food, and an adequate supply of wholesome drinking water.
3) All accommodation provided shall be properly ventilated, adequately lighted, kept in a clean, hygienic and orderly condition and shall not be used for the deposit or storage of building materials or plant.
4) Appropriate changing rooms shall be provided for persons at work if they have to wear special work clothes and if, for reasons of health or propriety, they cannot be expected to change in another area. Changing rooms shall be easily accessible, be of sufficient capacity and be provided with seating. If changing rooms are not required every person at work shall be provided with a place to lock away his or her own clothes and personal effects
5) If circumstances so require where work clothes are likely to be contaminated by dangerous substances, atmospheric conditions or the conditions of the workplace, facilities shall be provided to enable working

clothes to be kept in a place separate from personal clothing and effects.

6) Provisions shall be made for separate changing rooms or separate use of changing rooms for men and women.
7) Provision must be made for separate washbasins, or separate use of washbasins for men and women when so required for reasons of propriety.

8) At least one suitable sanitary convenience shall be provided, not being a convenience suitable only as urinal, for every 20 persons at work on a site.
9) Every sanitary convenience required to be provided shall be sufficiently ventilated and shall not communicate with any workroom or messroom except through the open air or through an intervening ventilated space.
10) Every sanitary convenience shall be under cover and so partitioned off as to secure privacy and every sanitary convenience, other than a convenience suitable only as a urinal, shall have a proper door and fastening.
11) The sanitary conveniences shall be so arranged as to be conveniently accessible to persons at work at all times while they are at the site and shall where practicable be convenient to the washing facilities.
12) Provision shall be made for separate sanitary conveniences or separate use of sanitary conveniences for men and women.
13) Every sanitary convenience shall be maintained in a clean and hygienic condition.
14) Pregnant women and nursing mothers shall be able to lie down to rest in appropriate conditions.
15) Workplaces must be organised to take account of handicapped persons at work, if necessary. This provision applies in particular to the doors, passageways, staircases, showers, washbasins, lavatories and work-stations used or occupied directly by handicapped persons at work.

Appendix 1

GENERAL PRINCIPLES OF PREVENTION

(Third Schedule Safety, Health And Welfare At Work Act 2005)

1. The avoidance of risks, e.g. where appropriate by selecting non-fragile roofing materials, or by avoiding the disturbance of contaminated land where practicable.
2. The evaluation of unavoidable risks, i.e. evaluating the likely consequences of such risks.
3. The combating of risks at source. If risks cannot be avoided, they should be combated at source so far as practicable, e.g. by specifying brush application of a treatment rather than spraying to reduce solvent exposure, or specifying finishing materials containing less harmful constituents.
4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view , in particular, to alleviating monotonous work and work at a predetermined work rate, and to reducing their effect on health. This will make work less monotonous and improve concentration, and reduce the temptation to take short cuts or to improvise equipment and materials.
5. The adaptation of the place of work to technical progress; taking advantage of technical progress often offers opportunities for safe and more efficient working methods.
6. The replacement of dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems of work, e.g. replacing solvent-based paints with water-based ones where practicable.
7. The giving of priority to collective protective measures over individual protective measures. Measures which protect everyone should be given priority over those which protect only an individual, e.g. the provision of fixed guard rails on a maintenance walkway rather than safety harnesses, the installation of safety nets rather than relying on individual safety harnesses, the provision of local exhaust ventilation in preference to personal protective equipment.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment. The Safety and Health Plan for the site should act as the focus for the bringing together and co-ordination of the preventive policies of the various contractors involved in the project. Where a Safety and Health Plan is not required under the Construction Regulations 2013, the Safety Statement as required by the 2005 Act must contain an adequate prevention policy.
9. The giving of appropriate training and instructions to employees.

Appendix 2

DUTIES OF PROJECT SUPERVISOR CONSTRUCTION STAGE

It shall be the duty of the project supervisor appointed for the construction stage:

- To develop before the commencement of the construction work the safety and health plan for the construction site.
- Co-ordinate the implementation of the construction regulations by contractors;
- Organise co-operation between contractors and the provision of information;
- Co-ordinate the reporting of accidents to the Authority;
- Notify the Authority before construction commences where construction is likely to take more than 500 person days or

30 working days;

- To facilitate, where more than 20 persons are normally employed at any one time on the site at any stage of the project, the appointment of a site safety representative
- Provide information to the site safety representative;
- To inform the site safety representative when an inspector arrives on site for the purpose of making a tour of inspection.
- Co-ordinate the checking of safe working procedures;
- Co-ordinate measures to restrict entry on to the site;
- Co-ordinate the provision and maintenance of welfare facilities;
- Co-ordinate arrangements to ensure that craft, general construction workers, and security workers have a Safety Awareness card, e.g. Safe Pass and a Construction Skills card where required;
- To keep records relating to Safe Pass and CSCS
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site;
- Appoint a safety adviser where there are more than 100 on site;
- Provide all necessary safety file information to the PSDP;
- Monitor the compliance of contractors and others and take corrective action where necessary;
- Notify the Authority and the client of non-compliance with any written directions issued;
- The PSCS may issue directions to designers or contractors.
- To co-ordinate the implementation of the general principals of prevention (See Appendix 1)
- To organise the provision of information
- To provide appropriate information to the safety representative
- To co-ordinate arrangements for checking implementation of safe working
- To co-ordinate the implementation by contractors of their duty to provide the project supervisor with the information in relation to any death, injury, condition or dangerous occurrence which the contractor is required to notify or report under the Safety, Health and Welfare (General Application) Regulations, 2007, procedures.
- To co-ordinate measures for permitting authorised persons only onto the construction site and keeping a sign in / out register
- To co-ordinate arrangements which facilitate the provision and the maintenance, in an appropriate condition of site welfare provisions to all persons at work on the construction site
- To co-ordinate consultation
- To co-ordinate the implementation of relevant requirements of regulations by contractors
- To follow the provisions of the Health & Safety Plan where required
- To organise co-operation between contractors and co-ordination of their activities in relation to a project with a view to protecting persons at work and preventing accidents and injury to health.
- The PSCS may appoint a competent person as health and safety co-ordinator to undertake on behalf of the Project Supervisor the above duties.

Appendix 3

Permanent Works Design Certificate

(to be completed by the Permanent Works Designer(s) and the PSDP)

Project:		Certificate Reference Number:	
Element of Permanent Works to which this certificate applies:			

Identify All of the Permanent Works Designers to Which This Certificate Applies:

☐ Architect	☐ Structural Engineer	☐ Civil Engineer	☐ M&E Engineer
☐ Fire Safety Consultant	☐ Geotechnical Engineer	☐ Traffic Consultant	☐ Landscape Architect
☐ Process Engineer	☐ Quantity Surveyor	☐ Specialist Designer _____	
☐ Other Designer _____		☐ Other Designer _____	

Detail design codes adopted or complied with for this element of works:			
Reference numbers for calculations; completed & checked:			
Drawings Numbers; completed & checked:			
Design intent and assumptions that may affect constructability:		Design criteria attached: Yes ☐	No ☐

We hereby confirm that we have to date carried out, and will continue to carry out as necessary, the design of these parts of the works which we are appointed to design and that we have exercised reasonable professional skill, care and diligence 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, we:

1 have taken account of the General Principles of Prevention and any existing Safety File;

2 have provided the PSDP and PSCS as appropriate with all relevant information as required by the Construction Regulations; and

3 have cooperated with the PSDP and PSCS and with other Designers, as necessary.

Signed for & on behalf of the Designers (identified above):

Date:

We hereby confirm that we have coordinated the activities of the Designers responsible for this element of the works, in respect of the taking into account the General Principles of Prevention and with due regard to our duties as PSDP under the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Signed:	for & on behalf of the PSDP:	Date:

Temporary Works Design Certificate

To be completed by Temporary Works Designer(s), Permanent Works Designer(s) and PSDP

Project:		Certificate Reference Number:	
Element of Temporary Works which we have designed & to which the certificate applies:		Element of Temporary Works Scheme which is shown on our drawing, but which we have not designed:	
Detail design codes adopted or complied with for these temporary works:			
Reference numbers for calculations; completed & checked:			
Drawings Numbers; completed & checked:			
Provide the assumed construction sequence required by the Temp Works Design:			
Requirements for temporary stability: propping, bearing, bracing, loading:			

	Yes	No
Fully detailed on drawings:	○	○
Additional Information attached:	○	○
Information to be sent to site:	○	○

We hereby certify that we have exercised reasonable professional skill and care in the preparation of the design of those parts of the works which we have been appointed to design and that we have exercised reasonable professional skill, care and diligence 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. In particular:

1 we have taken account of the General Principles of Prevention;
2 we have provided the PSDP and PSCS as appropriate with all relevant information as required by the Regulations; &
3 through our customers, we have cooperated with the PSDP and PSCS and with other Designers, as necessary.

Signed:	for & on behalf of the Temporary Works Designer:	Date:

We hereby confirm that we have communicated our design assumptions to the Temporary Works Designer. We are satisfied that our permanent works design can be constructed to be safe and without risk to health in accordance with Section 17 of the Safety, Health and Welfare at Work Act 2005.

Signed:	for & on behalf of the Permanent Works Designer:	Date:

We hereby confirm that we have coordinated the activities of the Designers responsible for this element of the works, in respect of the taking into account the General Principles of Prevention and 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 & on behalf of the PSDP:	Date:

HEALTH AND SAFETY AUTHORITY

Safety, Health and Welfare at Work (Construction) Regulations 2013

Approved Form (AF 2)

Regulation 22

Particulars to be notified by Project Supervisor for the Construction Stage to the Health and Safety Authority before the construction work begins

NOTE:

This form is to be used to notify the Health & Safety Authority of any project covered by the Safety, Health and Welfare at Work (Construction) Regulations 2013, which will last longer than 30 days or 500 person days. It can also be used to provide changes to initial notification of projects.

Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.

This Notification is to be made by Registered Post to HSA, Metropolitan Building, James Joyce Street, Dublin 1; or as may be directed by the Authority.

The project supervisor for the construction stage shall clearly display on the construction site a copy of this form.

1 **Client(s):** Provide name, full address, telephone number and e-mail address for the Client. If more than one Client, please attach details of all Clients on a separate sheet.

Name

Address

Telephone | Email

2 **Project Supervisor Design Process and Health & Safety Coordinator:** Provide name, full address, telephone number and e-mail address for the PSDP and Health & Safety Coordinator for the PSDP, if appointed.

PSDP name	H&SC name
Address	Address
Telephone	Telephone
Email	Email

3 **Project Supervisor Construction Stage and Health & Safety Coordinator:** Provide name, full address, telephone number and e-mail address for the PSCS and Health & Safety Coordinator for the PSCS, if appointed.

PSCS name	H&SC name
Address	Address
Telephone	Telephone
Email	Email

4 **Information on Construction Work:** Please provide your details / estimates for the following.

Description of project

Exact address of site

The planned date for the commencement of the construction work

How long the construction work is expected to take (in weeks)

Estimated maximum number of workers on site at any one time

Planned number of contractors and self-employed persons expected to work on site

5 **Details of Contractors Chosen:** Provide name, full address & telephone number of those selected to work on this project (if required continue on a separate sheet).

Name	Address	Telephone and email

Signed | by or on behalf of the PSCS

Position | Date

Appendix 4

THEDEMOLITION CHECKLIST IS TO BECOMPLETED BY THE PROJECT SUPERVISOR CONSTRUCTION STAGE

A . Building Ow ner Checklist

[ ] Have all the available plans and specifications of the building been provided to the demolition contractor?

[ ] Have the necessary approvals been obtained from the regulator authority?

[ ] Have the relevant authorities controlling essential utility services been notified?

[ ] Has the extent of the demolition w ork been defined?

[ ] Has a realistic period of time been allocated for the demolition?

[ ] Have the adjoining ow ners been notified and protection w orks agreed to?

[ ] Has the extent, nature and location of hazardous materials been documented?

[ ] Have all services been located?

[ ] Have all underground tanks, vaults and w ells been located?

[ ] Have all chemicals, volatile f uels and gases been deactivated?

[ ] Is the building free from vermin?

[ ] Is the vacant building secure from f ire?

B. Safety Checklist

[ ] Workplan prepared and available on site?

[ ] Safety plan prepared and available on site?

[ ] Telephone w ith all emergency number displayed?

[ ] First aid person and kit on site?

[ ] Overhead protection, hoarding, gantries and protective structures suff icient to protect public and prevent unauthorisedentry?

[ ] Fire f ighting equipment available and persons trained in its use?

[ ] Demolition w arning signs in place?

[ ] Safe access to site of f ice clearly marked?

[ ] Toilets, and amenities clean and in a safe area?

[ ] safe access to w ork areas clear or rue)le and w ell lit?

[ ] Competent supervision on site?

[ ] Asbestos and other hazardous substances been removed?

[ ] Tanks, voids and vaults located?

[ ] Tanks degassed and rendered saf e?

[ ] Electricity, gas and other services not required cut of f?

[ ] Earth leakage to all temporary pow er?

[ ] Shoring and underpinning w here required?

[ ] Floors back propped w here required?

[ ] Penetrations in f loors covered or barricaded?

[ ] Open sides of f loors, roofs, stairw ells, lightw ells and lift shafts protected?

[ ] Vehicle buff ers provided at debris chutes and openings?

[ ] Debris dropping zone clearly signed and barricaded?

[ ] Welding and cutting cylinders in cages or otherw ise secured?

[ ] Fire extinguishers w ith cutting gear?

[ ] Goggles, gloves and protective equipment provided w ith cutting gear?

[ ] Jack hammers and compressors f itted w ith silencers? [ ] Compressor hose connections f itted w ith safety pins? [ ] Respiratory, hearing and eye protection provided?

[ ] Debris cleared from f loors to prevent overloading?

[ ] Combustible debris not building up to become a f ire hazard?

[ ] Lift shafts barricaded and catch platforms w here necessary?

[ ] Safe w ork platforms provided?

[ ] Hard level surf ace provided for elevated w ork platforms, free from penetrations or upstands?

[ ] Scaf f olds tied to structure, saf e w orking decks guardrails, toe boards and access provided?

[ ] Scaff old undamaged and free from debris?

[ ] Where site adjoins public place perimeter scaf f old provided and dust proofed?

[ ] Earthmoving equipment and demolition machinery operated by competent persons w ith the appropriate certificates of competency w here required?

[ ] Earthmoving equipment and demolition machinery provided w ith overhead protection w here appropriate?

[ ] Earthmoving equipment and machinery used on f loors certified safe by an engineer and backpropped w here required by engineer?

[ ] Engineers report on f loors to support earthmoving equipment and demolition machinery made know n to the relevant persons on site?

[ ] Health and Safety representatives consulted and informed of all w orkplans, safety plans and intended w ork procedures on site