MALACHI CULLEN
CONSULTING ENGINEERS LTD

Preliminary Safety & Health Plan

for

Ferbane Garda Station Refurbishment and All Associated Works

21-044 Issue 1

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Section 1

Foreword

Malachi Cullen Consulting Engineers Ltd., as appointed Project Supervisor Design Process (PSDP) for Ferbane Garda Station Refurbishment and All Associated Works, are required, under Health and Welfare at Work (Construction) Regulations 2013, to produce a Preliminary Safety and Health Plan which includes Health and Safety information obtained from the client, designers, and where appropriate, the Project Supervisor Design Process.

This document will be issued to the Project Supervisor Construction Stage and may be cross-referenced with information provided within the tender package submitted to prospective contractors.

The Project Supervisor Construction Stage must take into account the specific requirements of the project when preparing and presenting tender documents and must identify within their documentation details relating to their competency to undertake the role of PSCS, at appointment stage.

The Project Supervisor Construction Stage, once appointed, is required under the Regulations to prepare prior to any construction work commencing, a Construction Phase Health and Safety Plan which shall be in compliance with Regulation 16(a) of the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Section 2

General Description of the Project

1.1 LOCATION OF THE WORKS

The location of the proposed works are within the Ferbane Garda Station building, Main Street, Ferbane, Co. Offaly, and affect the public office and entrance of the building. The Garda Station site may remain in operation while the works are being undertaken, therefore the works will be carried out on a live site. The Gardai private carparking is located to the rear of the station.

1.2 SCOPE OF WORKS

The scope of the work includes the following:

(i) Refurbishment works to the public office including new public counter
(ii) Installation of new partition and 3 No. fire-doors.
(iii) Installation of a new main entrance door with side panels.
(iv) Forming wider door opes in masonry walls

All with associated site development works

1.3 PROGRAM

It is envisaged that the works will take 6 weeks.
(Timing is based on the scope at time of issue and the provision of adequate resources on the Contractor's side).

The PSCS must make the Client aware if this timeframe is too short.

1.4 PROJECT TEAM

Client / Project Architect

Name : *The Office of Public Works*
Address : *South East Region, 13 Catherine Street, Waterford, Co Waterford, X91 NW92*
Phone : *(046) 940 7208*
Email : *Anita.Morrissey@opw.ie*
Contact : *Anita Morrissey, OPW Architect*

Client Contact at Location of Proposed Works

Name : *Station Sergeant in Charge*
Address : *An Garda Síochána, Ferbane, Co. Offaly*
Phone: *090 645 4302*

Project Structural Engineer

Name : *Malachi Cullen Consulting Engineers Ltd.*
Address : *8 Centre Court, Blyry Business & Commercial Park, Athlone, Co. Westmeath N37 A710*
Phone : *090 642 0364*
Email : *billy.bourke@mcullen.ie*
Contact : *Billy Bourke*

M&E Design Engineer

Name: *The Office of Public Works*

Project Supervisor Design Process

Name : *Malachi Cullen Consulting Engineers Ltd.*
Contact Details: *As above*

Project Supervisor Construction Stage

To be Confirmed

1.5 AVAILABLE "AS-CONSTRUCTED" INFORMATION FOR THE EXISTING SITE

The only "As- Constructed" information available is information relating to existing services as shown on the existing site layout drawings. It is important to note that these drawings may not be accurate and should be used for guidance only.

1.6 WELFARE PROVISIONS

As this is a live Garda Station building, there are Electrical, Water, Foul and Surface Water Sewer. It is envisaged that the contractor would set up their offices near to the existing building and and tie into these services for welfare purposes. The contractor must liaise with An Garda Siochána on tie in arrangements at the outset. Any electricity usage by the Contractor shall be paid for by the Contractor.

Section 3

Known Existing Environment and Related Restrictions

PART 3A SAFETY HAZARDS

3A.1 Access Issues Beyond, Into and Within the Site Boundary

- The Contractor must set up their Site boundaries in consultation with the Engineer.
- It is critical that adequate working space is allocated for use of machinery, excavators, scaffolding etc.
- The Site must be kept effectively secured at all times to ensure that there is no unauthorised entry.
- The designated walking area passing the Site must be diverted as necessary.

- Emergency Access/Egress to/from the Garda Station shall be maintained at all times.

- Contractor shall allow for adequate lighting on the public side of both internal and any external hoarding.

3A.2 Restrictions Imposed On Site Deliveries, Collections or Storage

- All deliveries will have to enter and leave at times agreed with the Garda Station representatives. The contractor shall arrange his deliveries to avoid peak traffic hours.
- The access road is by means of a main public road into Ferbane GS. This road network, and the main road to the front of the Garda Station grounds can be congested at peak times during the day.
- Concrete and other deliveries must be planned so as not to close off access and it is advised that the contractor should have a competent person directing traffic where restrictions are in place.
- There will be a very limited allocation of parking for construction personnel within the Garda Station site, and the Contractor shall allow for same in his compound.

Larger deliveries must be made at off peak times as they would take up most of the road and create access problems.

Materials should be stored in accordance with manufacturer's requirements and in such a way as not to pose a risk of fire, collapse, become airborne during windy weather etc.

3A.3 Adjacent Land Uses

The site is located in an urban centre

3A.4 Location of Existing Services

All information on underground services must be reviewed by the Contractor. See Appendix III.
There is a 150mm diameter foul drainage pipe running around the existing building, and the Contractor should take extreme caution in relation to same. There are numerous connections to this pipe as shown on the drawing. The road and rear yard contains a 100mm dia watermain which is likely to be pressurised.

The Contractor is expected to comply with safe digging procedures and excavate slit trenches in case of services that may exist which are not marked on a drawing and in case the information provided is inaccurate. Those using cable locating devices must have training as required under the Safety Health and Welfare at Work Construction Regulations 2013. See - Code of Practice for Avoiding Danger from Underground Services for guidelines on this activity.

3A.6 Ground Conditions

(i) To be confirmed during Site Investigation Trial Holes as necessary.

3A.7 Information Relating To Existing Structure

(ii) To be confirmed during Site Investigation Trial Holes.

3A.8 Information on Previous Building Renovations or Extensions

Non-available.

3A.9 Previous Occurrences Which May Adversely Affected the Existing Structure

N/A

3A.10 Relevant Information regarding Existing Plant

Non-available.

PART 3B HEALTH HAZARDS

3B.1 Asbestos

The client has provided information in the form of an Asbestos Report for the building.

However, where material found is suspected to contain asbestos, its removal must be carried out in accordance with SI 386 Asbestos Regulation 2006:

- The H.S.A must be notified giving the information listed in schedule 3 of the Asbestos Regulations 14 days prior to removal.
- A Method Statement and risk assessment for asbestos removal must be drawn up – the method must be a system which will involve no breaking or minimal breaking of material).
- Those involved in the removal must be competent (see schedule 4 of Asbestos Regulations)
- Certification of equipment to be used as well as medical certificates of employees must be provided.
- It is advised that air monitoring be carried out during this work and that records be kept for the Safety File.
- Certification for the disposal of the asbestos in a registered landfill Site must be issued for the Safety File also.

3B.2 Existing Storage of Hazardous Materials

N/A

3B.3 Contaminated La

N/A

3B.4 Existing Structures Containing Hazardous Materials

The existing walls may contain old lime mortar which is an irritant and it is advised that personal protective equipment such as eye and respiratory protection be used when demolishing internal walls. Old masonry can contain fungal spores known as aspergillus and these can be fatal if immuno suppressed people inhale them – i.e. very elderly people, people with cancer etc. It is therefore advised that works be dampened down to prevent dust emission. Personal hygiene, awareness, risk assessment, personal protective equipment and monitoring must all form part of the approach to the issues listed above.

3B.5 Health Risks Arising From Clients Activities

The Garda Station will be working as normal throughout the course of construction and coordination will be required to ensure that the public/staff areas have adequate lighting and underfoot conditions as well as security from construction works for the duration of the contract.

Part 3C MANAGEMENT REQUIREMENTS

3C.1 Management and Planning of the Works

- Safety Related Planning Conditions
  Not applicable.

- Planning and Management of the Construction Works
  The appointed PSCS must ensure that the Site is managed in such a way that the safety, health and welfare of those on Site and the Public are not put at risk.

  The PSCS/Main Contractor is expected to comply with their duties under the Safety Health and welfare at Work Act 2005 and the Safety Health and Welfare at Work (Construction) Regulations 2006 and all other relevant legislation.

  The Contractor is expected to produce Method Statements and Safe System of Work Plans (H.S.A. SSWP) for the works. The onsite Health and Safety must be monitored by the contractor to ensure that safe systems of work are being adhered to and that legislation is being complied with.

  Adequate signage which is in compliance with Chapter1, Part 7 of the Safety Health and Welfare at Work (General Application) Regulations 2007 must be in place to forewarn traffic of the Construction Site (particularly before the junction and at the Site gate).

  The PSDP must be made aware of all temporary works design as well as permanent works design and must receive this information in writing. This will make the PSDP effective in their role during construction stage.

3C.2 Communication and liaison between Client and Others

All communications with the Client and others (i.e. neighbours, Utility providers) must be copied to the Design Team so that they may consider the implications of any changes, etc.

3C.3 Security of the site

It is the Contractor's responsibility to effectively secure the Site. The work areas and lay down / compound areas must be securely hoarded off and the hoarding must be at least 2.4m high to deter break ins, vandalism, etc.

Machinery and Site offices and stores must be effectively secured

Part 3D CLIENT SITE SPECIFIC REQUIREMENTS

3D.1 Site Hoarding Requirements

The Contractor is responsible for ensuring that there are effective means in place for securing the Site. The Contractor must allow adequate working space around the proposed works when planning their hoarding. Lighting on the public side of the hoarding shall be allowed for by the Contractor.

3D.2 Client's Site Transport Arrangements or Vehicle Movement Restrictions

See Section 3A.2 of this Preliminary Health and Safety Plan.

3D.3 Client Imposed Permit to Work Systems

As the hoarding will be placed within the Garda Station boundary, no hoarding licence is required. All connections to sewers shall be undertaken within the site boundary, therefore no road-opening licences are required.

3D.4 Required Fire Precautions

The Contractor/PSCS will be expected to control all Hot Works on Site through the use of a permit system which requires the following as a minimum:

(i) Is it possible to weld /cut off-site in the case of ordered-in materials?
(ii) All flammable material removed from the area.
(iii) Material which cannot be removed is adequately protected using fire blankets.
(iv) A suitable fire extinguisher must be at hand.
(v) A Fire watch must be in place and a check must be done for sparks and smouldering during and after the works.

3D.5 Emergency Procedures and Means of Escape

The Project Supervisor construction stage must ensure that there is a current Fire safety and Evacuation Plan in place at all times. All escape routes from the Garda Station must be maintained throughout the project and machinery, materials, equipment etc. must not block escape routes.

3D.6 Project Related "No Go" Areas Or Those Requiring Prior Authorisation

The remainder of the Garda Station building must not be entered without prior permission from the Sergeant-in-Charge.

3D.7 Client Designated Confined Space Areas

Confined Space work is not envisaged as part of this Project.

3D.8 Site Parking Restrictions

There is no parking allocated for this project. Construction traffic must not park on footpaths, roads or any other area not designated for parking.

3D.9 Smoking Policy

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) placed a ban on smoking at all enclosed places of work from 29/03/04 to protect persons at work from exposure to environmental tobacco smoke. The Contractor must ensure that this is enforced on Site.

Section 4

Identification of Particular Risks

It is the duty of the PSDP under Regulation 11(1) of the Safety Health and Welfare at Work (Construction) Regulations 2013 to apply the principles of prevention. These include the performance of risk assessments, in order to include within the Preliminary Safety and Health Plan and details of specific and particular risks identified. See Design Risk Assessments in Appendix G also.

4.1 Preparation Work

The preparation work involves:

(i) Setting up the Hoarding and Site Accommodation

Particular Risks Identified

Risk of striking underground services / Risk of the public being exposed to construction hazards / Risk of failure of lifting equipment when lifting huts / Risk of biological hazards when connecting foul drains / Risk of electrocution / Risk of collapse of hoarding.

- All information on underground services must be reviewed by the Contractor.
  The Contractor is expected to comply with safe digging procedures and excavate slit trenches in case of services that may exist which are not marked on a drawing and in case the information provided is inaccurate. Those using cable locating devices must have training as required under Schedule 4 of the Safety Health and Welfare at Work Construction Regulations 2013. See - Code of Practice for Avoiding Danger from Underground Services for guidelines on this activity.

- All construction activities must be effectively secured from public access. Works which pose a serious risk to Contractors and the Public (such as lifting huts into position) should be carried out at a time when there is minimal pedestrian activity.

- All lifting equipment must be certified and must be operated by CSCS trained operators and materials must be slung/banked by CSCS trained Banksmen. The temporary accommodation must have lifting eyes /points designed specifically for lifting.
  The Provision of adequate PPE and hygiene facilities will be necessary given that it is likely the operatives will come in contact with live sewage thus being exposed to possible infections such as Polio, Leptospirosis, hepatitis, etc.

- Part 3 of the Safety Health and Welfare at Work (General Application) Regulations 2007 must be complied with when working with electricity.

- All Electricians must be trained, experienced and competent.

- The PSCS / Contractor must ensure that all services have been isolated and that Lock Out Tag Out procedures are in place to prevent unplanned release of power to systems. Tests should be carried out to ensure that the system is isolated prior to working on the service.

- Hoarding must be designed by a competent engineer and wind loads must be considered in its design. The existing concrete surfacing should not be disturbed by the hoarding. The PSDP must be made aware of such elements of design and be provided with information on them prior to them being installed. Also See Appendix E for Temporary Works Design Certificate which must be completed by the Temporary Works Designer and must be signed off by the Permanent Works designer and the PSDP.

4.2 Demolition Works

- Modifications to internal wall layout.

Particular Risks Identified

Risk of collapse of structure / Risk of fall from height / Risk of falling objects / Risk of striking underground services

- The structure must be monitored during the works in case of any structural flaw developing during demolition. If a flaw is observed the demolition must stop, the area must be made safe and the Design Team must be made aware so that the flaw can be viewed.

- See Part 4 of The Safety Health and Welfare (General Application) Regulations 2007 S.I. No. 299 of 2007 in relation to work at height. The application and compliance with these regulations is critical in the safe execution of work at height. The risk in relation to demolition works is having to access the top of the wall which is 2.5m approx. from the ground.
  When selecting access equipment the PSCS/Contractor must take account of the existing environment and the risk of unplanned collapse.

- The Contractor should position all hoarding out far enough from the works so as to ensure that falling objects do not fall onto the public area. The Site workers should also be prevented from such risks through use of safe systems such as toe boards, brick guards, cordoning off of areas etc.

- See relevant sections of this Preliminary Health and Safety Plan in relation to underground services and protection of the public.

4.4 Construction of New Walls

- The works involving the construction of new walls, M&E installations and associated site works.

Particular Risks Identified
Risk of accidents when lifting and positioning large prefabricated items/ Risk of fall from height/ Risk of collision of construction traffic with public traffic or pedestrians.

- The Contractor is advised to follow Manufacturer's guidelines on lifting of materials. Chapter 4 of the Safety Health and Welfare At Work (General Application) Regulations 2007 must be complied with in relation to risk assessment and training.

- All lifting equipment must be certified and must be operated by CSCS trained operators and materials must be slung/banked by CSCS trained Banksmen.

- The tarmac environs may not be sufficient to provide a load-bearing platform for plant and especially lifting equipment which could topple due to soil giving way under out-riggers. The Contractor is advised to establish well consolidated ground adjacent to the Garda Station. Other surface areas within the hoarding should be protected during the works.

- See Part 4 of The Safety Health and Welfare (General Application) Regulations 2007 S.I. No. 299 of 2007 in relation to work at height. The application and compliance with these regulations is critical in the safe execution of work at height. When selecting access equipment the PSCS/Contractor must take account of the existing environment.

- The Contractor must ensure that there is adequate space for deliveries to enter and leave Site.
- All large deliveries should be planned for off peak times.
- Concrete and other deliveries must be planned so as not to close off access and it is advised that the contractor should have a competent person directing traffic where restrictions are in place.

4.5 Specified Materials which will Require Particular Precautions

Paint

The Contractor must obtain the Material Safety Data Sheet from the Supplier and must adhere to the requirements.

No other specific hazards relate to other specified materials.

Section 5

Rules for Continued Liaison

5.1 ARRANGEMENTS FOR DESIGN CO-ORDINATION AND MANAGING VARIATIONS

All designers have a duty under Regulation 15 of the Safety Health and Welfare (Construction) Regulations to provide design information in writing to the PSDP. This includes designers appointed by the PSCS/Main Contractor (including Temporary Works Designers). It is proposed that the H.S.A Permanent Works Design Certificate and Temporary Works Design Certificate be used in order to ensure co-ordination.

It is critical that this process is followed so that the PSDP can be effective in taking into account the General Principles of Prevention.

5.2 Design Alterations

Any drawing produced or revised during the duration of the Project must be copied to the PSDP.

5.3 Temporary Works Design

A competent designer must be appointed for any temporary works design. These designs must be issued to the design team and the PSDP for review. A Temporary Works Design Certificate must be issued to the PSDP prior to the temporary works being installed.

5.4 Site Progress and Technical Meetings

Minutes of all technical and progress meetings should be copied to the PSDP whether he is in attendance or not. The PSDP must be included in all correspondence pertaining to the development of the original design as described within the contract documents.

5.5 Other co-ordination issues

The PSDP wishes to stress the proximity of the existing working Garda Station relative to the construction site. The Contractor shall take all reasonable precautions to protect An Garda Siochana staff and members of the public from risks associated with the construction site, including all items as discussed in this report, but in particular the following:-

- providing a clear delineation between construction traffic and normal public traffic,
- provision of adequate hoarding and maintenance of same throughout the contract, and
- adequate liaison and continuous communication between the site foreman and the Sergeant in Charge or their representative.

Section 6

Conclusions from Designers & PSDP taking into account the General Principles of Prevention and any relevant Safety & Health Plan or Safety File

6.1 SIGNIFICANT DESIGN ASSUMPTIONS

- It is assumed that the Contractor will use appropriate certified mechanical lifting equipment for lifting any prefabricated construction elements, and for removal of the construction debris and waste.

- It is assumed that the ground is of suitable bearing capacity at the formation levels given on the drawings – this may change once the ground is viewed on excavation.

- It is assumed that the work won't affect existing structures – investigation works must be carried out by the Contractor to ascertain the extent of foundations etc. and consultation will be required with the Structural Engineer.

6.2 SUGGESTED WORK METHODS

- The Contractor will firstly be expected to effectively secure the work area and erect signage, which complies with the Safety Health and Welfare at Work (General Application) Regulations 2007, to create awareness of the proposed works.

- The newly refurbished cells shall be fully complete and certified prior to removal of the hoarding.

6.3 PROPOSED PHASING OF THE WORKS

- Possible phasing of the works in terms of ground floor and first floor, i.e. that first floor work would not be complete until all of the ground floor work is complete, subject to client approval.

Appendix I
Envisaged Contents of Safety File

Item	Description	Supplied By
1	Copies of all site instructions or Variation orders	MCCE
2	Copies of all correspondence with statutory bodies i.e. Water, ESB, Telecoms Providers, Gas, Clare County Council, Planning Authority, etc.	Main Contractor
3	As-Constructed Drawings	Main Contractor
4	Specification and Residual Design Risk Assessment	MCCE
5	Shop Drawings and Associated Information from designers	Main Contractor
6	Condition Survey/Reports on portions of existing building.	Main Contractor
7	Substantial Completion Certificate	MCCE
8	Manufacturers trade literature guarantees, the name of the manufacturer, the name of the local supplier and all associated addresses and phone numbers. The information should also include a contact person.	Main Contractor
9	Drawing showing additional services discovered during work	Main Contractor
10	Copies of all Test Certificates, Guarantees and shop drawings for items installed.	Main Contractor
11	List of Electrical Sub-Contractors and Suppliers	Main Contractor
12	Operational and Maintenance Information for all relevant items including Mechanical and Electrical Equipment, Fire Alarm, etc., where appropriate.	Main Contractor
13	Original Test and Commissioning Certificates for Light and Power (including RECI Cert)	Main Contractor
14	“As installed” electrical services drawings. Hard copy and electronic (minimum CAD Release 2000) required.	Main Contractor

Appendix II
Design Risk Assessments & List of Drawings Issued by Designers

See Drawing Register for List of Drawings contained elsewhere in Tender Documents

Appendix III
Existing As-Built Site Services Information