HEALTH, SAFETY AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013

PRELIMINARY SAFETY & HEALTH PLAN DESIGN PROCESS

This Preliminary Safety and Health Plan has been prepared in
Accordance with Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013).

Project:

Refurbishment of The Willow Unit, St Joseph's Hospital, Ennis, Co Clare.

Project Supervisor for Design Process
Hassett Leyden & Associates

Client: **Health Service Executive**

Project Number: 2825

Document History

Date	*Status*	*By*	*Rev*

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Image 1 – St Josephs Hospital Campus.

This Preliminary Safety & Health Plan has been in accordance with Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013). and is based on project information available at time of writing.

15/7/2026 10:50am.

1. GENERAL DESCRIPTION OF PROJECT

1.1 Client
(Name & address)

Health Service Executive,
Estates West,
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1.2 Project Supervisor for Design Stage
(Name & address)

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1.3 Project Description:

Refurbishment of The Willow Unit at St Josephs Hospital, Ennis, Co Clare to include minor partition reorganisation, new kitchen upgrade, new sanitaryware and IPS units, replacement of some doors and refurbishment of the remainder, new flooring and general redecoration of the unit.

1.4 Site Location

St Josephs Hospital, Ennis, Co Clare.

1.5 Drawings/Specifications

Drawings / Specifications:

As per attached schedule in Appendix C.

Existing Safety File for the project:

None:	X	In Client's Possession:	No

1.6	**Contaminated Land:** (Survey Results Attached)	N/A
1.7	**Relevant Adjacent Land Uses:** (state land uses for the area adjoining site and on roads to the site entrance) (assess location of proposed site relation to existing uses especially in to dust, noise, dangerous processes)	• The hospital campus is surrounded to the north, east and west by residential properties. • Lifford Road, HSE Gort Glas Centre, commercial properties and Tim Smyth Park lie to the south of the hospital. • St Josephs Church lies to the east of the hospital Campus and is in continuous use. • Clare Early Intervention Services (CEIS) lies to the rear of the campus on the northern boundary of the site and shares the same main entrance. • The works area is surrounded by hospital areas.
1.8	**Restriction of Working Hours:**	All works are to be carried out between 8:00am and 5:00pm, Monday to Friday. All excessively noisy works are to be carried out by arrangement with the Client.

1.9 Site Restrictions:

See attached drawings to see boundaries to building access.

See attached drawings for location of contractor compound.

The Contractors access to the works shall be limited in accordance with the provisions of the Specification. The works shall be restricted to the Contract Areas as defined on the drawings.

Works shall be further restricted to secure compliance with all regulating standards, Codes of Practice and Guidance Notes, Technical Memoranda and Directions Acts and Regulations in respect of contaminants, airborne pollution and toxic substances which may potentially or actually be present within the ambit of the works in consequence of the age and nature of the adjoining complex and/or consequential on its current or previous use.

1.9.1	**Site Parking restrictions:**	Parking is severely limited on site. Contractor parking is to be restricted to the contractor's compound and as agreed with the client.

1.9.2 Storage restrictions:

All contract materials are to be stored in the contractor's compound.

1.9.3 Site Security:

The Contractor is to make every effort to ensure that the site remains secure at all times.

Contractor to install suitable hoarding, painted plywood sheet on soft wood support framing, smooth surface to public areas, together with security wire "Herris" type (or equivalent) fence panels set in precast concrete shoes and securely bolted together to ensure site remains secure at all times.

1.9.4 Noise:

The works shall be further restricted by the requirement for the Main Contractor and all subcontractors to comply with the requirements of the Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 – Control of Noise at Work. The works shall be further restricted by a requirement to control airborne noise, transmission and fumes, particularly in light of the fact that the facility shall remain in operation at all times.

Regulation 123: Exposure Limit Values and Exposure Action Values
For the purposes of these Regulations, the exposure limit values and exposure action values in respect of the daily noise exposure levels and peak sound pressure are as follows:–
exposure limit values -
LEX,8h = 87 dB(A) and ppeak = 140dB(C) in relation to 20 μPa.,
upper exposure action values -
LEX,8h = 85 dB(A) and ppeak = 137dB(C) in relation to 20 μPa.,
lower exposure action values -

LEX,8h = 80 dB(A) and ppeak = 135dB(C) in relation to 20 μPa."

1.9.5 Road Cleaning:

All necessary measures shall be taken by the contractor to avoid spillage of deposit of clay, rubble or other debris on adjoining roads during the construction works. Where spillage / soiling of roads occurs, the contractor is to arrange to have area cleaned thoroughly and at his own expense.

Contractor to allow for sufficient road cleaning throughout the project & implement a wheel washing strategy.

1.9.6 Dust:

The contractor shall employ the best practicable means to minimise air blown dust being emitted from the site. This shall include covering skips and slack heaps.

1.9.7 Traffic System and Access Restrictions:

The Contractor is to prepare a Traffic Management Plan that takes fully into account pedestrian and vehicular traffic in the vicinity of the site entrance on the public road and the site in general. In particular, the following should be taken into consideration in preparing a traffic management plan for the project.

a) The fact that the residences, commercial units and public amenities in the vicinity of the public road offer the risk of pedestrians using the adjacent roads and footpaths.
b) Lifford Road is a busy road at all times of day and the junctions with the Gort Road & the Clonroad are particularly busy.

1.9.8 Existing Roads and Sightlines.

The site is off of the R352 Lifford Road which is one of the main routes in the town.
Adequate sightlines are available.
Traffic Management Plan to cover how to control access points to the site, parking for site operatives, and indicate signage required to warn residents of the dangers posed by the large and heavy vehicles.

1.9.9 Access to Site:
Deliveries & Site Access:

Access to the site is from the main entrance off the Lifford Road.
Vehicular and pedestrian access to the site will be via the main entrance on the site boundary. The traffic management plan should include a procedure for advising the Gardai and Local Authority of any particularly large deliveries to site that could affect traffic in the vicinity of the site.

Access to site is through the hospital internal access roads and as such care should be taken & appropriate speed limits observed. Contractor to allow for sufficient road cleaning throughout the project & implement a wheel washing strategy. All contractors and subcontractors shall provide evidence of adequate insurance prior to being allowed access to site. Separation of site traffic must be established where possible. Speed limits shall be implemented within the grounds. The contractor shall implement an appropriate booking in and out system for all site operatives and visitors. Procedures relating to safe pass, CSCS cards and other certification methods shall be followed. Contractor's personnel shall carry appropriate and visible identification at all times on site. The contractor shall implement a site-specific Health and Safety induction procedure. Vehicular and personnel routes shall be separated on site wherever possible. Site must be kept secure at all times to prevent unauthorised access. Temporary hoardings / barriers shall be used to secure site. Contractor should ensure public are kept away, at all times, from plant, and vehicles.

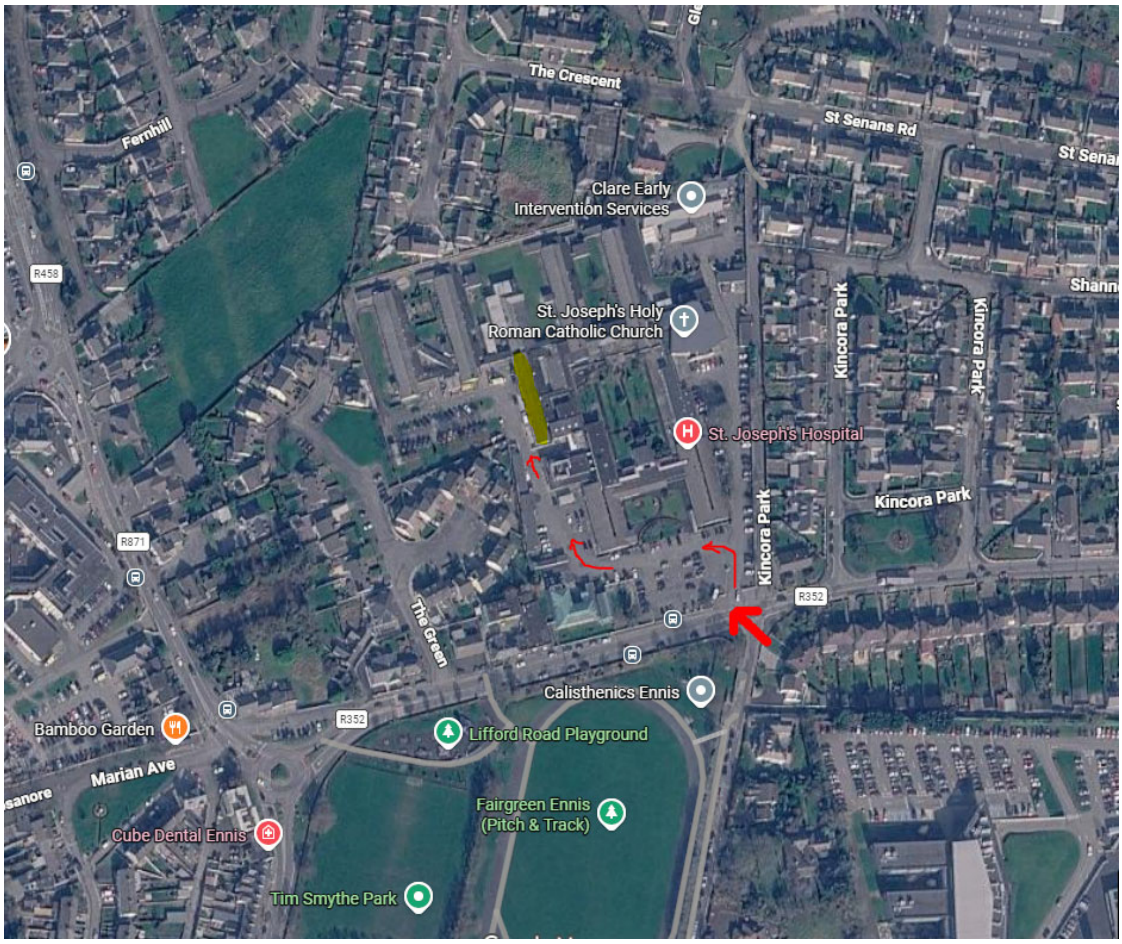

Image 2 – St Josephs Hospital Site Entrance & Unit Access & Location.



Image 3 – St Josephs Hospital Site Entrance.

1.9.9.1 Site Staff & Visitors Inductions:

The Project Supervisor Construction Stage to arrange for formal Health, Safety and Environmental inductions for all persons entering the site throughout the works. The induction shall comprise information on the various hazards which they may come into contact with, instructions on the site emergency procedures, warning and alarm systems, permit to work system, first aid locations, welfare facilities, access routes and project specific rules.

Induction training based on the latest advice and guidance on public health for Covid-19 should be provided for all workers, contractors and visitors.

1.9.9.2 Site Staff Safety Training:

The Contractor shall implement the requirements of the construction industry safety accreditation schemes, known as SafePass (Construction Regulations 2013: Schedule 4 – Regulations 4,19,25&29 and amendments) and CSCS Certification (Construction Regulations 2013: Schedule 5 – Regulations 2,19,25,29,74&97 and amendments).

All employees engaged on site shall be accredited under SafePass scheme and hold up-to-date cards. Relevant employees shall, in accordance with the requirements of the Construction Regulations 2013, have completed the CSCS as appropriate to the particular specialist activity in which they are engaged.

SARS-CoV-2 / COVID 19 – All site personnel are to undertake induction training based on the latest HSE, HSA & Dept. of Health advice and guidance on public health for Covid-19.

Non-compliant personnel should not be permitted on site.

Additional notes in relation to Archaeological Monitoring – Archaeologists are not considered to be construction workers and are not required by the Construction Regulations to have a Safe Pass.

However, given that much of the work they do is in a construction type environment, it is appropriate that the employer assess the work to be undertaken on a site-specific basis. If an objective assessment shows that employees having "safe pass" would help the employer comply with his/her general duties regarding training (in accordance with Section 8 of the 2005 Safety Health & Welfare at Work Act) then the employer should give strong consideration to having workers obtain safe pass.

It should be noted that the regulations relate to minimum requirements and a Client, PSCS or a Contractor may require that all personnel entering their construction site have Safe Pass.

Where Safe Pass is not specifically required, employers should note that there is a General Duty on Employers under the Safety, Health and Welfare at Work Act 2005 for the provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the safety and health at work of his employees.

The Safe Pass Programme is aimed at all construction site personnel, including new entrants, to ensure that they have a basic awareness of health and safety.

1.10 Welfare Facilities:

Sanitary & Welfare Facilities: The Main Contractor to provide temporary welfare facilities for workers (effective sanitary, washing, dining, drying, changing and drying

facilities) as required under Part 14 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013) on site for the use of contractor staff.

SARS-CoV-2 / COVID 19 – All site facilities are to comply with the latest HSE, HSA & Dept. of Health advice and guidance for Covid-19.

1.11	**Intended Contract Commencement Date*.**	First quarter 2027 – To be confirmed.
1.12	**Intended Contract Completion Date*.**	Third quarter 2027 – To be confirmed.

Note *: The intended commencement and completion dates are advised above. The basis for the timescale should be based on Industry norms and professional judgment. When the client requires the time frame to be accelerated

this should be clearly notified to the tenderers so that appropriate measures can be taken by tenderers for compliance with Safety and Health Regulations and legislation. Tenderers should be requested to confirm the time frame practicable, methods. and would not adversely impact safe working methods. The Project Supervisor Construction Stage is to confirm that the intended commencement and completion dates are practicable.

1.13	**Phasing of Works:** (See phasing drawing)	N/A

2. Other Work Activities:

The following other activities, not related to or included within the scope of the project, will be carried out on or directly adjacent to the site during the construction phase.

2.1	**Existing Building Activities:** (Obtain from client & include)	To be advised by the Client if and when other items of work activities become known.
2.2	**Installation of Services**	N/A
2.3	**Installation of furniture, equipment, fixtures & fittings or machinery.** (review with Client / Services Engineers if Electrical terminations and data terminations will be required for equipment and machinery)	N/A
2.4	**External works such as Land Drainage, Landscaping, Public Utility Services, Work by Local Authority.** (state if new services are to be installed by services providers such as Board Gais, ESB, etc. as separate contract to the Client)	N/A
2.5	**Other** (To be advised by the Design Team and Client if and when other items of work activities become known.)	N/A

3.0 KNOWN EXISTING SERVICES:

Note work near high voltage power lines is dealt within Section 4.4.

3.1 UNDERGROUND SERVICES:

The PSCS shall ensure that the contractor shall liaise with the design team, ESB, relevant utility companies and client to establish the exact route and position of all underground cables on the site and access road prior to work commencing on site. The PSCS to ensure that the Contractor shall take all due care in the vicinity of existing such services, and where definitive information is not available, carry out surface tests to establish the exact position of these services.

Refer to Appendix C for a list of all available drawings identifying the assumed location of known existing services, separate “Design Risk Assessments” and Appendix G for information HSA Guidelines for working in the vicinity of underground services which can be downloaded in its full format from www.hsa.ie.

3.1.1 Water Mains

(obtain advice from Client, Civil Engineer and / or Services Engineer and include here)

(enter drawing numbers of relevant drawings if any)

Prior to work commencing on site the PSCS shall ensure that the contractor shall liaise with the design team, Client and Council to establish the exact route and position of the watermain.

3.1.2 Electric Cables

(obtain advice from Client, Civil Engineer and / or Services Engineer and include here]

[enter drawing numbers of relevant drawings if any]

[if services are to be re-located prior to commencement of other works on site at the earliest possible, Service Engineer to assess and advise, include advice)

Prior to work commencing on site the PSCS shall ensure that the contractor shall liaise with the utility companies, design team and Client, to establish the exact route and position of electrical cables.

3.1.3	**Telephone / Data Cables** (obtain advice from Client, Civil Engineer and / or Services Engineer and include here] [enter drawing numbers of relevant drawings if any] [if services are to be re-located these should be re-located prior to commencement of other works on site, Services Engineer to assess and advise, include advice)	Prior to work commencing on site the PSCS shall ensure that the contractor shall liaise with the utility companies, design team and Client, to establish the exact route and position of telephone and data cables.
3.1.4	**Gas Mains** (obtain advice from Client, Civil Engineer and / or Services Engineer and include here] [enter drawing numbers of relevant drawings if any] [if services are to be re-located these should be re-located prior to commencement of other works on site, Services Engineer to assess and advise, include advice)	N/A
3.1.5	**Other Liquids / Gases under pressure** (obtain advice from Client, Civil Engineer and / or Services Engineer and include here) (enter drawing numbers of relevant drawings if any) (if services are to be re-located these should be re-located prior to commencement of other works on site, Services Engineer to assess and advise, include advice.)	A gas cylinder enclosure containing a number of gas cylinders is located off the main corridor between the Alder Unit and the Physiotherapy Department.
3.1.6	**Other**	N/A

3.2 OVERGROUND SERVICES

3.2.1 Electric Lines

(obtain advice from Client, Civil Engineer and / or Services Engineer and include here)
(enter drawing numbers of relevant drawings if any)
(if services are to be re-located these should be re-located prior to commencement of other works on site, Services Engineer to assess and advise, include advice)
(where electrical cables are near access roads or cross (site) traffic routes, and external roads an assessment is to be made of the design if this risk can be eliminated or reduced, where this cannot be eliminated protective measures must be put in place at the outset of the contract, Services Engineer to assess and advise, include advice)

Overhead power lines cross overhead the Lifford Road adjacent to the entrance of the site.

Prior to work commencing on site the PSCS shall ensure that the contractor shall liaise with the utility companies, design team and Client, to establish the exact route and position of any other overhead power cables.

3.2.2 Telephone/Data Cables:

(obtain advice from Client, Civil Engineer and / or Services Engineer and include here)
(enter drawing numbers of relevant drawings if any)
(if services are to be re-located these should be re-located prior to commencement of other works on site, Services Engineer to assess and advise, include advice)

N/A

3.2.3 Other:

N/A

4. Particular Risks:

The following is the non-exhaustive list of particular risks to the Safety and Health of persons as set out in Schedule 1 Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013) together with the opinion of the Project Supervisor for Design Stage on what elements of the works may fall within each particular risk category. It should be noted that many of the risks on the project may arise out of working methods which are at the discretion of the Contractor and as such cannot be determined by the Project Supervisor for the Design Stage.

Work involving particular risks, which would be appropriate to specify in the preliminary Safety and Health Plan would include:

Note: Listed below is the work which in our opinion may involve particular risks as referred to in the Schedule 1 Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013) subject to the following:

(a)In relation to Items 1 and 2 of the Second Schedule only those risks which would not be evident and reasonably deducible from drawings or other support documentation to a competent Project Supervisor (Construction) are listed.

(b)In relation to Items 3 to 10 of the Second Schedule only those risks which are reasonably foreseeable by us are listed.

(c)In relation to other work, which may involve particular risks, only those risks, which would not be evident and reasonably deducible from drawings or other supporting documentation to competent Project Supervisor (Construction), are listed.

4.1 ***"Works which put persons at work at risk of burial under earthfalls, engulfment in swamp land or falling from a height, where a risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site".***

4.1.1 **Burial Under Earthfalls**:

For example:

deep foundations, deep cuttings, work in excavation, which are in or adjacent to unstable ground, hazardous underground services or where there is a risk or undermining existing foundations.

N/A

4.1.2	**Engulfment in Swampland:** For example: unstable ground works adjacent to lakes and ponds or reclaimed ground.	Not relevant to this project.
4.1.3	**Works on or near site boundaries or existing structures which will require excavation**	N/A
4.1.4	**Falling from a Height:** For example: Where the risk associated with working at a height is likely to be aggravated by the presence of another significant hazard then a particular risk may be present, for example:	Normal risks associated with working on internal single storey platforms and accessing flat roofs for access to the unit attic. PSCS/Contractors should refer to the *Safety Toolkit and Short Guide to General Application Regulations 2007 Work at Height* to help in achieving compliance with the Safety Health & Welfare at Work (Working at Height) Regulations 2007. This is a guidance document and using the checklist should help comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie

4.1.5	**Work on or adjacent to fragile roofing materials:** New roof lights must be non fragile in accordance with Class B as defined by ACR (M) 001:2000 and must maintain this classification for a period of no less than 25 years from the date of installation when fitted and maintained in accordance with the manufacturers written instructions. Project Supervisor for Construction is to obtain certification of same to be issued to the Project Supervisor for Design for confirmation. (Project Supervisor for Design for confirmation is to assess risk already outlined for existing fragile roofing materials and more specifically for roof lights if they exist)	N/A
4.1.6	**Installation of scaffolding;** The project may require scaffolding. A site specific method statement will be required where scaffolding is required which will include how the scaffolding will be managed, planned, installed, checked and removed. The use, purpose and maximum loading shall be clearly communicated to the designers, the installers and the users of scaffolding. The Health and Safety Plan shall be updated during the project to reflect the status of the scaffolding including CR8 "Scaffholders report of Inspection".	N/A
4.1.7	**Operations where the nature of work or other restrictions make it impracticable to provide standard scaffolding or other suitable and sufficient means of support.** (The installation of high level services at all levels requires extreme caution and care including all scaffolding, etc.) (High levels Systems should where possible be commissioned prior to scaffolding removal to reduce the necessity for hoists, etc. Method statement required.) (The use of collective protective measures such as nets and mobile platforms is to be considered by the erection of the works) (An assessment should be made to review if the work can be avoided or reduced, where not possible to eliminate this type of work control measures as stated above are to be requested)	Not relevant to this project.

4.2 "Work which puts persons at risk from chemical or biological substances a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring"

4.2.1 Asbestos:

Any work which involves the renovation of buildings which were initially constructed prior to the late 1980's should have an asbestos survey carried out by a specialist competent person.
The competent person should have training in asbestos surveying and identification.

(Where asbestos is identified, and prior to the main renovation work continuing, to have the asbestos must be removed.)

(This in most cases, will involve employing a specialist contractor who will give 28 days notification to the HSA and will also prepare a method statement outlining the exact procedures to follow in order to remove the asbestos safely.)

(All data sheets must be retained for the Health and Safety file.)

(Buildings associated with Medical Treatment to be assessed for Medical waste, an possible Medical contamination, infection.)

All asbestos found anywhere within the bounds of the site must be removed and disposed of in accordance with HSWW Regulations 2006., 2001 and 1998).

4.2.2 Leptospirosis (Weils Disease):

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

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

4.2.3 The circumstances of the use of certain materials or substances may give rise to particular risks based on their toxicological or physio-chemical properties, for example:

- The presence of potential presence of explosive atmospheres (including potential for dust explosions).
  (obtain advice from the Client and include)

Not relevant to this project.

- Work in confined spaces (i.e. areas where there is a possibility of a deficiency of oxygen or the presence of dangerous gases or vapours)

  (obtain advice from the Client and include)

Care to be taken when working in the attic space.

• (obtain advice from the Services Consultants that the design of the service ducts, plant rooms is reviewed and assessed and that sufficient space is provided for the installation, commissioning and maintenance information)	N/A

4.2.4 There may be a specific legal requirement for health monitoring where a work activity puts a persons health at risk from hazardous substances or preparations. Where such a requirement exists the activity must be regarded as involving a particular risk.

Examples of activities requiring health monitoring and such involving particular risks include: any persons involved in work which may result in them being exposed to.

• The stripping of lagging which contains or is likely to contain asbestos or the breaking and removal of insulating boards and tiles likely to contain asbestos where the "action level" as defined in the European Communities (Protection of Works) (Exposure to Asbestos) (Amendment) Regulations 2006 is likely to be reached or exceed. Where asbestos is identified and remains in place the Project Supervisor for Construction is required to develop a method statement to remove asbestos to be removed at the earliest possible where the risk exists that asbestos will be disturbed during the course of the project. (for building constructed prior to late 1980's an inspection report by expert organization is to be included in the Preliminary Health and Safety Plan with request to monitor site for potential of concealed Asbestos especially with regard to insulation and services) (the Contractor with the Mechanical and Electrical Contractor is to advise prior and monitor during the construction stage of the project when services are modified) (for buildings constructed prior to (date to be advised by the HSA) an inspection report by expert organization is to be included in the Preliminary Health and Safety Plan)	All asbestos found anywhere within the bounds of the site must be removed and disposed of in accordance with HSWW Regulations 2006., 2001 and 1998).
• Demolition involving the flame cutting or shot blasting of painted steel where the paint is likely to contain lead and where an assessment reveals any conditions referred to in Regulation 4(7) of the European Communities (Protection of Workers) (Exposure to Lead) Regulations 1988. (Lead paint has not been used in significant quantities since the mid 1970's)	N/A

(where disturbed during construction or accessible to children after completion, lead should be removed at the earliest possible during construction, lead content in paint to be assessed if applicable and to be included in Preliminary Health and Safety Plan)

- Work involving the use of substances which must be labelled with the risk phrases R45 "may cause cancer" or R49 "may cause cancer with inhalation" and where a risk assessment in accordance with Regulation 4(b) of the Safety, Health and Welfare at Work (Carcinogens) Regulations 2001 revels a risk to safety or health. Substances classified as carcinogens include zinc chromate, and certain classes of bituminous substances, which are used in caulking or sealant.

  (Obtain advise from Design Team and Client. If no advise received state that the Project Supervisor (Design Stage) has not been notified by the Design Team or Client of any materials that may present an exceptional hazard or risk. No R45/R49 substances specified. Note: fire-stopping and cavity barriers executed in mineral fiber quilts and batts will be used to be non-shed variety and where cut suitable masks to be used and gloves and other site personnel to be provide with suitable protection where working near works involving putting up of batts and quilts)

The PSCS shall ensure that no such materials shall be used in the works. Where it is determined to be unavoidable that such substances are to be used on site, proper Risk Assessments are to be carried out by a competent person to determine the appropriate control procedures to be put in place. Any such control procedures to be included in the Site Specific Safety Plan.

- Work involving use of substances or preparations which must be labeled with the risk phrase R42 "may cause sterilization by inhalation" and where a risk assessment in accordance with Regulations 3(2) and 3(8) of the Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 reveals a risk to health. These are a component of many coatings, sealant, and foams particularly of "two pack" coatings or urethanes.

  (obtain advise from the Design Team and Client. If no advise received state that the Project Supervisor (Design Stage) has not been notified by the Design Team or Client of any materials that present an exceptional alternative exist. In case of use, all people involved must be fully trained in the use of same.)

The PSCS shall have due regard to the use of substances or preparations labelled with the risk phrase R42. Where it is determined that such substances are to be used on site, proper written risk assessments are to be carried out by a competent person to determine the appropriate control procedures to be put in place. Any such control procedures to be included in the Site Specific Safety Plan.
Material Safety Date Sheets (MSDS) to be supplied for all such materials, kept on site, and included in the Site Specific Safety Plan.
A particular risk might not exist where only small quantities are used and ventilation is adequate or where a written risk assessment shows that the occupational exposure limit is unlikely to be exceeded.

- Any other work activities involving the use of any chemical or biological agents where a risk assessment in accordance with Regulations 3(2) and 3(8) of the above mentioned 2001 Chemical Agents Regulations or Regulations 4 and 10 Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 reveal a risk to safety or health.

  (obtain advise from the Design Team and Client. If no advise received state that the Project Supervisor (Design Stage) has not been notified by the Design Team or Client of any materials that present an exceptional hazard or risk. No such substances are to be used by the Contractor unless no equivalent alternative exist. In case of use, all people involved must be fully trained in the use of same.)
  (identify any source of effluent, natural water source and highlight possible contamination, Project Supervisor Construction to develop test regime for potential biological, chemical, hazards)
  (obtain Client advise on any known potential biological, chemical hazards)
  (draw attention to the possibility of Weils disease where rodents can be expected to be present on site)

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

Where such products are used Material Data Sheets to be included in the Safety File.

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

4.4 "Work with ionizing radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom such as: radioactive lightning conductors, radioactive smoke detectors, other disused radioactive materials or plant, radioactive installations, work near x/ray machines, in hospital radiotherapy or nuclear medicine departments".

- Ionizing radiation is most commonly encountered in connection with certain types of non destructive testing and work near operating X-Ray machines, or in hospital radiotherapy or nuclear medicine departments or from some old lightning conductors.
  (Ionization smoke detectors to be installed throughout the building. Obtain advise from Services Engineers and Client of any equipment to be installed).

Not relevant to this project.

4.5 "Work near high voltage power lines"

- The category includes all high voltage power lines, including overhead and buried lines. It also includes high voltage cables supplying fixed plant where a significant risk of breaching cable insulation exists. The Safety, Health and Welfare at Works (General Application) Regulations 2007 define high voltage as any voltage exceeding 1000 volts alternating current or 1500 volts direct current.

  (obtain advice from Client, Civil Engineer and/or Services Engineer and include here)
  (enter drawing number of relevant drawings if any)

  (if services are to be re-located these should be re-located prior to commencement of other works on site or at the earliest possible, Services Engineer to assess and advise, include advice)
  (where electrical overhead power lines are near access roads or cross (site) traffic routes, an assessment is to be made of the design if this risk can be eliminated or reduced, where this cannot be eliminated protective measures must be put in place at the outset of the contract, Services Engineer to assess and advise, include advice)

Prior to work commencing on site the PSCS shall ensure that the contractor shall liaise with the utility companies, design team and Client, to establish the exact route and position of any high voltage power lines.
This category includes all high voltage power lines, including overhead and buried lines. It also includes high voltage cables supplying fixed plant, where a significant risk of breaching cable insulation exists. The Safety, Health and Welfare at Work (General Application) Regulation define high voltage as any voltage exceeding 1000 volts alternating current or 1500 volts direct current.
Refer to ESB networks Code of Practice for Avoiding Danger from Overhead Electricity Lines.
Suitable barriers, bunting and warning signs are required to prevent inadvertent breach of cables by the movement of plant beneath.

4.6	“Work exposing persons at work to the risk of drowning" For example: Work over or near water where there is a risk of persons falling into the water drowning, works significantly below the water table, work to bridges, culverts, work on or near the sea, lakes, ponds, reservoirs. Work where there is a risk of falling into and drowning in product vats, slurry tanks or grain silos. [obtain advice from Client, Civil Engineer and Services Engineer and include] [ponds, rivers, culverts shown on Civil Engineering drawing number(s) and included in Appendix B]	Not relevant to this project.
4.7	" Work on wells, underground earth work and tunnels" For example:	
	• Excavated Wells: [obtain advice from Client, Civil Engineer and Services Engineer and include]	Not relevant to this project.
	• Underground Earth Works: [obtain advice from Client, Civil Engineer and Services Engineer and include]	Not relevant to this project.
	• Tunnels: [obtain advice from Client, Civil Engineer and Services Engineer and include]	Not relevant to this project.
	• Underpinning: [obtain advice from Client, Civil Engineer and Services Engineer and include]	N/A
4.8	"Work carried out by divers at work having a system of air supply" [obtain advice from Client, Civil Engineer and Services Engineer and include]	Not relevant to this project.
4.9	"Work carried out in a caisson with a compressed air atmosphere" [obtain advice from Client, Civil Engineer and Services Engineer and include]	Not relevant to this project.

4.10	"Work involving the use of explosives" [obtain advice from Client, Civil Engineer and Services Engineer and include]	Not relevant to this project.
	For example:	
	• Rock blasting or demolition:	Not relevant to this project.
	• Other:	Not relevant to this project.
4.11	"Work involving the assembly or dismantling of heavy prefabricated components"	❑ A detailed assembly or dismantling plan is to be prepared before work starts by a competent person. ❑ Suitable access equipment, hard standings and lifting equipment are to be available. ❑ All persons working with heavy prefabricated components must be considered competent. ❑ Exclusion zones are to be set up, maintained and enforced. ❑ Temporary works are to be designed by a competent person are to be in place and are to be suitable for the planned work. ❑ Temporary works are to be inspected by a competent person on a regular basis and records are to be kept. ❑ Falls from height are to be prevented (See Designer's Assessment). ❑ Emergency plan and rescue procedures are to be in place for work at height. ❑ Work with heavy prefabricated components is only to be done when weather conditions are suitable. ❑ Work and lifting equipment are to be suitable and inspected regularly by a competent person and records are to be kept.
	For Example: • Heavy steel structural, frame elements, heavy pre-cast concrete frame elements or heavy prefabricated plant items: [Fabrication, delivery and erection of structural steelwork and precast concrete panels should be subject of detailed method statement from the Main Contractor to be with the Project Supervisor Construction prior to commencement] [All boilers, AHU and associated plant to be lifted into high level plant rooms. Method statement required. The M& E contractor is to advise the Project Supervisor Construction on this prior to the construction stage of the project] Other:	

4.12 Works on an Active Campus.

The Contractor should note that while works are progressing the hospital will continue to operate on a daily basis. The contractor is to be fully aware of the presence of members of the public, staff and residents within and in the vicinity of the hospital and should note this duty of care.

4.13 Risk associated with demolition works.

All demolition, dismantling and structural alteration must be carefully planned and carried out in a way that prevents danger by practitioners with the relevant skills, knowledge and experience.

Particular risks associated with demolition works are:

- Falls from height
- Injury from falling materials
- Uncontrolled collapse
- Risks from connected services
- Traffic management
- Hazardous materials
- Noise and vibration
- Fire
- Worker involvement

Falls from height

During demolition and dismantling, workers can be injured falling from edges, through openings, fragile surfaces and partially demolished floors.

Contractor is to assess, eliminate and control the risks of falls from height. Find out more about falls from height. Refer to Item 4.1.4.

Injury from falling materials

Workers and passers-by can be injured by the premature and uncontrolled collapse of structures, and by flying debris.

A safe system of work is one that keeps people as far as possible from the risks. This may include:

- establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary
- covered walkways
- using high-reach machines
- reinforcing machine cabs so that drivers are not injured
- training and supervising site workers
-

Uncontrolled collapse

Items to be considered:

- the age of the structure
- its previous use
- the type of construction
- nearby buildings or structures
- the weight of removed material or machinery on floors above ground level

Contractor is to provide a method statement for the demolition which should identify the sequence required to prevent accidental collapse of the structure.

Risks from connected services

Gas, electricity, water and telecommunications services need to be isolated or disconnected before demolition work begins. If this is not possible, pipes and cables must be labelled clearly, to make sure they are not disturbed.

Traffic management

Effective traffic management systems are essential on site, to avoid putting workers at risk of being hit by vehicles turning, slewing, or reversing. Where possible, vision aids and zero tail swing machines should be used.

Hazardous materials

Hazardous materials that should to be considered include dust, asbestos and respirable crystalline silica (RCS).There may also be material or contamination on site that has not been cleared, for example:

- acids from industrial processes
- paints
- flammable liquids
- unidentified drums
- microbiological hazards.

All identified hazardous materials are to be safely disposed of according to HSA Guidelines.

Noise and vibration

Frequent exposure to loud noise can permanently damage a persons hearing. Noise can also create a safety risk if it makes it difficult for workers to communicate effectively or stops them hearing warning signals.

• More information on noise at work
Vibrating hand tools used in demolition can cause hand-arm vibration syndrome HAVS).Workers exposure to vibration must be managed and reduced as far as possible.

Fire

Fire is a risk where hot work (using any tools that generate spark, flame or heat) is being done. During structural alteration, the fire plan must be kept up to date as the escape routes and fire points may alter. There must be an effective way to raise the alarm.

Worker involvement

Everyone involved must to know what precautions are to be taken on site.

Note

The HSA Safe System of Work Plan (SSWP) Guidelines and Construction Form 3 (Demolition) should be used.

4.14 Site adjacent to Public Footpath.

It should be particularly noted that the Contract site is adjacent to main Lifford Road public footpaths and the access footpath from the main entrance to the Hospital and the Contractor has a particular duty of care to ensure the safety at all times of pedestrians and vehicular traffic adjacent to the works area and at the access point to the site. The Contractor is to ensure at all times that the safety and wellbeing of pedestrians and cars in the vicinity of the works areas and the site entrance is paramount and that measures are taken to ensure that this duty of care is executed properly. In addition, traffic management, access arrangements and site security should also be carefully considered and implemented to take consideration of this duty of care.

4.15 Risk of Minor Entering the Site or Unauthorised Entry to the Site.

The Contractor should be particularly aware of the fact that there are residential dwellings, shops and a public park in the vicinity of the site which offer the risk of minors and others attempting to gain unauthorised entry to the site both during and outside normal working hours. Site security arrangements should take particular attention of this fact.

4.16 **Risk Associated with SARS-CoV-2 / COVID 19.**

All Contractors must comply with HSE & Government Guidelines with regard to physical distancing and other COVID 19 measures.

The latest HSE, HSA & Dept. of Health advice and guidance should be followed to identify and implement suitable control measures to mitigate the risk of COVID-19 infection in the workplace. These public health measures should be communicated to all relevant employees and others at the place of work.

Contractors must also comply with the National Return to Work Safely Protocol, “COVID-19 Specific National Protocol for Employers and Workers”.

4.17 **Temporary Works.**

All temporary works are to comply with BS 5975:2019.

All temporary works (TW) are to be fully designed by the Temporary Works Designer (TWD) in coordination with the Permanent Works Designer (PWD) and aided by the PSDP.

The following stages should be followed for each item of TW:

1. TW identified.
2. Brief of TW developed.
3. PWD provides information on permanent works (PW).
4. TWD designs TW & communicates design to PWD.
5. PWD reviews TW impact on PW.
6. TW design & certificate signed by TWD, PWD (if applicable) & PSDP.
7. RAMS submitted for TW and TW proceed.
8. On completion of construction TW taken out of use, left in place or dismantled / removed.

Temporary Works Design Cert (TWDC)
The item of temporary works should only be constructed when a TWDC is in place and has been signed by the Temporary Works Designer and PSDP to confirm design coordination has taken place.

4.18	**Risk Associated with Lifting Operations.**	N/A

4.19 Risk Associated with Silica Dust

Inhalation of fine dust containing crystalline silica can cause lung damage (silicosis), which in severe cases can be disabling, or even fatal. Silicosis is irreversible and treatment options are limited.

Always assume that exposure is likely to occur and protect according to the level of risk identified from risk assessment.

Prepare written risk assessments (required by law) highlighting the key hazards, risks and controls in place.

Use safe systems of work such as wet methods for dust removal/suppression to reduce exposure based on the risk assessment.

Use dust suppression techniques during work.

Use Engineering controls such as Local Exhaust Ventilation (LEV) or containment measures should be used where appropriate.

Wear suitable PPE such as coveralls and appropriate gloves.

Respiratory Protective Equipment (RPE) should either be a FFP3 disposable respirator or a P3 particulate filter fitted to a half or full face mask to provide effective protection and be CE marked. All RPE should fit the employee correctly and should be properly fit tested.

Use and store personal protective equipment according to instructions to reduce exposure.

Refer to HSA website and Information Sheet on Crystalline Silica Dust.

4.21 Risk Associated with Tree Felling

N/A

5.	**Conclusions:** Conclusions by the designers and the Project Supervisor for the design Process as regards the taking account of the general principles of prevention and any relevant safety and health plan or safety file.	Hassett Leyden & Associates have ensured as far as is reasonably practicable the health, safety and welfare at work for this design. Any hazards that require highlighting have been noted in the attached risk assessment sheets.
6.	**Continuing Liaison:**	
6.21	Procedures for dealing with co-ordination of Designers Procedures for organizing cooperation between Designers Procedures for dealing with changes or late changes to design, unforeseen eventualities during the project execution resulting in substantial, which might affect contract period and other resources. To be informed to Project Supervisor Design Stage.	Initial site set-up meeting to include the contractor, civil engineer, architect, clerk-of- works to discuss and review site procedures, traffic safety, plant and machinery required, signage and safety notifications. Regular site meetings to be held fortnightly thereafter.
6.22	Procedures for considering health and safety aspects of the design elements for the Project Supervisor Construction Stage whom must then inform Project Supervisor Design Stage & Architect.	Health and safety to be foremost on the agenda at fortnightly site meetings. Regular safety audits to be carried out and reports circulated. Ongoing liaison between PSDP and PSCS.

NOTE: The information contained in this preliminary Health and Safety Plan has been prepared prior to the commencement of the work on site. It does not take account of any matters or information, which may come to light after that time.

Signed: _____ Date: 23rd October 2026

Project Supervisor for Design Stage

Appendix A

GENERAL SITE RULES (NON-EXHAUSTIVE).

Site specific rules to be implemented

1. All site visitors, personnel and contractors must comply with the Main Contractor's Health and Safety policy and the specific Construction Stage Health and Safety Plans.
2. All other Sub- Contractors are to provide evidence of their Health and Safety Policy and procedures to the Main Contractor prior to start of work. This information is to incorporated in the Health and Safety Plan by the Project Supervisor of Construction. A monthly report will be submitted as to the status of each sub-contractor submissions and adherence to procedures.
3. All Risk identified in the Preliminary Health and Safety Plan and the Health, Safety and Welfare (Construction) Regulation 1996 and all updates to be individually identified and addressed.
4. Method statements and Safety statement to be reviewed and revised as necessary on an ongoing basis to take into account any new issues, which arise during the course of any revision. Revisions, which could affect SHW matters, to be advised of at the site meetings.
5. All site personnel and Health and Safety personnel are advised on an ongoing basis of any revisions to the Safety Plan.
6. Standard and proof of adequate personnel training on site is to be included in the Health and Safety Plan.
7. Smoking is not permitted within designated working areas.
8. Eating and drinking is not allowed in the designated working area.
9. Main Contractor to ensure that a suitable person is appointed to attend all hot work operations and be supplied with suitable fire-extinguishing appliance. Hot work must finish at least one hour before completion of work on site for that day to ensure that the workplace is left in a safe condition.
10. Collective protective measures such as nets and mobile elevated platforms must be considered by the Main Contractor during erection of the roof work.
11. The Main Contractor will take sufficient adequate steps to control dust during the construction stage and this is to be noted in the Health and Safety Plan and to be reviewed at the site meetings.
12. The Main Contractor is to ensure that all excavations are supported in accordance with requirements for the 1995 Construction regulations.
13. The Main Contractor is to ensure that all relevant Health and Safety Regulations are adhered to at all times
14. Personnel or sub-contractors with unsatisfactory safety records, procedures shall not be allowed on the site unless evidence of improvement and training to achieve same is obtained.
15. The Contractor shall observe all legislation with regards to littering.
16. The Main Contractor shall ensure that all cables, loose wires etc. and other trip hazards are avoided and set up procedures to prevent same.

17. Work must not commence until the Health and Safety plan (Construction) is in place for each of the Sub-Contractors.

18. The Main Contractor shall issue a method statement for distribution of Health and Safety related information and revisions to Health and Safety plan to Sub- Contractors and any other parties whose health and safety may be affected.

19. The Main Contractor shall advise of management meetings, active and reactive monitoring and other initiatives by which The Health and Safety objectives of the project are to be achieved.

20. The Main Contractor shall advise to all parties whose health and Safety may be affected the emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences.

21. The Main Contractor shall minimise noise and vibration as far as practical.

22. For any statement, reference, report, legislation, the more onerous conditions will apply.

Appendix B

DRAWING / SPECIFICATION LISTS

Architect Drawing Schedule.

Client :	HSE	**Project No. :**	2825
Project :	Refurbishment of Willow Unit, St Josephs Hospital, Enns, Co Clare	**Date :**	27/10/26
		Sheet	1/1

Drawing	Description	27/10/2026
Architectural		
2825 HLA-00-ZZ-DR-A-1001	Builders Compound & Access Plan	●
2825 HLA-00-ZZ-DR-A-1002	Demolition Plan & Section	●
2825 HLA-00-ZZ-DR-A-1003	New Works	●
2825 HLA-00-ZZ-DR-A-1004	Nurses' Station	●
2825 HLA-00-ZZ-DR-A-1005	Office Room 8 & Finishes Schedule	●
2825 HLA-00-ZZ-DR-A-1006	WC Room 13	●
2825 HLA-00-ZZ-DR-A-1007	WC Room 17	●
2825 HLA-00-ZZ-DR-A-1008	Door & Ironmongery Schedules	●
2825 HLA-00-ZZ-DR-A-1009	Residents Dining Room and Linen R	●
2825 HLA-00-ZZ-DR-A-1010	Staff Dining & Changing Rooms.	●
2825 HLA-00-ZZ-DR-A-1011	Kitchen	●

C & S Engineer Drawing Schedule.

See Architect’s Schedule

Service Engineers Drawing Schedule.

To Follow

Appendix C

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

<u>Non-Exhaustive List</u> of areas to be addressed in the CONSTRUCTION SAFETY AND HEALTH PLAN.

1. The Safety and Health Plan for the Construction Stage

a) Description of project

1 Project Description, and programme details;
2 Details of client, designers, PSDP, PSCS, main contractor, and other consultants;
3 Extent and location of existing records and plans;
4 Arrangements for communicating with Contractors, PSDP and other as appropriate.
5 Document Control / version history.

b) Communication and Management of the Work

1 Management Structure and responsibilities;
2 Safety and Health goals for the project and the arrangements for monitoring and review of safety and health performance;
3 Arrangements for;
Regular liaison between parties on site;
Consultation with workforce;
The exchange of design information between the client, designers, PSDP, PSCS and contractors on site;
Handling design changes during the project;
the selection and control of contractors;
The exchange of safety and health information between contractors;
The production and approval of risk assessments and method statements;
the reporting and investigation of accidents and other incidents (including near misses)
HAS notification timeframes

c) Fire, First aid / emergency procedures and provisions

1 First aid personnel.
2 Emergency telephone numbers.
3 First aid procedures, facilities and associated signage.
4 Site evacuation procedures and assembly points.
5 Hazardous Materials Data Sheets.

d) Management

1 Health & Safety Management Systems.
2 Health & Safety and security Site Rules / Induction Register.
3 Health & Safety and security Personnel and Training Certificates.
4 Safe Pass / CSCS verification
5 Sub-Contractors' Health & Safety Policies.
6 Health & Safety Authority / Enforcement and Prohibition Notices.
7 Monitoring and review of Project.

e) Procedures

1 Monitoring of compliance.
2 Health and Safety Plan updates and liaison with Project Supervisor (Design) and Client.
3 Development of Contractor Design items and co-ordination with Design Team.
4 Hoarding and inspection of hoarding and access control.

5 Traffic management including the use of banks men to manage the traffic.
6 Waste storage and removal.

f) **Site rules**

1 Method Statements.
2 Shoring of banks on excavations 1.25m or deeper.
3 Protection and access for works 2m or more above floor / ground floor level.
4 Craning and lifting of precast elements.
5 Installation of roofs.
6 Slip, trips and falls.
7 Lifting and manual handling.
8 Electrical Systems Manuals.
9 Mechanical Systems Manuals.
10 Plant and Equipment Safety Certificates.

2. **Arrangements for controlling Significant Site Risks**

a) Safety Risks;
services, including temporary electrical installations;
Preventing falls;
work with or near fragile materials;
the maintenance of plant and equipment;
dealing with services
poor ground conditions
traffic routes and segregation of vehicles and pedestrians
storage of hazardous materials
dealing with existing unstable structures;
accommodating adjacent land use;
Other Particular risks to Health and Safety
1 Risk Assessments.
2 Method Statements.
3 Project Related Permits.
4 Design Variations.

b) Health risks:
manual handling;
reduce noise and vibration
removal of asbestos
dealing with contaminated land;
use of hazardous substances;
Other significant safety risks;

6. **Welfare provisions**

1 Storage facilities.
2 Sanitary facilities.
3 Dining facilities.

Appendix D

SAFETY AND HEALTH PLAN - SAFETY FILE

SECTION A Requirements
SECTION B Suggested Folder Setup
SECTION C Suggested Template

SECTION A - SAFETY FILE REQUIREMENTS

In accordance with Regulation 13 of the SAFETY, HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013 it is the duty of the Project Supervisor for the Design Stage to-

(a) prepare a safety file appropriate to the characteristics of the project, containing relevant safety and health information, including any information provided under regulation 21, to be taken into account during any subsequent construction work following completion of the project, and

(b) promptly deliver the safety file to the client on completion of the project.

The following information is thus required to be submitted by the Project Supervisor Construction Stage for inclusion in the Safety File:

1.00:	GENERAL INFORMATION	Information source:	Date received
1.01	Description of the Buildings		
1.02	Details of ownership and all consultants and designers		
1.03	Details of all authorities plus copies of all consents and approval obtained		
1.04	Names, addresses, telephone and fax numbers of all contractors, subcontractors, suppliers and manufacturers		
1.05	The Fire Safety Strategy for the building including drawings showing emergency escape routes, location of emergency and fire fighting systems, services shut off valves, switches etc.		
1.06	Any previous safety file		

2.00:	BUILDING FABRIC	Information source:	Date received
2.01	Details of construction methods and materials which may present significant residual hazards with respect to cleaning maintenance or demolition for all contractor designed work and performance specified work.		
2.02	As built drawings recording details of construction for all contractor designed work and performance specified work		
2.03	Copies of manufacturers current literature for all products for which the particular proprietary brand has been chosen by the Contractor, including MSDS sheets and manufacturers recommendations for cleaning and Maintenance.		

2.04	Copies of all guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers		
2.05	Copies of all test certificates and reports required in the specification including CE, DOP& MSDS		
2.06	Copies of all delivery dockets to site proving origin of materials		

3.00:	**BUILDING SERVICES INFORMATION**	**Information required from.**	**Date received**
3.01	A full description of each of the systems installed, written to ensure that the Employers' staff fully understand the scope and facilities provided.		
3.02	A description of the mode of operation of all systems including services capacity and restrictions.		
3.03	Diagrammatic drawings of each system indicating principal items of plant, equipment, valves etc.		
3.04	A photo reduction of all record drawings to A3 size together with an index.		
3.05	Legend for all colour coded services		
3.06	Schedules of plant, equipment, valves etc. Stating their locations, duties and performance figures.		
3.07	The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers		
3.07	Manufacturers' technical literature for all items of plant and equipment together with catalogue list numbers		
3.09	Manufacturers' technical literature for all plant and equipment assembled specifically for the project		
3.10	A copy of all test certificates		
3.11	A copy of all manufacturers' guarantees, warranties and maintenance agreements offered by subcontractors and manufacturers		
3.12	Starting up, operating and shutting down instructions for all equipment and systems installed		
3.13	Control sequences for all systems installed		
3.14	Schedules of all fixed and variable equipment settings established during commissioning		
3.15	Procedures for seasonal changeovers		
3.16	Recommendations as to the preventative maintenance frequency and procedures to be adopted to ensure the most efficient operation of the systems.		
3.17	Lubrication schedules		
3.18	Copies of all delivery dockets to site proving origin of materials		
3.20	A list of normal consumable items		
3.21	Fault finding		
3.21	Emergency procedures, including telephone numbers for emergency Services		

3.22	Hidden risks e.g. burial of contaminated materials, unused lift shaft		

4.00: BUILDING MAINTENANCE STRATEGY Including: Monitoring, Metering, Isolation, Cleaning, Statutory inspections, Cleaning, Repair, Replacement, Painting, Re-glazing, Fixing of accessories.		**Information required from.**	**Date received**
4.01	**Below Ground**		
	Service ducts and trenches		
	Drainage		
	Manhole chambers		
4.02	**Primary Structure**		
	Precast panels		
4.03	**Building Envelope**		
	Windows		
	Facades		
	Roofs		
	Balconies		
	Skylights and roof lights		
	Guttering and rainwater goods		
4.04	**Building Services**		
	Mechanical		
	Electrical		
	Escalator		
	Smoke detectors and fire alarm		
	Emergency/ escape lighting		
	External Lighting		
	Plant room Structure		
4.05	**Public Health**		
	Water supply		
	Sanitary Systems and equipment		
4.06	**Risers and service ducts**		
	Electrical risers		
	Ceiling Voids		
	Floor Voids		
4.07	**Internal finishes**.		
4.08	**Maintenance Strategy Document**		

SECTION B – SUGGESTED FOLDER SETUP

Index

Section 1: Project Information

1.1 Description of works
1.2 Site Location
1.3 Design Team Contacts
1.4 Sub-Contractors & Material Supplier Contact Details

Section 2: Building Fabrication Information

Contractor to adjust to suit the current project, example below, not an exhaustive list.

SUPPLIER/CONTRACTOR ELEMENT

2.1 - Steel
2.2 - Lifts
2.3 - Louvres / Roof Access Hatches
2.4 - Windows & Doors
2.5 - Precast
2.6 - Stone
2.7 - Concrete & Blocks
2.8 - Non Shrink Grout
2.9 - Engineering Brick
2.10 - Insulation
2.11 - Polypipe Drainage Pipe
2.12 - Roof Railing
2.13 - Bituminous
2.14 - Manhole Covers
2.15 - Drainage Pipes
2.16 - Siphonic Drainage
2.17 - Internal Fit-out
2.18 - Watermain
2.19 - Storm Drainage
2.20 - Tanking & Waterstop
2.21 - Ducting
2.22 - Debonding Compound
2.23 - Geotextile
2.24 - Roller Door
2.25 - Fall Arrest System
2.26 - Intumescent Expansion Joint Seal
2.27 - Miothene Foam Filler
2.28 - Glazed Partions
2.29 - Pea Gravel
2.30 - Rebar
2.31 - Radon
2.32 - Velux Roof Access
2.33 - Cladding Repair
2.34 - Joint Sealant
2.35 - Painting

Section 3: Building Operations (M&E)

Contractor to adjust to suit the current project,

3.1 Electrical
3.2 Mechanical

Section 4: Maintenance Strategy & Reports
Contractor to adjust to suit the current project,

4.0 Maintenance Strategy Document
4.1 BCAR Certificates
4.2 Airtightness Report
4.3 CCTV Drains Report
4.4 Rain Water Harvesting Q&M
4.5 Roofing O&M
4.6 Roller Shutter Q&M
4.7 Ironmongery O&M
4.8 Floor covering O&M
4.9 Lifts O&M
4.10 Fireproofing
4.11 Fall Arrest System
4.12 Colour Schedule: Walls / Floors / Ceilings

Section 5: Drawings & Sketches
Contractor to adjust to suit the current project,

5.1 Contractor As Built Drawings
5.2 Supplier As Built Drawings
5.3 Doors Windows
5.4 Roofing – Cladding Drawings
5.5 Steel – Fabrication Drawings
5.6 Architects – Drawings
5.7 Engineers – Drawings Include all civils, sub structure &
5.8 M&E Engineer Drawings
5.9 IRISH WATER DOCUMENTS
5.10 Lifts
5.11 Rainwater Harvesting
5.12 Glass Partitions
5.13 Fall Arrest System
5.14 OTHER
5.15 Sketches

Section 6: Design Information

6.1 AF1 & AF2 forms
6.1 Planning drawings & grant of permission
6.2 Fire Safety Drawings, report & conditions
6.3 Disability access Drawings, Report & Conditions
6.4 Residual Risk Register

Section 7: Certification

7.1 Ancillary certs
7.2 BCMS Certs
7.3 Manufacturers guarantees/warranties
7.4 Installation and commissioning Certs

Section 8: Photographic Project Progress

Photos to be provided of entire project in sub folder by date of construction progress

SECTION C - SUGGESTED TEMPLATE

Project Information

1.1 Description of Works

General - The proposed project includes….

1.2 Site Location

The site is located in ….

(Insert Map)

1.3 Design Team Contact Details

Client

Name and contact details of client.

Client Representative

Name and contact details of client representative.

M&E Engineers

Name and contact details of M&E Consultant.

Cost Consultants

Name and contact details of QS.

PSDP

Name and contact details of PSDP.

PSCS

Name and contact details of PSCS.

1.4 Sub-Contractors Contact Details

Ref	Contractor	Contact Details	Element of Works
			Cube Testing
			Concrete & Stone
			Concrete Pumping
			Stone
			Crane Hire
			Floor Tie-In
			Blocklaying
			Painting
			Fencing and Gates
			Slipform Kerbing
			Watermain Supply
			Reinforcement Supply
			Structural Steel
			Groundworks / Concrete Yard & Muckaway
			Scaffolding
			Stainless Steel Railings & Access Ladders & Barriers
			Signage
			Roofing & Cladding
			Ground Floor Slab
			Electrical

Ref	Contractor	Contact Details	Element of Works
			Mechanical & Sanitary ware Supply
			Lift
			Toilet Cubicles & Vanity Units
			External Doors & Windows & Entrance Canopy
			Roller Doors
			Internal Doors & Ironmongery Supply
			Internal Screens
			Fall Arrest / Railing
			Roof Access Hatches & Louvers & Smoke Vents & Smoke Screens
			Syphonic Drainage
			Stud Partitions & Ceilings
			Precast Concrete Floors & Stairs
			Tiling
			Fitted Furniture
			Floor Finishes
			Tarmacadam
			Landscaping
			Floor and Yard Slab Joints

Appendix E

THE GENERAL PRINCIPLES OF PREVENTION:

Article 4(1)(A) requires the Project Supervisor (Design Stage) to take account of the general principles of prevention of accidents as defined in the Schedule 3 of the Safety, Health and Welfare at Work Act, 2005, which are as follows:

1 The avoidance of risks.

2 The evaluation of unavoidable risks.

3 The combating or risks at source.

4 The adaptation of work to the individual, especially as regards the design of places of work, the choice of systems of work with a view, in particular, to alleviating monotonous work at a predetermined work rate and to reducing their effect on health.

5 The adoption of the place of work to technical progress.

6 The replacement of dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances or systems of work.

7 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.

8 The giving of collective protective measures a priority over individual protective measures.

9 The giving of appropriate training and instructions to employees.

These are principles of such general nature that it is difficult to give specific advice on how they should be followed. Virtually all matters related to safety are relative. For instance, all risks associated with construction of a project could be avoided by not undertaking the project. Test of reasonableness must apply.

(non exhaustive list)
Matters to be considered

- Glazing types to be used
- Cleaning of windows both internally and externally
- Dangerous substances/materials and more specifically Asbestos
- Access to and use of flat roofs for the purpose of maintenance.
- Cleaning of roofs, gutters etc.
- Use of vision panels in doors
- Fragile roofs and roof lights
- Demolition Works

Information to be requested from the Client (non exhaustive list)

- Existing processes, work on site
- Existing traffic on site, including pedestrian traffic
- Dangerous substances used to present on site
- Other activities on site
- Other projects on site
- Known existing services on site, over ground and underground

Information to be requested from the Structural/Civil Engineer (non exhaustive list)

- Existing traffic and access to site
- Installation of prefabricated elements
- Excavations and associated temporary works
- Location of roads and foundations near existing services
- Dangerous substances/materials

Information to be requested from the Services Engineers (non exhaustive list)

KNOWN EXISTING SERVICES AND NEW SERVICES:

Underground Services:	Over ground Services:
Water Mains	Electric Cables
Electric Cables	Telephone Cables
Telephone Cables	
Gas Mains	
Other Liquids/Gases under pressure	
Foul and Surface Water	
Other	

OTHER:

INSTALLATION AND ACCESS TO SERVICES AND PLANT

Services duct sizes	Access to ducts
Floor in ducts	Plant room size

Access to plant room for personnel and equipment

Location of equipment, services, lights at high level and access for maintenance

DESIGN AND THE PRINCIPLES OF PREVENTION

Designer's Assessment of Safety during Construction and Maintenance taking account of the Principles of Prevention

Company:	Project:	Completed by:	Date:
Hassett Leyden & Associates Architects	Project Ref:	Hassett Leyden & Associates 4 Bindon Street Ennis, Co Clare	
Client:	Stage:	Reviewed by: PSDP	Sheet No.: 1

No.:	Key Hazards Identified:	Risk:	Design/Action:	Who'll be affected:
01	Contaminated land (survey results)	Y/N		
02	Relevant adjoining land uses.	Y/N		
03	Restriction of working hours	Y/N		
04	Site restrictions	Y/N		
05	Traffic system and access restrictions.	Y/N		
06	Existing roads / sightlines	Y/N		
07	Existing traffic and access to site	Y/N		
08	Existing traffic on site, including pedestrian traffic	Y/N		
09	Existing processes, work on site, buildings on site	Y/N		
10	Excavations and associated temporary works	Y/N		
11	Unstable ground	Y/N		
12	Undermining existing foundations	Y/N		
13	Work on or near existing boundaries / structures	Y/N		
14	Falling from a height	Y/N		
15	Underground works	Y/N		
16	Installation of scaffolding/ collective protection needed.	Y/N		
17	Confined spaces	Y/N		
18	Location of roads and foundations near existing services Known	Y/N		
19	existing services on site, over ground and underground Known	Y/N		
20	existing services in existing buildings	Y/N		
21	Burial under earth fall	Y/N		
22	Engulfment in swampland/ Drowning	Y/N		
23	Work on or near Fragile roofs and roof lights	Y/N		
24	Dangerous substances/ materials/ chemicals i.e Asbestos, Lead,	Y/N		
25	Demolition works	Y/N		
26	Ionisation radiation	Y/N		
27	Biological	Y/N		
28	Explosives	Y/N		
29	Compressed air systems / Divers	Y/N		
30	Heavy prefabricated materials i.e. steel / concrete/ trusses	Y/N		
31	Heavy prefabricated plant	Y/N		
32	Roof access	Y/N		
33	General maintenance and after build maintenance	Y/N		
34	Glazing types to be used	Y/N		
35	Cleaning of roofs, gutters etc.	Y/N		
36	Cleaning of windows both internally and externally	Y/N		
37	Access to and use of flat roofs for the purpose of maintenance.	Y/N		
38	Use of vision panels in doors	Y/N		
39	Statutory Inspections	Y/N		
40		Y/N		

Risks that the client has taken responsibility for (at this stage)

Risks that the contractor is to be made aware of:

Appendix F

NATIONAL GUIDELINES FOR THE PREVENTION OF ASPERGILLOSIS DURING CONSTRUCTION/ALTERATION WORKS

A full copy of this document is directly downloadable free of charge from the NDSC website at the following address:

https://www.hpsc.ie/a-z/respiratory/aspergillosis/guidance/Aspergillus%20Guidelines%202018.pdf

Appendix G

HSA Approved Code of Practice ACOP – *"Avoiding Danger from Underground Services"*

This document is directly downloadable free of charge from the HSA website at the following address:

https://www.hsa.ie/eng/publications_and_forms/publications/construction/cop_avoiding_danger_from_underground_services_.pdf

Appendix H

ESB Networks– *"Avoiding Danger from Electrical Services When Digging"*

This document is directly downloadable free of charge from the ESB Networks website at the following address:

https://www.hsa.ie/eng/publications_and_forms/publications/construction/cop_avoiding_danger_from_underground_services_.pdf

Appendix J

AF1 Form

An tÚdarás Sláinte agus Sábháilteachta
Health and Safety Authority

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

Approved Form (AF 1) Regulation 10

Particulars to be notified by the Client to the Health and Safety Authority before the design process begins

NOTE:

This form is to be used to notify of any project covered by the Safety, Health and Welfare (Construction) Regulations 2013, which will last longer than 30 days or 500 person days. It can also be used to provide changes in appointments since 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 of one normal working shift.

1 Client: 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: Health Service Executive Estates West
Address: National Technology Park,
Holland Road,
Castletroy
Limerick
LIMERICK
Telephone: 061483261 E-Mail: infoline1@hse.ie

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 Design Process.

PSDP Name: Max Kraus
Address: Roselvan Shopping Centre
Roslevan
Ennis
CLARE
Telephone: 0656828422
E-Mail: hlamail@hassettleyden.ie

H&S C. Name: Max Kraus
Address: Roselvan, Ennis, Co Clare
Telephone: 0656828422
E-Mail: hlamail@hassettleyden.ie

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

PSCS Name:
Address:
Telephone:
E-Mail:

H&S C. Name:
Address:
Telephone:
E-Mail:

4 Information on Construction Work: Please provide your details of the following.

Description of Project: Refurbishment works to the Willow Unit at St. Joseph's Hospital, Lifford Road, Ennis, Co. Clare

Exact Address of Construction Site: St Josephs Hospital
Lifford Road
Ennis
CLARE

Signed: Max Kraus by or on behalf of the Client

Position: Architect Date: 27/10/26

Appendix K

Other Consultants' Risk Assessments.

Mechanical and Electrical Engineer.

To follow

Civil and Structural Engineer.

N/A

Appendix L

Classification of Works / Population Risk Groups / Infection Control Preventive Measures.

Construction / Renovation Activity.

Please note that the majority of the refurbishment works to be carried out as part of this project will be classified as **Type B - Major Internal Containable Activity** and as such will need to be isolated completely from the remainder of the functioning centre.

Type B - Major Internal Containable Activities Any work that generates a moderate level of dust or requires demolition or removal of any fixed building components or assemblies (e.g. counter tops, cupboards, sinks). These include, but are not limited to, activities that require sanding of walls for painting or wall covering, removal of floorcovering, ceiling tiles and stud work, new wall construction, minor duct work or electrical work above ceilings, major cabling activities, and any activity that cannot be completed within a single work shift. This type of activity includes extensive plumbing work. It also includes demolition or removal of a complete cabling system or plumbing and new construction that requires consecutive work shifts to complete.

Population Risk Group.

Group 1 - No Evidence of Risk

- Staff members/service providers/contractors
- All patients not listed in Groups 2-4

Infection Control Preventive Measures.

Class I Preventive Measures are recommended for Minor Internal Containable Construction Activities (Type A2)

Dust Control

- Immediately replace ceiling tiles displaced for visual inspection
- Execute work by methods to minimise dust generation from construction or renovation activities
- Provide active means to minimise dust generation and migration into the atmosphere

Cleaning

- Wet mop and vacuum area as needed and when work is completed
- Wipe horizontal and vertical work surfaces with hot soapy water

Infection Prevention and Control Personnel

- Approval must be sought from IPCT for the construction activity and the permit to be issued
- In collaboration with cleaners and technical services, ensure that the construction zone remains sealed and that the cleaning is adequate at all times

Patient Risk Reduction

● Move at-risk patients (Groups 2-4) away from construction zone. If it is not possible to move, e.g. ICU patients, an impermeable dust barrier should be erected around the construction zone

● Minimise patients' exposure to the construction/renovation area

● Minimise dust and increase cleaning in patient area

Class II Preventive Measures are recommended for Major Internal Containable Construction Activities (Type B) **In addition to the Class I measures outlined above**, the following measures should be also implemented for Type B activities

Dust Control

● Execute work by methods to minimise dust generation from construction or renovation activities

● Erect an impermeable dust barrier from floor to slab/floor

● Ensure windows and doors are sealed

● A separate entrance away from patient traffic should be created for use by construction workers

● Protective clothing should be worn by construction workers and removed when leaving the construction site

● Dust barrier should not be removed until the project is complete

Ventilation of Construction Zone

● Seal windows

● Maintain negative pressure within construction zone by using a portable extract fan

● Ensure air is exhausted directly to the outside where feasible and away from intake vents or filtered through a minimum of an F9 filter

● Ensure the ventilation system is functioning properly and is cleaned if contaminated by soil or dust after construction or renovation project is complete

Debris Removal and Cleaning

● Contain debris in covered containers or cover with either an impermeable or moistened sheet before transporting for disposal

● Remove debris at end of the work day

● An external chute will need to be erected if the construction is not taking place at ground level

● Vacuum work area with HEPA-filtered vacuums daily or more frequently if required

Infection Prevention and Control Personnel

● Approval must be sought from IPCT for the construction activity and the permit to be issued

● In collaboration with cleaners and technical services, ensure that the construction zone remains sealed and that the cleaning is adequate at all times

Patient Risk Reduction

● Move all patients from within the construction zone

● If possible move at-risk patients (Groups 2-4) who are adjacent or near to the construction zone

● Ensure that patients do not go near construction zone

● All windows, doors, air intake and exhaust vents should be sealed in areas of the hospital containing patients who are classified as at increased risk (Groups 2-4), if the construction or demolition work is considered likely to result in Aspergillus-contaminated air entering these areas

● High and very high-risk patients (Groups 3-4) should preferably be treated in HEPA-filtered, positive pressure isolation rooms or facilities or if not available, do a risk assessment to identify alternative options (see Section 3.4 on Class II preventive measures)

Traffic Control

● In collaboration with the Technical Services Manager, designate a traffic pattern for construction workers that avoids patient care areas and a traffic pattern for clean or sterile supplies, equipment, patients, staff and visitors that avoids the construction zone

● A traffic path should be designated for the removal of rubble from the construction site which preferably is separate to and away from all hospital-related traffic.