for

The Office of Public Works



View of Café Building from Jetty Ramp to Café Reception Building, Garinish Island

Preliminary Health + Safety Plan

Prepared by

A2 Architects

N O T E

A2 Architects have prepared this Preliminary Safety and Health Plan as Project Supervisor for Safety and Health (Design Process) for this project. The Preliminary Plan must be supplemented and superseded by the Safety and Health Plan to be prepared by the appointed Project Supervisor for Safety and Health (Construction Stage)

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0.0 Foreword

The client requires full implementation of all relevant Safety and Health Regulations by its design team and contractor to ensure the safe delivery of this project

1. The P.S.C.S. must complete Site Specific Risk Assessments.
2. The P.S.C.S. must prepare the developed or Final Safety and Health Plan.
3. The P.S.C.S must hold a site induction meeting, to bring to the attention of all relevant personnel, the contents of any Safety & Health Plan method statement & site specific risk assessment.
4. The PSCS will ensure compliance of all temporary works designers and specialist designers with their duties under the Regulations.
5. The PSCS must assemble the relevant records for inclusion in the Safety File
6. The P.S.D.P. will compile the Safety File and deliver it to the Client upon completion of the Works.

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1.0 DESCRIPTION OF THE PROJECT

1.1 Description of Project & Programme Details

Client	John Healy, Regional Architect, The Office of Public Works
OPW District Inspector	Larry Dunne, Structural Engineer, The Office of Public Works
Consultant Quantity Surveyor	John Kirby, Richard Walsh and Associates QS
Consultant Architect / PSDP	Peter Carroll, A2 Architects
Project Description & Location	Roof Repair + Refurbishment to Café and Entrance Reception Building at Garinish Island, Co. Cork
Project Programme	The duration for substantial completion of the works shall be indicated in the contractor returned tender documentation. The client and PSDP intend to allow adequate time for the Contractor to complete the works in a safe manner.

1.2 Project Directory

Client	John Healy, Regional Architect, The Office of Public Works, Marina Building, Centre Park Road, Cork M: 087 2057816 / E: john.healy@opw.ie
OPW District Inspector	Larry Dunne, OPW District Inspector, The Office of Public Works M: 087 3833164 / E: larry.dunne@opw.ie
Consultant Architect / PSDP	Peter Carroll, A2 Architects, 20 Ormond Quay Upper, Dublin 7 M: 087 9063282 / E: pcarroll@a2.ie

1.3 Existing Information Made Available by the Client

Architectural Drawings and Details of Café Reception building and roof to be rehabilitated as well as method statement.

1.4 Arrangements for Communicating with Designers, PSCS and Others as Appropriate

Design Stage up to tender stage
A2 Architects took on the role of PSDP upon their appointment to the project.

Tender stage
The principal form of communications between Client, Designers and PSDP has been regular design team meetings and email communication.

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Construction Stage
Progress of the works will be monitored by means of regular progress meetings, which will be attended by representatives of all designers, the PSDP, the Contractor and PSCS as necessary. These meetings will review general safety management of the project and compliance with the Regulations. The PSDP will convene meetings as required to deal with specific issues such as traffic management, temporary works and the like. These meetings will typically include the relevant designer, the PSDP, the Contractor, the PSCS and any specialist suppliers/designers.

2.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

2.1 Client Structure and Organisation

The Employer is: The Office of Public Works,
Cork Regional Office,
Property Maintenance Services,
Marina Building,
Centre Park Road, Cork

It is envisaged that the contract will have periodic inspection by the design team.

2.2 Safety Objectives of the Project & Arrangements for Monitoring & Review

1. Policy:
It is the client's policy to protect the safety of those engaged in Construction Works and those affected by such undertakings by the best practicable means.
This is to be achieved by:

- Employing the highest recognised safety standards in planning and execution,
- Compliance with relevant statutory provisions,
- Provision of necessary training and development to staff,
- Deployment of necessary resources to ensure compliance,
- Monitoring and auditing of compliance.

2. General Principles of Prevention:
The General Principles of Prevention shall be applied in accordance with the Safety, Health and Welfare at Work Act 2005 and Schedule 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013.

3. Specific Objectives:

- Avoidance of any notifiable accidents within the workforce, or visitors to site.
- Avoidance of accident or harm to residents, workers and visitors within the housing area.
- Avoidance of road traffic accidents within site or surrounding roads.
- Avoidance of environmental nuisance whether by vibration, noise, dust, pollution or other incident.

4 Clients Considerations and Management Requirements:
The parties responsible for the compilation and implementation of the Safety Health Plan are as follows:

Client:
Appoint a competent PSDP in writing. Supply all relevant Safety Files and safety information to the PSDP for inclusion in the Preliminary Health and Safety Plan. Appoint a competent PSCS in writing.

Project Supervisor for the Design Process (PSDP):
A2 Architects have been appointed by the client to co ordinate the health and safety aspects of the project's design at the detailed design stage, including the preparation of the Preliminary Safety & Health Plan and the Safety File.

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Project Supervisor for the Construction Stage (PSCS):
The person appointed by the client to manage the construction work, control, co-ordinate and implement the health and safety requirements during the construction phase. Provide all necessary information to the PSDP to complete the Safety File.

Contractor/Sub-Contractor:
Any person engaged by the Main Contractor to carry out construction works under the direction of the Main Contractor/Project Supervisor for the Construction Stage.

Designers:
Any person who carried on a trade, business or other undertaking in connection with which he (a) prepares a design (b) arranges for any person under his control to prepare a design, relating to a structure to be erected by a competent contractor.

Safety Officer:
The person(s) appointed, in accordance with Regulation 26 of the Safety, Health and Welfare at Work (Construction) Regulations 2013, to advise the contractor(s) as to the observance of statutory requirements, exercise a general supervision of the observance of the statutory requirements, and the promotion of the safe conduct of work generally.

Site Representative:
The person appointed/elected in accordance with Regulation 23 of the Safety, Health and Welfare at Work (Construction) Regulations 2013, who may obtain safety information from the Project Supervisor for the Construction Stage (PSCS), make representations to the PSCS or contractor(s) on site, investigate accidents and dangerous occurrences, make representations to HSA inspectors, carry out safety inspections, investigate potential hazards and complaints, and accompany HSA inspectors whilst they are on site.

Project Supervisor for the Construction Stage / Safety & Health Plan:
The Project Supervisor for the Construction Stage must comply with the Safety, Health and Welfare at Work (Construction) Regulations 2013.

It is the responsibility of the Project Supervisor for the Construction Stage to develop the Safety & Health Plan for the Construction Stage. This involves the implementation of the Safety Health Plan, and any required amendments. All Contractors must make available to the Project Supervisor for the Construction Stage any information that will have implications to the safe maintenance of the structure for inclusion in the Safety File, as the work progresses.

All information required for the Safety File must be forwarded to Project Supervisor for the Design Process no later than 2 weeks after substantial completion of the Project.
Selection of the Project Supervisor for the Construction Stage

It is intended unless otherwise agreed between the Project Manager and the client that the successful tenderer shall be appointed as the Project Supervisor for the Construction Stage, in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013. The Project Supervisor for the Construction Stage will receive a copy of the Preliminary Safety & Health Plan, as part of the tender documents. The Preliminary Safety & Health Plan details the Particular Risks involved in this project.

It shall be the responsibility of the Project Supervisor for the Construction Stage to develop the Preliminary Safety & Health Plan into the Construction Stage Safety & Health Plan, **PRIOR** to commencing work on this project.

The Project Supervisor for the Construction Stage must forward a copy of the Construction Phase Safety & Health Plan to the Client/Project Supervisor for the Design Process, for approval, **PRIOR** to commencing any works on site.

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Arrangements for Monitoring and Review:

- The PSDP will ensure that the design is in compliance with the General Principles of Prevention.
- Each Permanent Works Designer will certify compliance with their duties under the Safety Health and Welfare at Work (Construction) Regulations 2013.
- Temporary works designers will certify compliance with their duties under the Safety Health & Welfare at Work (Construction) Regulations 2013.
- The Contractor will submit a report on general health and safety matters at each progress meeting.
- The Contractor will submit a schedule of inspections to be carried out by the Company safety officer and submit any reports to the Project Manager and PSDP.
- The Contractor will maintain a log of all accidents, incidents and near misses on the site. Any such event shall be immediately notified to the Project Manager

Permits and Authorisation Requirements:

- Proof of private boat hire from the mainland to Garinish Island for all construction materials transport and construction personnel needs to be produced in advance of a contract pre-start meeting.
- A Permit–To–Work will be required for interruption of all live services and should include details of the service, a statement on proof of isolation, certificates and records of services including a map (if applicable) of the services diverted.
- Temporary works shall not be executed until the relevant Temporary Works Design Certificate has been signed by the PSDP and returned to the Contractor.
- Variation Orders or Value Engineering proposals will be accompanied by revised risk assessments.
- A Permit–To–Work will be required for all hot works and a fire watch shall be maintained until there is no longer a risk of fire.

Emergency Procedures

- The Contractor will draw up an Emergency Plan in compliance with Section 11 of the Safety Health & Welfare at Work Act 2005. The contractor will liaise with complex management in relation to their emergency procedures and ensure that his works do not compromise their procedures.
- The Contractor will brief all site personnel on the emergency procedures.
- The Contractor will brief all Emergency Services on the emergency procedures/routes through works

Site Rules & Other Restrictions

- The Contractor and all persons engaged by him to provide services or supplies will comply with the Contractor's Developed Safety Plan.
- Particular care is required in regard to the following:
    - Proof of private boat hire from the mainland to Garinish Island for all construction materials transport & construction personnel needs to be produced in advance of pre-start meeting.
    - Provision of herris fencing to perimeter of site compound immediate to Café Reception Building to ensure that site compound is secure for duration of works.
    - Any damage to the ground cover from jetty to Café Reception building must be remediated if damaged during works to ensure that ground is levelled, free of pooling water and allowed to naturally regain grass cover.
    - Strict housekeeping and cleaning regime to be established by the contractor in regard to protection of access routes used or accessed by members of the public and staff.
    - Independent provision of water, power, electricity and security by Contractor to the proposed construction site for duration of works.
    - Contractor and OPW Staff working on island are to review shared responsibilities, and decide who is ultimately responsible for each area of activity. Access to the Café Reception building during construction period must be strictly controlled.

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Activities on or adjacent to the site during the Works

The Contractor should be aware that Garinish is an island frequented by tourists during the holiday season as well as Office of Public Works staff during works. The Contractor is to minimise any disturbances to staff and public in so far as practical and is to separate the site compound from the access route with a secure herris fencing to the site's perimeter for the duration of the works.

Arrangements for Liaison between Parties

The client recognises the need for effective communication and liaison between the parties involved in the project, so that its safety objectives can be delivered.

It will provide for the attendance of its designers at regular meetings on site. It will facilitate contacts between the contractor and any third parties and will institute a procedure to involve and inform all relevant parties. The Contractor will nominate a specific liaison officer who will deal with such matters.

Ongoing communications are expected regarding the following:

- Method statements
- In the event of unforeseen circumstances or situations occurring on site, particularly where they may affect "Particular Risk" elements or the time scale for the project
- Changes/possible changes to design affecting overall constructability of cottages
- Co-ordination, management of the design, construction of temporary works requirements
- Reports of any accidents or incidents / dangerous occurrences that may occur
- Report of any visits by Health & Safety Authority
- Whether delays, changes to the programme result in health & safety issues

The Project Supervisor (Construction) should bring to the attention of the Project Supervisor (Design), any significant safety issued or implications of which he/she becomes aware.

Security Arrangements

- Construction sites by their nature pose high risks for members of the public, and all work areas shall be securely hoarded off, with appropriate signage to deter trespassers.
- The Contractor must ensure that the works do not compromise the security of the property and the Contractor shall comply with any access control systems currently in operation.

Risk Assessments

Risk Assessments prepared by the Architect are appended to this document.

Restriction of Working Hours

Normal working hours of 8am to 6pm shall apply. This will be dependent on tidal crossings as well as weather conditions and natural light permitting ferry crossings in morning and evening.

Proof of private boat hire from the mainland to Garinish Island for all construction materials transport and construction personnel needs to be produced in advance of a contract pre-start meeting.

3.0 ENVIRONMENTAL RESTRICTION AND EXISTING ON-SITE RISK

SAFETY HAZARDS

Boundaries and Access, including Temporary Access
The Contractor is not permitted to occupy or obstruct routes in the vicinity except as required to carry out necessary deliveries. All access routes must be kept free of any material which could cause a slip/trip/fall accident. Contractor compound areas to be agreed with A2 Architects prior to commencement of works.

Adjacent Land Uses
There are a number of manageable matters arising from adjacent land uses. The island is home to rare biodiversity. No disturbance or damage is to be made to any wildlife or fauna in the vicinity of the works. Spill kits must be utilised if any tools or machinery are required to be used. A Construction and Environmental Management Plan will be required from the Contractor to manage risk to SAC setting.

Existing Storage of Hazardous Materials
There are no known hazardous materials stored within the site.

Location of Existing Services
The Contractor will be able to take power, water and lighting from existing supply to the Café Reception building for the duration of the proposed construction period. The Contractor is to familiarise themselves with the meter board to ensure power can be managed carefully during works. A meter reading will need to be taken and any power consumption during the construction period will be tabulated and ultimately repaid to the client.

The Contractor is to provide its own security for the duration of the proposed construction period.

Ground Conditions
The ground in the immediate vicinity of the Café Reception is mostly paved as well as route ways that are compacted gravel with not much water retention. No structures or stone walls are to be removed or damaged on or near the access route. Any damage to the ground cover from jetty to Café Reception building must be remediated if damaged during works to ensure that ground is levelled, free of pooling water and allowed to naturally regain grass cover.

Existing Structures
All existing guardrails and associated external walls and outbuildings are to be retained.

HEALTH HAZARDS

Asbestos
Not known to be present within the area of proposed work.

Existing Storage of Hazardous Materials
None

Existing Structures Hazardous Materials
None

Health Risks arising from Client's Activities
N/A

4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Design Assumptions & Control Measures
The following hazards which are set out in the design need to be taken account of by the Contractor

Hazard	Control Measure
Working near Water	The site is on the water's edge and is accessed via an existing slipway and jetty. Extreme care and consideration needs to be given to this risk.
Conflict between contractors operations and Client/Third party activities.	Contractor shall generally work within the compound area immediate to the Café Reception building and follow rules stipulated by the OPW and carefully manage the movement of personnel and materials entering and leaving the work areas.
Services	The Contractor will be able to take power, water and lighting from existing supply to the Café Reception building for the duration of the proposed construction period. The Contractor is to familiarise themselves with the meter board to ensure power can be managed carefully during works. A meter reading will need to be taken and any power consumption during the construction period will be tabulated and ultimately repaid to the client.
Re-instating slate roof	The current condition of the slate roof to the café reception building requires reinstatement of roof.
Dust, Noise & Vibration	The Contractor must minimise the potential nuisance from dust, noise and vibration. The Contractor shall liaise with OPW to schedule any works which may cause nuisance.
Imposed Loading	The Contractor must carefully consider restriction on materials storage, and the like to ensure that any existing walls or structures are not overloaded.

Specific Measures for Reducing Risk

It is envisaged at the Design Stage that the following non-exhaustive list of specific measures for reducing particular risks will be addressed in the Construction Stage Health and Safety Plan:

- The 2013 Safety, Health and Welfare at Work (Construction) Regulations and all relevant amendments will apply.
- The 2007 Safety, Health and Welfare at Work (General Application) Regulations will apply.
- All personnel operating any equipment shall have been trained in its use.
- All personnel of whatever function who are present at the works must wear a high visibility vest.
- Suitable fire fighting equipment shall be provided and maintained on the site. A fire watch must be maintained for an appropriate period after any hot works to the roof build-up.
- Provision of adequate ear protection when working with or near machinery.
- Securing of the site against unauthorised access.
- Labelling of dangerous chemical substances and other substances and provision of appropriate protective masks and clothing. Providing secure storage facilities for hazardous materials.
- Procedures will be implemented to ensure that all specialist construction activities are planned and executed by suitably qualified and experienced personnel.
- All Contractors' staff shall be made aware of the hazards mentioned above before commencing work on site.

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The Contractor shall advise the design team as soon as possible after the event of any accident, injury, loss or damage to any workmen or third party or any property of the third party or to property of the Employer.

Requirements for Temporary Works

Where the works include elements of design (including the design of temporary works), the contractor will also be considered a designer for the purpose of the Safety Health & Welfare at Work (Construction) Regulations 2013. The Project Supervisor (Construction) must ensure that the design of all temporary works and other elements be carried out by a competent engineer and are carried out in accordance with the requirements of the Safety Health & Welfare at Work (Construction) Regulations 2013. It is recommended that an overall temporary works co-ordinator be appointed to oversee and be responsible for the management and co-ordination of all temporary works (design & construction) on site.

Temporary Works in this contract are expected to include:

- Careful removal of existing slate and the careful salvaging of existing roof slates for re-use in proposed roof.
- Scaffolding for roofing and chimney work as well as the provision of temporary lighting, etc.

Requirements for Method Statements

Due to the location and nature of this project the PSDP recommends that all activities are subject to agreed Method Statements.

- Private ferry crossing for construction materials and construction personnel
- Construction and Environmental Management Plan to manage risk to SAC setting
- Security + Site Compound
- Removal of existing slate re-roofing, remediation of roof timbers and roof glazing
- Overall management procedures for the design and construction of temporary works requirements.
- Overall sequencing of works elements

Control Measurements

A summary of the hazards identified by the PSDP and a non-exhaustive list of Irish and UK performance standards, to assist the Contractor/PSCS in taking specific measures to minimise risk and hazards during construction, are given in Table 1. The underlying standards to be complied with are the Safety Health and Welfare at Work (Construction) Regulations 2013 and the 2007 General Application Regulations. The performance standards given is a non-exhaustive list and represent those standards that have been identified during the design stage as relating to the activities and hazards identified for this contract.

Activity	Hazard	Performance Standard HSA (Ireland, Health and Safety Authority) DOE (Ireland, Department of the Environment) HSE (UK Health & Safety Executive) HMSO (UK Her Majesty's Stationary Office)
Site Set-Up Building	- Unauthorised access to site by the public - Working adjacent to public areas - Work on/adjacent to existing live services - Falling from heights - Exposure to dust and noise - Uncontrolled collapse	(a)Safety Health & Welfare at Work (General Applications) Regulations 2007 (b) HSE – Protecting the Public – Your Next route (HS(G) 151) (c) HSA – Code of Practice for Avoidance of Danger from Underground Services (2005) (d) ESB – Code of Practice for avoiding danger from Overhead Electric Lines (ESB Networks

		2008) (e) HSA -- CoP for Safety in Roofwork 2005 (f) BS6187 – Code of Practice for Demolition (g) HSA – Use Of Mobile Machinery On Construction Sites (2008) (h) (C158) DOE – Best Practice Guidelines on the Preparation of Waste Management Plans for Construction and Demolition Contracts (i) HSA –SSWP Demolition Form (j) HSA –SSWP Demolition Pictograms

Arrangements for Co-Ordination of Ongoing Work and Handling Design Changes

- The PSDP will review the Safety Plan as it is developed by the PSCS and ensure that residual risks identified in the Preliminary Safety & Health Plan are adequately controlled. The PSDP will channel any queries to the original designers as appropriate.

- Value engineering or other proposals submitted by the Contractor will be considered and accepted only if they introduce positive safety features. All proposals will therefore be submitted with completed design risk assessments.

- Design changes arising on the Client side will be subject to the normal risk minimisation design process. Design changes will be implemented by means of a written Change Order / Determination.The PSDP will liaise as necessary with the relevant designer(s) and the PSCS to carry out the design risk assessment.

Significant Health & Safety Risks Identified During Design

Works Involving Particular Risks:

Work exposing persons at work to the risk of drowning, for example: works significantly below water table, work to bridges, culverts, work on or near the sea, lakes, ponds, reservoirs:

- Access to the island is to be by private boat service where full safety measures of the boat service is to be respected and adhered to carefully.
- The site is in proximity to the sea.

Works which put persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site:

- The project involves working at ladder and scaffold height internally and externally. These risks will be controlled by the implementation of the normal regulations/codes of practice and safe working systems.

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Works which puts persons at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirements for health monitoring:

- Sealants, adhesives, lime-based products, intumescent paints and other building chemicals may put persons at risk unless used in accordance with the manufacturer's instructions/Safety Data Sheet.

Works near Electricity Supply Lines:

- Not applicable

Work on wells, underground earth work and tunnels, for example: excavated wells, underground earth works, tunnels, underpinning:

- Not applicable

Work involving the assembly or dismantling of heavy components for example: heavy steel stone walls:

- There are a number of existing stone walls including outbuildings and walls that do not form part of this phase of work. Care is to be exercised to ensure that these structures remain undisturbed and that construction personnel are not put at risk by their proximity – these areas must be hoarded off with herris fencing during rehabilitation works. Existing chimney stacks that do form part of the works and that are highlighted to be rehabilitated will require careful control and management on site. A large roof glazing element is to be removed and replaced – this will require careful consideration as this will entail working from a height.

Materials requiring particular precautions

All building materials shall be handled strictly in accordance with the relevant Material Safety Data Sheet.

Safety of non-construction personnel

Main elements of public safety to be addressed in the PSCS's Safety Plan and should include procedures in regard to the following (Please note that the list below is non-exhaustive):

- Private ferry crossing.
- Site access/egress.
- Construction works in close proximity to jetty. No temporary storage of site materials near or in the vicinity of the jetty outside of Contractor's compound will be permitted for the duration of the works.
- Works at height with risk of failure of temporary support structures.
- Danger to visitors and staff while moving around the affected areas.
- Out of hours works to be planned to ensure public safety.
- Material storage within the site compound should not cause trip hazards.
- Co-ordination with Management is required from the PSCS so as to limit disruption from work around live facilities.

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5.0 SAFETY & HEALTH PLAN FOR THE CONSTRUCTION STAGE

Suggested Contents

Safety and Health Plan

Site specific Health and Safety Plan to be implemented by the Project Supervisor (Construction) Following items (list is not exhaustive) should be addressed in Health and Safety Plan:

1. General

1. Description of Project.
2. Health and Safety objectives for Project.
3. Site Working hours.

2. 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.

3. Management

1. Project Resources and Programme.
2. Health and Safety Management Systems.
3. Health and Safety Site Rules / Induction Register.
4. Sub-Contractors ' Health and Safety Policies.
5. Health and Safety Authority / Enforcement and Prohibition Notices.
6. Monitoring and Review of Project.

4. Procedures

1. Information and training/induction on site
2. Monitoring of Compliance.
3. Health and Safety Plan updates and liaison with Project Supervisor (Design) and Client.
4. Development of Contractor Design items and co-ordination with Design Team.
5. Hoarding and inspection of hoarding and access control.
6. Site management.
7. Waste storage and removal.

5. Site Rules

6. Health and Safety Risks

1. Risk Assessments.
2. Method Statements.
3. Protection and access for works at height.
4 Craning and lifting of precast elements.
5. Installation of roofs.
6. Slip, trips and falls.
7. Lifting and Manual Handling.
8. Plant and Equipment Safety Certificates.

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7. Particular Risks to Health and Safety

1. Risk Assessments.
2. Method Statements
3. Project Related Permits.
4. Design Variations.

8. Welfare Provisions

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

6.0 SAFETY FILE

It should be noted that the PSCS is responsible for providing records as necessary so that the PSDP can update the existing Safety File.

Safety File to be issued by the Project Supervisor Design Process

Under Regulation 13 of S.I. No 291 of 2013 the Project Supervisor Design Process is to prepare the Safety File appropriate to the characteristics of the project. Under Regulation 20 of S.I. No 291 of 2013 the Project Supervisor Construction Stage has a duty to provide in writing to the PSDP all relevant information necessary for the preparation of the Safety File, and to coordinate and make arrangements among contractors to ensure the provision of relevant information.

The Project Supervisor Construction Stage shall standardise the format for each Sub-Contractor's information for the Safety file with the Client for ease of access of information and standard of information to be submitted by all Sub-Contractors.

Major elements of the Safety File will include:
Minimum Safety File Checklist and Format of Safety Files and Handover for Maintenance Purposes

The purpose of the Safety File is to record information for the end user of a building, focusing on any significant health and safety risks that will need to be addressed during subsequent maintenance, repair and other construction work.

The Safety File should be completed by the Project Supervisor Design Process (PSDP) at substantial completion.

The Safety File should be presented in hard copy format, including as-built or as-installed drawings in CAD format on CD to the PSDP
A list of the minimum requirements for a Safety File is set out below in a checklist. The PSDP must ensure that the information supplied in the Safety File covers any significant health and safety risks that will need to be addressed during subsequent maintenance, repair and other construction work, that are specific to the building.

Minimum Safety File Checklist

1. Property details

- Detailed description of location and extent of work and location plan.
- Details of National Monuments Service personnel with responsibility for the property.
- Details of all authorities and public utilities contacted during the project, including copies of all consents and approvals obtained. (Name, address, telephone, email & website address and company contact if available)
- Digital images of the completed café Reception building works externally and internally, and general site areas.
- Any operational requirements and constraints of a general nature that are not covered elsewhere is the Safety File.

2. Design Team details

- Consultant Architect details(name, address, telephone, email & website address and company contact if available)
- OPW District Inspector's details (name, address, telephone, email)

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3. Construction Work

Main Contractor and **Specialist Subcontractors** and **Suppliers** information.
The information supplied should include the following details:

- Company name, address, telephone numbers and contact details.

Summary of how the roof repair works to the Café Reception building was completed, how it is intended to achieve its performance and other objectives, cross-referenced as required to documents listed in Section (4).

Drawings and Documents (together with all associated reports, specialist reports and audits).

- As-built construction drawings.
- CE certs and DoP's for all materials and products used on the rehabilitation of the roof to the Café Reception building.

(All drawings supplied in hard copy and **CAD format** and certified by architect that to the best of their knowledge, they are representative of the work as completed)

- **Component Schedules**
- **Manufacturers' current literature for all products for which the particular** proprietary brand has been chosen by the Contractor, including data sheets and manufacturers' recommendations for cleaning and maintenance.
- **Recommended methodology and materials** required for planned preventative maintenance and cleaning of each element of building fabric.

Certification:
The Consultant Architect and the OPW will require a full set of appropriate certificates for all subcontract work to the Café Reception building including roof repairs, rainwater good installation and external structural timber repairs.

Guarantees, Warranties and Maintenance Agreements:
Copies of all guarantees, warranties and maintenance agreements offered by sub-contractors.

Specific Hazards (in Maintenance and Repair):

- Details of all construction methods and materials that may present significant residual hazards with respect to cleaning, maintenance, deconstruction, recycling and demolition.
- Details of any substances used which may need risk assessment during future repair or refurbishment.
- Lock out provisions for temporary repair or maintenance of hazardous energy including electrical services, machinery, mechanical plant etc.
- Information and risk assessments for areas of the Café Reception building where maintenance or repair poses a specific risk. Examples include locations where persons may have to:
    - Work at heights for the purpose of maintenance and repair.

Sign-off on Safety File:
The Project Architect (Project Supervisor Design Stage) must:

- Confirm that the Safety File has been checked for accuracy and relevance
- Confirm that the file provides satisfactory information on the relevant maintenance issues
- Confirm that the as-built and as-installed drawings are, as far as they are aware, an accurate representation of the completed project.

Handover of Completed Project:
At the end of the defects liability period a site meeting will be organised for an inspection of the work. The Safety file will record any items arising from this handover.

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Appendix 1 – Architect's Method Statement (overleaf)

A2 Architects Ltd.
20 Ormond Quay Upper
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Tel.: 01 8727393
Web: www.a2.ie

METHOD STATEMENT

ROOF REPAIR + REFURBISHMENT

TO

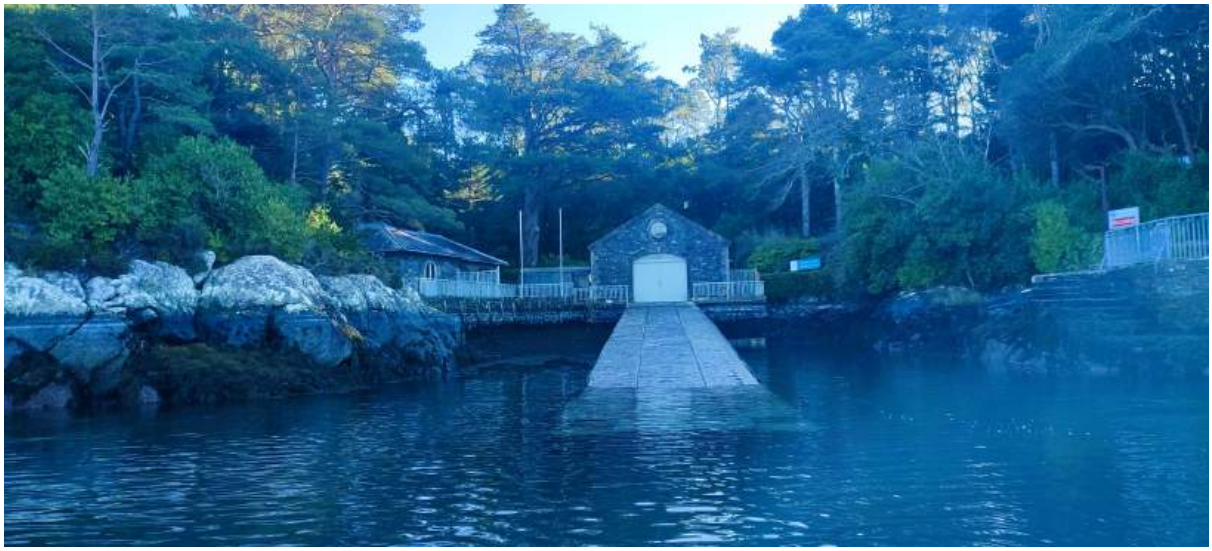
CAFÉ and ENTRANCE RECEPTION BUILDING

AT

GARINISH ISLAND

CO. CORK

OCTOBER 2026



View of Jetty Ramp Towards Boathouse with Café Building



View of Café Building from Jetty Ramp



Exposed Eaves Detail with Galvanised Steel Gutter

Method Statement

This method statement covers the re-roofing of the existing café building on Garinish Island.

The reason for re-slating the existing café are for the following reasons:

- There has been persistent leaks into the café and entrance reception;
- The existing roof pitch is very low and water ingress is making its way under the slates on severe weather days;
- There is no evidence of insulation or underlay to the roof slates;
- The rolled batten lead ridge cappings need to be reinstated;
- The lead flashings to the walls and chimneys as well as the perimeter to the patent glazing roof-lighting have been exhausted;
- A number of slates have slipped at the junction with the rainwater gutter;
- The galvanised rainwater goods and cast iron bracketry have started to fail;

The full intention of the OPW and this consultant is to salvage all of the existing slates and rainwater goods where possible. All affecrted timbers will be removed and spliced which is preferable to full timber replacement. While to subject building is not a protected structure the following Conservation Principles will be adhered to closely:

- Principle 1 - Keeping a building in use
- Principle 2 – Researching and Analysing
- Principle 3 – Using expert Conservation advice
- Principle 4 – Protect the special interest
- Principle 5 – Promoting minimum intervention
- Principle 6 – Respecting earlier alterations of interest
- Principle 7 – Repairing rather than replacing
- Principle 8 – Promoting honesty of repairs and alterations
- Principle 9 – using appropriate materials and methods
- Principle 10 – Ensuring reversibility of alterations
- Principle 11 – Avoiding incremental damage
- Principle 12 – Discouraging the use of Architectural salvage from other buildings
- Principle 13 – Complying with building regulations

The proposed roof build-up will require a double batten to be introduced under the roof slates. There will also be a need to introduce 100mm of Gutex Thermoflex Flexible wood fibre insulation mat to be added over the existing roof joists. The insulation specification has been carefully selected with Ecological Building Solutions.

New thermally broken roof glazing with new double-glazed units are required.

Photographic Record of Existing Café and Entrance Reception Building



Exposed eaves to roof with mixture of temporary bracket straps to rainwater goods



Exposed eaves to roof



Slipped slates to lowest level of roof slating



Exposed eaves to roof



Exposed eaves to roof with remnants of failed cast iron bracketry to downpipe



Exposed eaves to roof with rotting timber soffit above exposed joists



Failing galvanised mild steel bracketry to rainwater goods



Exposed internal timbers to café



Exposed internal timbers to café



Exposed internal timbers and patent glazing to café



Exposed internal timbers and patent glazing to café



Patent glazing to café kitchen



Failing patent glazing to café kitchen – roof sections are not thermally broken and double glazed units have failed



Failing patent glazing to café kitchen – evidence of condensation to horizontal purlin



Failing patent glazing to café kitchen – roof sections are not thermally broken and double glazed units have failed



Painted exposed timbers to entrance reception area



Painted exposed timbers to entrance reception area



Rear view of café building – lead flashing has failed at edge and bottom slates are slipping



Exposed timber eaves to café building

Method Statement for Re-Slating Café Building, Garinish Island

Storage on site

Slates should be stored in pallets whenever possible. Slates should be stacked no more than 2 pallets high on their long edge on dry, level ground. Two battens should be placed under each row of slates.

Preparatory work:

SORTING AND STACKING SLATES Each slate should be inspected and the thicker end selected for the tail, after being holed, they should be stacked into three separate stacks. Thick slates should be used on the lower roof (eaves), medium slates on the middle roof area and the thin slates on the upper roof (ridge) section.

DRESSING AND HOLING SLATES Slates up to 4mm thick can be dressed and holed by hand using a spike hammer. Thicker slates can be holed by hand or machine. When holing by hand, the slate must be laid flat over a narrow iron and holed from the reverse side (bed) towards to face, thus leaving a small countersunk hole which allows for the head of the fixing nail. Each slate should be holed twice at a distance from the tail equal to the holing gauge (gauge + head lap + 10 mm) and between 20 and 25mm from the long edge of the slate. When holing by machine, a boring method is recommended. If a machine with a punching method is used, care must be taken to ensure proper maintenance and adjustment of the holing machine to prevent excessive breakage. If slates are drilled, do not drill more than one at a time.

CUTTING SLATE When using a slate cutting machine for cuts to hips and valleys etc, proper adjustment and maintenance is required. To maintain adequate laps and allow proper fixing, slates must not be cut too narrow. As a general rule, no slate should be less than one half the width of the slate. At verges and abutments, the alternate courses must be started with a slate and a half or a slate of not less than 145mm. At valleys, hips and other angled surfaces, the slates must be cut on the rake using wider slates to maintain an adequate width of head or tail of no less than 95mm.

Traditional holing and nailing method:

When holing and nailing it is imperative that slates are fixed in accordance with BS 5534, Code of practice for slating and tiling. Reference should also be made to BS 8000:6 Workmanship on building sites. SSQ will not entertain claims for loss or damage where this has not been strictly adhered to. The main stages are outlined below:

1. Hole slates to correct gauge, measuring from the tail of the slates. The position of the holes can be calculated using the formula: Holing gauge = gauge + lap + 10 mm Holes should be between 20 and 25mm from the long edges of the slate. At the same time, sort the slates into three or four groups of equal thickness. See BS 8000:6.

2. Fix underlay as specified.

3. Mark out the roof to the correct batten gauge. The gauge may be adjusted to provide equal numbers of courses up the slope length, provided that the specified lap is not reduced.

4. Fix battens.

5. Using a chalk string, set out the vertical perp lines of the slates from eaves to ridge to maintain a straight line.

6. Load slates on roof so that the thinnest slates near the ridge.

7. Fix slates to perpend lines, laying to give an overall appearance, with the tails of the slates aligned. Use slates of consistent thickness in any one course, laid with the thicker end as the tail. Form verges by using slate and a half slates and full slates in alternate courses to maintain bond. Fix each slate with two nails through prepared holes.

Environmental conditions

RAIN EXPOSURE The degree of driving rain exposure to a building determines the minimum lap which should be specified. Localised factors such as high buildings, buildings on slopes or tops of hills and coastal sites, can increase the exposure grading which should be applied in a specific project.

WIND UPLIFT In general, the lower the roof pitch, the greater the head lap should be. This longer lap will help to resist both capillary action and wind uplift.. For exposed sites, wide slates with a greater lap should be used.

Timber Roof Repair

Any damaged timbers through rot or breakdown are to be locally repaired and spliced where feasible with new timbers.

Battens

Recommended timber batten sizes for natural slate roofs are 50x25mm up to 600mm rafter spans according to BS 5534:2014. Battens will be set out horizontally across the roof at a gauge calculated from the formula: Gauge = (Slate length - head lap) / two battens should be nailed at maximum 600mm centres, with the end of each length fully supported and be not less than 50mm wide. Counter battens should be a minimum 50x25mm.

Underlay

Underlay to be Tyvek breather membrance or equal approved, and is to be selected to meet the requirements of section 4.9 of BS 5534:2014.

Ventilation

To comply with the Building Regulations. Code of practice for control of condensation in buildings, 25mm continuous ventilation for a warm roof construction. Note: 25mm continuous eaves ventilation is required on roofs of 15° or less regardless of warm or cold roof construction. Additional ventilation at or near the ridge equivalent to a 5mm continuous vent is required in the case of warm roofs.

Nails

Nails are be copper to BS 1202-2: 1974. The gauge of the nail shall be 3.3mm minimum and shall have a head of no less than 10mm diameter. They should be 20 to 25mm longer than two thicknesses of slate, but longer nails should be used at the eaves course especially if a sprocket detail is used.

Rainwater Goods

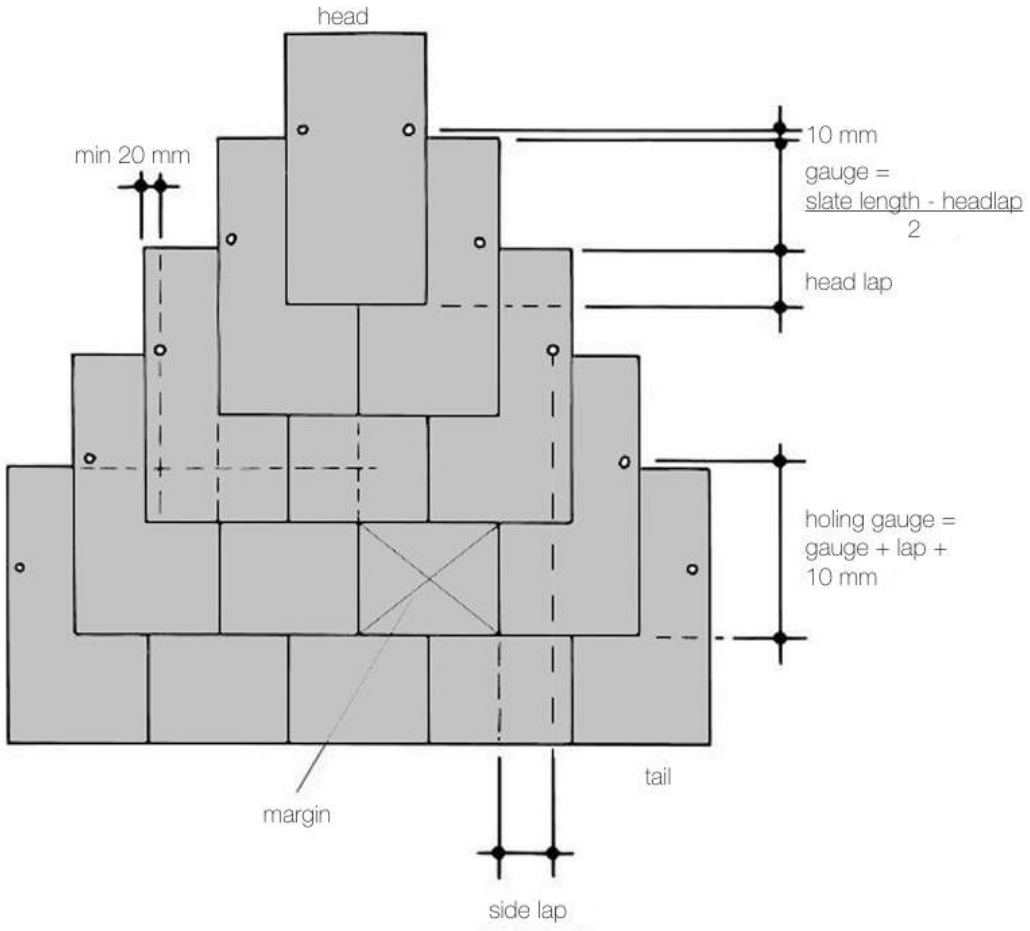
All existing galvanised rainwater goods are to be salvaged where feasible for re-use. Matching rainwater goods will be necessary if the existing rainwater goods are beyond repair. Existing cast iron bracketry is likewise to be repaired where possible, and only replaced if absolutely necessary.

Lead Rolled Batten Ridges

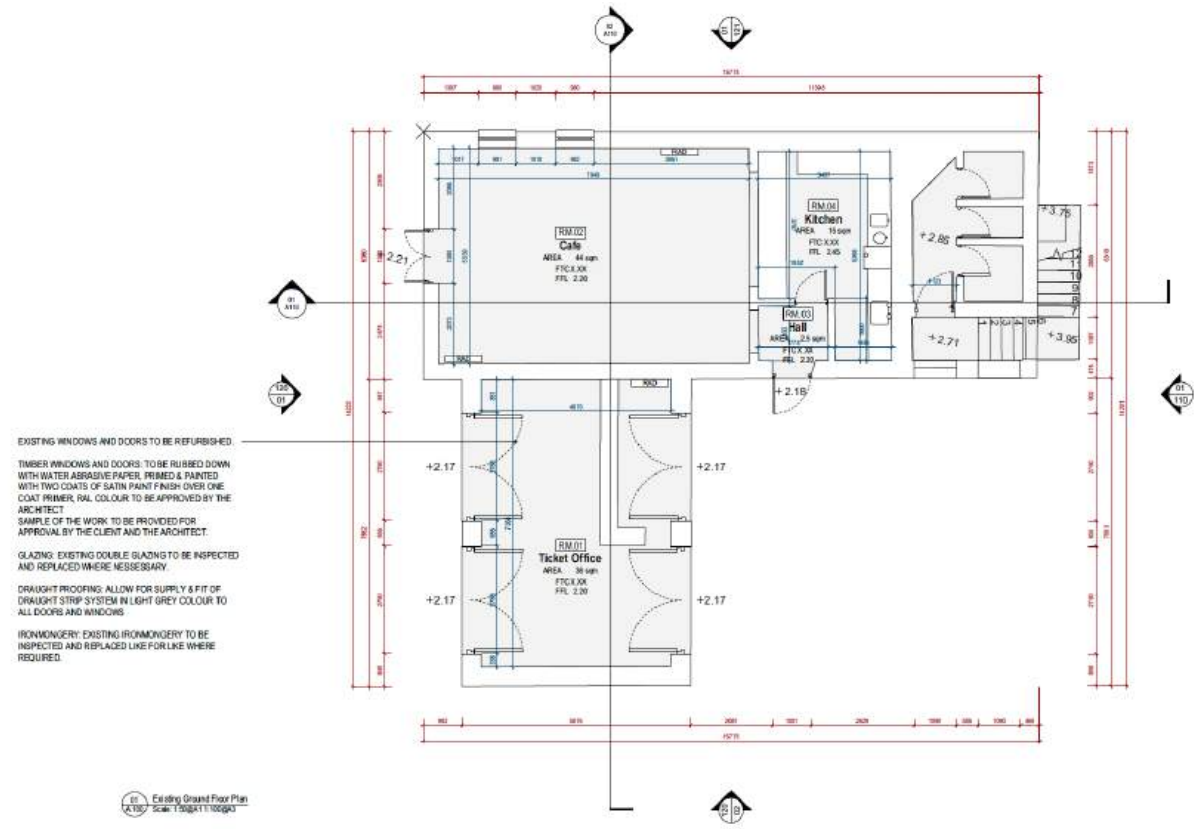
All lead rolled batten ridges are to be renewed as they are exhausted in places. Welted joints, cleats and strapped clamps will need to follow best practice conservation guidelines.

Nail Fixing

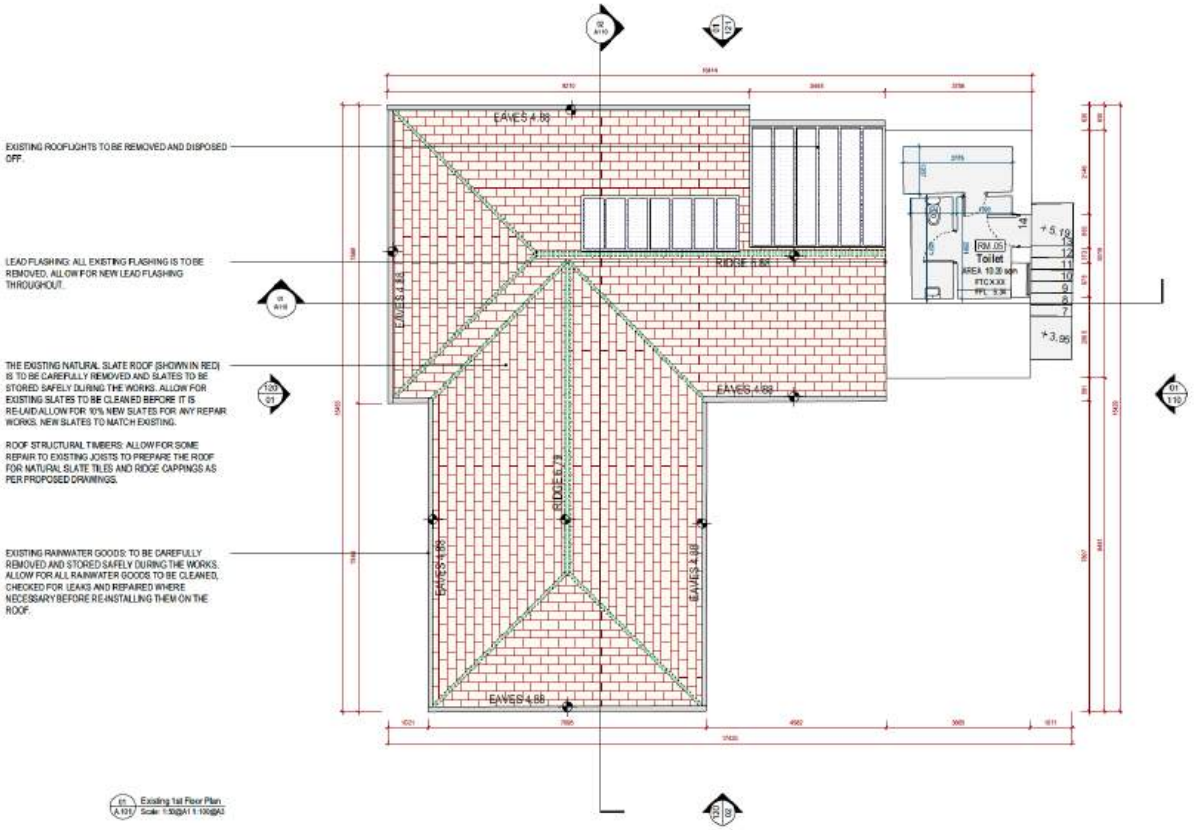



head
min 20 mm
10 mm
gauge =
slate length - headlap
2
head lap
holing gauge =
gauge + lap +
10 mm
tail
margin
side lap

Drawings



01 Existing Ground Floor Plan
A100 Scale: 1:50@A1 1:100@A3



01 Existing 1st Floor Plan
A101 Scale: 1:50@A1 1:100@A3



THE EXISTING NATURAL SLATE ROOF (SHOWN IN RED) IS TO BE CAREFULLY REMOVED AND SLATES TO BE STORED SAFELY DURING THE WORKS. ALLOW FOR EXISTING SLATES TO BE CLEANED BEFORE IT IS RE-LAID.ALLOW FOR 15% NEW SLATES FOR ANY REPAIR WORKS. NEW SLATES TO MATCH EXISTING.

ROOF STRUCTURAL TIMBERS: ALLOW FOR SOME REPAIR TO EXISTING JOISTS TO PREPARE THE ROOF FOR NATURAL SLATE TILES AND RIDGE CAPPINGS AS PER PROPOSED DRAWINGS.

LEAD FLASHING: ALL EXISTING FLASHING IS TO BE REMOVED. ALLOW FOR NEW LEAD FLASHING THROUGHOUT.

EXISTING RAINWATER GOODS: TO BE CAREFULLY REMOVED AND STORED SAFELY DURING THE WORKS. ALLOW FOR ALL RAINWATER GOODS TO BE CLEANED, CHECKED FOR LEAKS AND REPAIRED WHERE NECESSARY BEFORE RE-INSTALLING THEM ON THE ROOF.

EXISTING WINDOWS AND DOORS TO BE REFURBISHED.

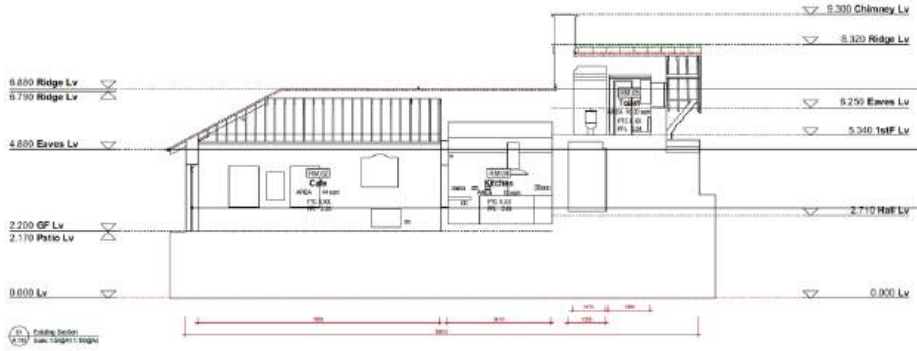
TIMBER WINDOWS AND DOORS: TO BE RUBBED DOWN WITH WATER ABRASIVE PAPER, PRIMED & PAINTED WITH TWO COATS OF SATIN PAINT FINISH OVER ONE COAT PRIMER, RAL COLOUR TO BE APPROVED BY THE ARCHITECT. SAMPLE OF THE WORK TO BE PROVIDED FOR APPROVAL BY THE CLIENT AND THE ARCHITECT.

GLAZING: EXISTING DOUBLE GLAZING TO BE INSPECTED AND REPLACED WHERE NESSESSARY.

DRAUGHT PROOFING: ALLOW FOR SUPPLY & FIT OF DRAUGHT STRIP SYSTEM IN LIGHT GREY COLOUR TO ALL DOORS AND WINDOWS.

IRONMONGERY: EXISTING IRONMONGERY TO BE INSPECTED AND REPLACED LIKE FOR LIKE WHERE REQUIRED.

01 Existing Section
A-152 Scale: 1:50@A1 1:100@A3



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Proposed Section
Scale: 1:50@A1 1:100@A3



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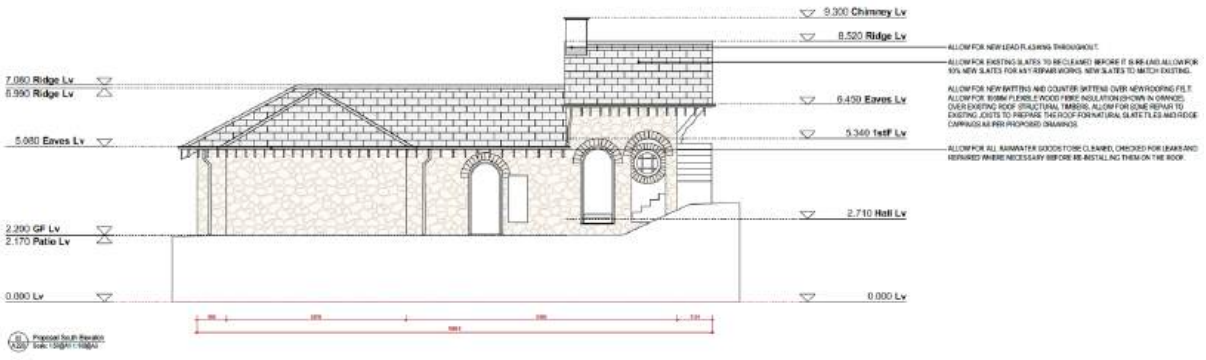
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6.450 Eaves Lv
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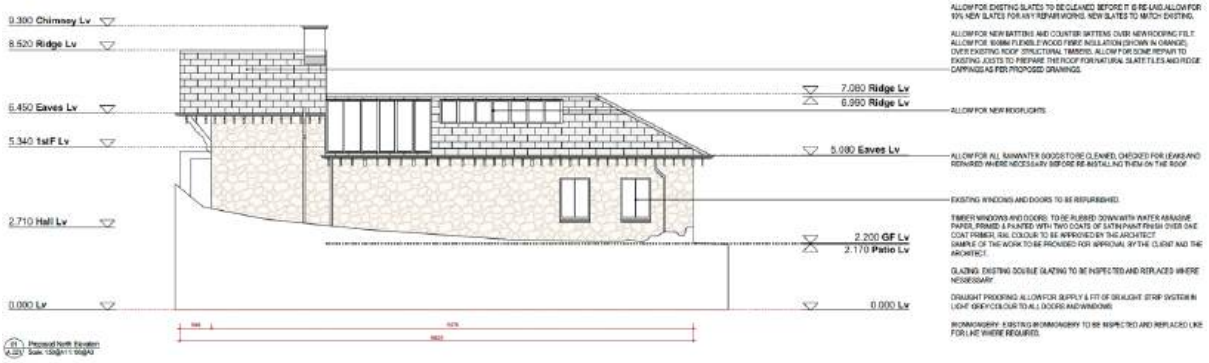
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