



**Proposed Refurbishment Works to IDA
Western Region Science and Technology Park
Oranmore, Galway**

Preliminary Safety and Health Plan

**Prepared by
Project Supervisor Design Process**

August 2018

Revision: A

TOBIN CONSULTING ENGINEERS



Preliminary Safety & Health Plan

PROJECT:

**Proposed Refurbishment Works to IDA Western
Region Science and Technology Park
Oranmore, Galway**

CLIENT:

IDA Ireland

COMPANY:

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Project:	Proposed Refurbishment Works to IDA Western Region Science and Technology Park, Oranmore, Galway
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1 INTRODUCTION

1.1 PRELIMINARY SAFETY AND HEALTH PLAN

This Preliminary Health & Safety Plan has been prepared in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013, and the “Guidelines on the Procurement, Design and Management Requirements of the Safety Health and Welfare at Work (Construction) Regulations 2013. The Project Supervisor Construction Stage (PSCS) shall develop the Safety and Health Plan in accordance with S.I. 291 of 2013: Safety, Health and Welfare at Work (Construction) Regulations 2013. This Preliminary Safety and Health Plan is provided in accordance with Regulation 12 of these Regulations.

This Preliminary Safety & Health Plan has been prepared as part of the Contractor documentation for this contract. As such it is prepared on the basis of the general design information available at this stage and should be considered a live document which will be updated as the project progresses.

1.2 PROJECT SUPERVISOR DESIGN PROCESS

The Project Supervisor for the Design Process for the upgrade works to IDA Western Region Science and Technology Park, Oranmore, Galway is TOBIN Consulting Engineers who have been appointed in accordance with the provisions of S.I. 291 of 2013: Safety, Health and Welfare at Work (Construction) Regulations 2013.

1.3 PROJECT SUPERVISOR CONSTRUCTION STAGE

The Project Supervisor Construction Stage (PSCS), unless specifically noted otherwise, shall be the Contractor who will be appointed in accordance with the provisions of S.I. 291 of 2013: Safety, Health and Welfare at Work (Construction) Regulations 2013. The PSCS has not yet been appointed.

2 TEAM DETAILS

2.1 CLIENT

Name: IDA Ireland
Address: IDA Ireland, Athlone Business & Technology Park,
Garrycastle, Athlone, Co Westmeath
Contact Name: Marion Coyne
Tel: 090 6471 500
E-Mail: marion.coyne@ida.ie

2.2 PROJECT SUPERVISOR DESIGN PROCESS

Name: TOBIN Consulting Engineers
Address: Fairgreen House, Fairgreen Road, Galway
Contact Name: Thomas Mackey
Tel: 091 565211
Fax: 091 565398
E-mail: thomas.mackey@tobin.ie

2.3 DESIGNERS

2.3.1 *Civil Engineer*

Name: TOBIN Consulting Engineers
Address: Fairgreen House, Fairgreen Road, Galway
Contact Name: Michael Fleming
Tel: 091 565211
Fax: 091 565398
E-mail: michael.fleming@tobin.ie

3 PROJECT DESCRIPTION

3.1 GENERAL

This section is included for information only and does not form part of the Contract. The full scope of works, and the obligations of the Contractor, is to be ascertained by reference to the full set of Contract Documents.

The proposed works consist of the refurbishment and upgrade works to the existing infrastructure within the IDA Western Region Science and Technology Park, Oranmore, Galway. The industrial park is currently vacant with the site currently free of any developments other than small scale steel frame decked areas used for exhibiting the site to prospective occupants.

The works will involve remedial works to enhance the aesthetic appearance of the site, essential repair works and works which address current health and safety concerns. The areas to which the works relate include the exhibition area, feature pond areas and footpaths.

The works will involve the following:

- General Maintenance works.
- Painting.
- Provision of Railing and Fall protection at elevated Exhibition platforms and feature pond.
- Remedial works to existing feature paving strip.
- Remedial works to existing cycleway surfacing.
- Remedial works to existing informal walkway.
- Various electrical works.
- General maintenance and landscaping works to attenuation and feature pond areas.

3.2 DESCRIPTION OF THE WORKS

For a detailed description of the proposed works, refer to the tender documents prepared by Design Team and included in the Tender Documents.

3.3 EXISTING SAFETY FILE, RECORDS & PLANS OF EXISTING FACILITY/SITE

At the time of preparing this document there is no Safety File available for any of the existing site. All that is available at this stage are the details provided by the Design Team in the tender documents. The contractor should implement 'Dial before You Dig' protocols, and subsequently carry out all appropriate on site safety methodologies, including scanning (including Cat and Jenny etc.) and hand dig exploration where appropriate.

Information provided as part of the tender documentation include the enabling works drawings and site investigation information.

4 TIME FOR COMPLETION

This 'Time for Completion' is an estimate of the time, within which the design team, together with the PSDP, consider that it should be feasible for competent contractors to complete the works safely, provided they allocate sufficient and suitable resources. Although the design team and PSDP have a reasonable understanding of the likely methods that will be used to carry out the works, they do not have particular expertise in the means, methods and procedures of construction, which competent contractors, experienced in the construction of these types of works, possess. The designers or the PSDP will not exercise control in any way either on the resources to be made available by the contractor or the management, planning, supervision etc. of the works themselves.

The project design team have consulted with Contractors who are experienced in projects of a similar scale and scope. Following these discussions, the design team concluded that **4 weeks** is an adequate time scale for a competent contractor, with experience in this type and scale of project to complete the project works safely. The design team conclusions are based on the discussions mentioned above, the efficient application by the contractor of adequate and appropriate resources / personnel, machinery and equipment, and the use of suitable systems of planning, managing and carrying out the works. This assumes, in particular, that there will be no hold up in the carrying out of the works for any reason whatsoever.

This time basis shall have no contractual standing whatsoever.

The PSCS and Contractor shall confirm that they consider that the Time for Completion specified here is a reasonable time within which to complete the project works safely. Alternatively, if the PSCS and Contractor consider that it is not feasible to safely complete the project works within the above-specified time, the Contractor shall indicate a time within which they consider it will be feasible to safely complete the project works.

The project schedule should in no way affect the Safety, Health and Welfare of those persons involved in the project to meet its requirements. It is the responsibility of the Project Supervisor for the Construction Stage (PSCS) to advise whether this timescale is achievable with respect to Health, Safety and Welfare considerations.

5 SAFETY MANAGEMENT

The following Section outlines how the PSDP envisages all Health and Safety aspects of the project will be managed and co-ordinated.

5.1 CLIENT

The Client shall fulfil all duties in accordance with the Safety, Health and Welfare at Work (Construction) Regulations, 2013 and the HSA's publication 'Client in Construction Best Practice Guidance' which will include but not limited to the following:

- ✓ Notify the HSA of a design process using form AF 1.
- ✓ 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 – On appointment / award of Contract.

5.2 PROJECT SUPERVISOR FOR THE DESIGN PROCESS (PSDP)

The person appointed by the client to co-ordinate the health and safety aspects of the project's design at the planning stages, including the preparation of the Preliminary Safety & Health Plan and the Safety File.

5.3 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.

5.4 CONTRACTOR / SUB-CONTRACTOR

Any person engaged by the PSCS / main Contractor to carry out construction works under the direction of the PSCS / main Contractor.

5.5 DESIGNERS

Any person who carries 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.

5.6 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.

5.7 SITE SAFETY 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 PSCS, make representations to the PSCS or Contractor(s) on site, investigate accidents & 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.

5.8 SAFETY OBJECTIVES

The Safety, Health and Welfare at Work (Construction) Regulations 2013 places duties on Clients, Designers and Contractors with respect to health, safety and welfare provisions, so as to ensure that they are co-ordinated and managed effectively throughout all stages of the construction project.

This Preliminary Safety & Health Plan sets out to endeavour that the Project is managed and constructed in a safe manner, and complies with current legislation. The PSCS is under a legal duty to implement and update, as required by changes in design or circumstances, the Safety & Health Plan throughout the Project lifetime.

5.9 SAFETY CO-ORDINATION DURING PROJECT

Details of construction hazards, hazardous materials, and hazardous work methods or sequences which remain after the design process, that pose a particular risk to persons during the construction stage are documented in Section 8.0 and 9.0 of this Preliminary Safety & Health Plan. Copies of Designer's Risk Assessments are appended to this Report.

5.9.1 *Permanent Works*

All designers must provide a "Permanent Works Design Certificate" to the PSDP, for their element of the works on the project (refer to the HSA guidelines to the Construction Regulations 2013 part 4). A sample Permanent Works Design Certificate is included in **Appendix 3**.

5.9.2 Temporary Works

The PSCS / Main Contractor for the works must provide and maintain all necessary temporary work supports including associated Method Statements and is responsible for the design of all such temporary work support. Temporary works may include such items as propping, formwork, trench shoring / supports, non-standard scaffolding, working platforms, gangways and access stairs / ladders, etc particularly in relation to the erection of steel trusses to roof and works to construct ventilation trenches.

The PSCS / Main Contractor must prepare a schedule of Temporary Works for the project. This schedule shall be reviewed by the PSDP on an on-going basis throughout the project. Persons who make decisions on site in respect of these may be deemed to be designers.

The Contractor is required to appoint a competent Temporary Works Designer, details of whom must be submitted to the PSDP / Employers Representative for review and approval.

The Contractor / PSCS must ensure the following process is in place:

- ✓ The Temporary Works Design Engineer develops The Temporary Works Design.
- ✓ The Temporary Works Design Engineer issues a Temporary Works Design Certificate.
- ✓ The Permanent Works Engineer ensures the Temporary Works Design is not in conflict with The Permanent Works Design and is to the appropriate standard and signs off on The Temporary Works Design Certificate.
- ✓ The PSDP signs off on The Temporary Works Design Certificate when the process is in place.
- ✓ A sample Temporary Works Design Certificate is included in **Appendix 4**.

Unless otherwise noted elsewhere, the PSDP and Permanent Works Designers envisage, and have assumed, that contractors will use only standard proprietary design systems for temporary works (including temporary access, temporary guarding/ rails, trench support etc.). The PSDP and Permanent Works Designers have assumed that all such systems will be used strictly in accordance with the manufacturers design, installation and demobilisation instructions, under the coordination of the PSCS.

In the event that a contractor proposes to use any bespoke or specially designed temporary works system specifically for this project, the contractor shall inform the PSDP, the PSCS and any Permanent Works Designer whose designs may be affected by that element of temporary works. The contractor shall ensure that the Temporary Works Designer contacts the PSDP and relevant Permanent Works Designer prior to carrying out any such temporary works design.

5.9.3 Design Changes

During the construction phase the PSCS is to inform the PSDP of:

- ✓ Any unforeseen eventuality resulting in a substantial design change
- ✓ Any proposal to depart from the principles set out in the Preliminary Safety and Health Plan
- ✓ Any change to information for inclusion in the safety file
- ✓ The PSCS / main Contractor will be required to agree with the PSDP proposals and changes, such as described above and to the extent that they affect design, prior to their implementation.

5.9.4 Communication Procedures

Health and Safety shall be an item on the project / site meeting agenda. All team members must have a person nominated as Health and Safety co-ordinator for their element of work. The Client or clients' representative will meet with the Design Team / PSCS / main Contractor and relevant Contractors on a basis as agreed between all relevant parties.

All communications relating to health and safety matters must be circulated to both the nominated PSDP and PSCS.

The PSCS is required under Regulation 22 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 to give advanced notification to the Safety & Health Authority prior to commencement of the construction works on site.

6 SAFETY FILE

The PSCS / Main Contractor shall forward the Safety File on a preliminary basis prior to the substantial completion date. This shall contain in writing all information, relevant to any future construction or demolition, and the safe maintenance/ repair/ replacement of any elements, including any information from the final version of the Safety and Health Plan that could be relevant to future maintenance or construction. The PSCS shall make arrangements to ensure that, all contractors (including main, domestic, nominated and specialist subcontractors) on the project provide all information necessary for completion of the Safety File on an ongoing basis throughout the project and well in advance of practical completion.

A digital folder structure will be made available to the Contractor at the start of the works which shall be updated on a weekly basis during the works for all works elements undertaken.

Contents of the Safety File shall include:

- *Detailed description of the project;*
- *Details of Project Team (Client, PSDP, Designers and Contractors) including contact details;*
- *List of all Suppliers, and Products/ Materials used;*
- *Final Construction Drawings and Fabrication / Shop Drawings, produced and used throughout the construction process (amended by the contractor as necessary if actual*

- construction deviated from the design drawings), including site layout, all associated site works, landscaping, boundaries / gates, and interfaces / connections to all public utilities*
- *Final Specifications, produced and used throughout the construction process;*
 - *Bills of Quantities, produced and used throughout the construction process;*
 - *The general design criteria and principles adopted;*
 - *Any restrictions / limitations, including access for machinery etc., identified by the designers during the design process in relation to safe maintenance, repair, replacement, demolition or future construction;*
 - *Details of the equipment and the maintenance facilities forming part of the works;*
 - *Safe maintenance procedures and requirements for the works;*
 - *Manuals, and where appropriate certificates, produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for any plant and equipment installed as part of the works.*
 - *Copies of relevant photographic and video material of construction including progress photographs (particularly of hidden services / utilities) indexed and collated by date and work element;*
 - *All test results and certificates;*
 - *All relevant product / material datasheets for all products / materials.*
 - *Copies of all product warranties, guarantees and maintenance agreements*
 - *Identification of all underground utilities (including existing pre-contract amended as necessary) – location and description*
 - *Any temporary works left in place on completion;*
 - *Other relevant information which, in the opinion of the PSCS, should be included in the Safety File;*
 - *Any sections of the Safety and Health Plan relevant to future maintenance or construction;*
and
 - *Contact details of all suppliers.*

The PSCS and Contractor shall have a procedure in place for gathering all information from all involved for including this in the Safety File.

The Contractor should also refer to the relevant Section of Volume A1 of the Works Requirements to further details for compilation / submission of Safety File.

7 SITE RESTRICTIONS / CONSIDERATIONS

This section is included for information only and does not form part of the Contract. The full details on site restrictions / considerations, and the obligations of the Contractor, is to be ascertained by reference to the full set of Contract Documents.

The PSCS should have an integrated approach to safety and health on site so that all contractors involved work together to ensure the safety of all workers on the site. This involves co-coordinating the activities of all contractors throughout the duration of the contract. Bringing about co-ordination and co-operation between contractors is an ongoing task throughout the project, which should be addressed and reviewed at site meetings and should include the following:

- Emergency arrangements and procedures (e.g. fire, including means of escape and first aid provisions);
- Coordinating the work of contractors so as to minimise the effect of one activity on another from the point of view of safety and health;
- Giving the contractors relevant safety and health information relating to the project.

All site personnel / visitors must be made aware of the Emergency Plans on arrival to the site. Fire escape routes must be accessible at all times and ensure that all emergency services can access all areas of the site.

Under no circumstances will vehicles be allowed to park on public roads or hard shoulders at the site or the accesses to the site in a manner that compromises the safety of other road users or pedestrians.

7.1 WORKING HOURS

Working hours are restricted to **8.00am – 8.00pm Mondays – Saturday**. No Sunday or Public Holiday working shall be permitted except with prior written authority of the client.

Please refer to main tender documents for full restrictions on working hours.

7.2 GENERAL SITE RULES

The Contractor shall be responsible for the security of the site. They must adequately safeguard the site, the works, products, materials arising, plant and any existing buildings affected by the Works from damage, theft and trespass. The Contractor must take all reasonable precautions to prevent unauthorised access to the site, the works and adjoining properties.

The works area is to be securely fenced off for the duration of the works. The Contractor shall make the site safe on completion of works.

The PSCS / main Contractor is to ensure noise / dust / vibrations are kept to a minimum, so far as is reasonably practicable. Noise emissions on site must comply with the Safety, Health and welfare (General Applications) regulations 2007.

The PSCS / main Contractor must take all necessary provisions to protect the general public, site and delivery personnel including but not limited to the following:

- ✓ The PSCS / main Contractor must ensure that the work area is properly hoarded off to prevent any unauthorised access and to protect the public from the activities on site.
- ✓ The PSCS/ main Contractor must provide safe access routes to the existing facilities adjoining the site at all times.
- ✓ The PSCS / main Contractor must ensure that all debris and materials are disposed off to a registered landfill site or other designated area.
- ✓ The PSCS / main Contractor must ensure that before any works takes place the area is scanned for underground cables and services.
- ✓ The PSCS / main Contractor must ensure that there is an exclusion zone area in operation around all crane operations and a competent banksman is present for all lifts on site.
- ✓ All visitors to the site must report immediately to the site office or to the PSCS / main Contractor on site and adhere to the health and safety requirements of the Main Contractor and general site rules.
- ✓ All personnel / visitors to the site must wear the correct personal protective equipment.
- ✓ All personnel commencing work, on site, must receive a site safety induction from the PSCS / main Contractor.
- ✓ The locations of services are presented in drawings contained within the Information Pack. Updated drawings should be reviewed at time of construction. The Contractor shall ensure appropriate welfare facilities are provided for the Works.

All arrangements regarding security, emergencies, access restrictions should comply with the requirements in the tender documents. It is critical that the contractor liaises closely with IDA Ireland and other landowners, regarding all of these matters, and such liaison should be well in advance of commencement on site. The contractor/PSCS shall prepare a plan setting out these arrangements and provide these, in advance of commencement, for information purposes only, to IDA Ireland, the Design Team and the PSDP. Notwithstanding such provision of plans and liaison, all arrangements and implementation shall remain entirely the contractor/PSCS responsibility.

The contractor/PSCS shall ensure that access to any premises (including fire hydrants) is not compromised at any time for emergency vehicles or personnel, including fire tenders, ambulances etc.

8 PARTICULAR RISKS

The following comprises information that was known or reasonable foreseeable at the time of preparation of this Plan, concerning Works, which involve any of the Particular Risks set out in Schedule 1 of the Safety, Health and Welfare at Work (Construction) Regulations 2013.

As PSDP and under our duties under the Safety, Health and Welfare at Work (Construction) Regulations 2013, we have reviewed Design Risk Assessments prepared by all Designers relevant to the project and identify the particular risks below. In addition we have flagged hazards / risks associated with the Car Park and Bus Set Down development, so that these can be eliminated if possible, or if not, reduced as far as is reasonably practicable, with information on any residual risks to be passed onto the PSCS / Contractor so that these residual risks can be controlled on site. We append to this Report (**Appendix 1**), Designer Risk Assessments sought by the PSDP and presented by the Designers.

8.1 Work which puts persons at risk of:

- a) Falling from height,
- b) Burial under earth falls, or
- c) Engulfment in swampland,

Where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.

- a) **Falling from Height:** The works involve the provision of Fall protection on elevated Exhibition platforms and at the feature pond, and as such there is an associated risk of falling from height when working on such platforms.

The contractor is to ensure that qualified and trained personnel are employed and that all appropriate personal protective equipment is worn by operatives.

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

The works involve general maintenance works to include the painting / varnishing and sealing of various elements. Use of such introduces the risk of exposure to hazardous and often toxic chemicals contained in such finishing products. The contractor should ensure that inhalation / ingestion / skin contact with such chemicals is reduced, through ensuring that the appropriate PPE is made available to include gloves / dust masks / washing facilities.

8.3 Work with ionizing radiation required the designation of controlled of supervised areas as defined in Directive 96/29 / Euratom.

No works envisaged at Design Stage.

8.4 Work near high voltage power lines.

Due to the presence of existing services (both above and underground) in the site it will be necessary for the Contractor to take all necessary safety measures to ensure that the risk of electrocution is eliminated. The contractor must ensure that all existing services are located and marked prior to works commencing. All operatives are to be made aware of the potential hazard. The locations of all services/cables encountered during the works are to be included in the Safety File. All 'As-Built' information on existing and new underground and over-ground services is to be included in final Safety File.

The contractor is reminded to comply with the recommendations contained in the HSA Code of Practice for Avoiding Danger from Underground Services, and those contained in the Code of Practice for the Avoidance of Danger from Overhead ESB Lines. Copies of such are available online.

The PSCS/Contractor shall prepare work specific method statements, supported by temporary works designs, where appropriate, and ab-initio risk assessments, setting out what arrangements will be put in place to protect the Safety Health and Welfare of all persons from these particular risks during the carrying out of the project works.

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

Works carried out at feature pond and attenuation areas pose a risk of drowning. The PSCS will be required to produce work specific Method Statement for all works to be carried out, with works to be carried out under proper supervision.

8.6 Work on wells, underground earthworks and tunnels.

No works envisaged at Design Stage.

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

No works envisaged at Design Stage.

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

No works envisaged at Design Stage.

8.9 Works involving the use of explosives

No works envisaged at Design Stage.

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

No works envisaged at Design Stage.

The PSCS/Contractor shall prepare work specific method statements, supported by temporary works designs, where appropriate, and ab-initio risk assessments, setting out what arrangements will be put in place to protect the Safety Health and Welfare of all persons from these particular risks during the carrying out of the project works.

9 CONCLUSIONS ON NON-SCHEDULED PARTICULAR RISKS

The following comprises information that was known or reasonable foreseeable at the time of preparation of this Plan, concerning the categories of Non Scheduled Particular Risks arising out of Designer Safety Assessments. Refer to **Appendix 1** of this report for detailed Designer Risk Assessments. Detailed Method statements are required from the contractor for all works before any works take place and the Contractor / Operator must be aware of any residual risks.

The key hazards/risks identified by the designers, and excluding the generic routine site risks, and the decisions made by them during the Pre-Contract Design Process, include the following and these have been addressed in their Designer's Safety Risk Assessments. As Health and Safety Co-ordinator, TOBIN has organised co-operation between the designers and ensured co-ordination of the designers' activities, taking account of the General Principles of Prevention :-

9.1 Work involving plant / equipment / machinery

The nature and scale of the project involves use of large scale plant and machinery. The Contractor is required to comply with the requirements of all current legislation appropriate to the use of plant / equipment / machinery. The Contractor must ensure the use of all appropriate safety gear and equipment and provision of appropriate supervision / Training to relevant staff.

The PSCS/Contractor shall prepare work specific method statements, supported by temporary works designs, where appropriate, and ab-initio risk assessments, setting out what arrangements will be put in place to protect the Safety Health and Welfare of all persons from these particular risks during the carrying out of the project works.

9.2 Work adjacent to live public traffic and pedestrians

Access to the site is shared with a number of other road users and visitors. The Contractor must develop a detailed Traffic Management Plan for the full duration of the project which outlines safety measure put in place to take account of other road users. Care must be taken to ensure that the existing and construction vehicular movements do not pose an increased hazard to road users and construction staff.

The Contractor must be aware that the Western Region Science and Technology Park is currently unoccupied, thus the interface risk within the site is reduced. However, the contractor must be aware of visitors to the site, and where works are on or adjacent to car parks and internal walkways which may be in use.

The contractor should also note the interface risk associated with the live public traffic and pedestrians visiting surrounding businesses, and using surrounding public walkways/roads.

As such, the Contractor is required to ensure that the interface risks associated with the project works are minimised, and where at all possible, eliminated.

The Contractor will be required to outline their proposal for control of interfacing during the works.

9.3 Work which puts persons at risk from trips, slips and falls

Given the high number of site accidents which are attributed to trips, slips and falls, care must be taken to ensure that the site is kept clear of trip hazards at all times. In general, good housekeeping rules should be adhered to at all times.

9.4 Site Security

It is the Contractors responsibility to maintain the security of the site. A secure boundary must be provided around the each works area to restrict the trespassing of unauthorised persons.

9.5 Vibration & Loud Noises

The nature of the project involves the use of large plant and machinery. Care must be taken to prevent over exposure to loud noises and harsh vibrations associated with working in close proximity to this equipment. It is therefore the responsibility of the contractor that PPE and training is provided to all workers to limit exposure.

The PSCS/Contractor shall prepare detailed method statements, supported by temporary works designs where appropriate, and ab-initio risk assessments, setting out what arrangements will be put in place to protect the Safety Health and Welfare of all persons from these non scheduled particular risks during the carrying out of the Works.

Having taken account of the General Principles of Prevention, the designers identified the above conclusions related to residual particular risks (other than those “Particular Risks” set out in Clause 8 above). These include only those risks which in their opinion are substantial (i.e. the risk of harm is great – such as a gas explosion), unusual or significantly aggravated by the presence of another hazard or circumstance.

The PSCS/Contractor shall prepare detailed method statements, supported by temporary works designs where appropriate, and ab-initio risk assessments, setting out what arrangements will be put in place to protect the Safety Health and Welfare of all persons from these non scheduled particular risks during the carrying out of the Works.

10 DESIGN PROCESS TRAFFIC MANAGEMENT

Access and Traffic Management requirements will be as outlined in the Contract Works Requirements. As noted, it will be a matter for the tendering contractors to have visited the site during their tender preparation to assess safe access and movement around the site. In addition, tendering contractors will be required to liaise with adjacent property owners and the local authority to mitigate against any risk to adjacent road users.

Taking into account all of the above, the Contractor’s Temporary Traffic Management Designer shall prepare Detailed Temporary Traffic Management Designs for the all locations where Works are planned on any Public Road, or where works are to be carried out on the facility to which non-construction personnel will have access. The PSCS shall develop Operational Traffic Management Plans for each location to be implemented by the Contractor’s Temporary Traffic Operations Supervisor.

The Contractor shall comply with the requirements of:

- “Traffic Signs Manual – Chapter 8 – Temporary Traffic Measures and Signs for Roadworks” Department of Transport, November 2010
- Guidance for the Control and Management of Traffic at Roadworks (2nd Edition) – Department of Transport, NRA and Local Government Management Services Board, October 2010.

11 ANY OTHER RELEVANT SAFETY INFORMATION

The PSCS shall provide the Project Supervisor for the Design Process with the following:

- (a) A copy of the record of significant findings of risk assessments including, in particular, Method Statements.

- (b) The information required above shall be provided to the Project Supervisor for the Design Process at least 7 days prior to commencement of activities to which the information relates or, where appropriate, at the commencement of the Works where this is less than 7 days or at the earliest practical opportunity.

All contractors on site must ensure that all personnel involved are made aware of the need to comply with safe working practices.

All contractors on site will be required to submit a Safety & Health Plan covering the duration of the contract and a specific person shall be nominated by each contractor to act as a Safety Officer for their element of the works.

The Safety & Health Plan shall include the following information, at a minimum:

- Name of Safety Officer and coordinator
- Procedures for briefing all personnel on health & safety matters
- List of protective equipment and clothing to be provided
- List, with locations, of health & safety notices and posters to be displayed
- Description of site welfare and accommodation provisions
- Precautions to be taken against specific risks
- List of telephone numbers for all local emergency services including doctors, hospitals, Gardaí and the fire authority
- Procedures for recording in a Register all incidents relating to Health & Safety in the course of the works.

Compliance with the above specification does not absolve the Contractors under their statutory obligations including the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007 or the Safety, Health & Welfare at Work (Construction) Regulations 2013 or any amendment thereof.

All contractors on site shall include in their Safety and Health Plan details of the first aid facilities to be provided, including the location of any first aid facilities, and the provision of suitably trained personnel.

Documents to be read and observed in conjunction with this Preliminary Health and Safety Plan are as follows:

- The Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2005 (S.I. No. 328 of 2005)
- Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013)
- Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

- Guidance for the control and management of traffic at road works as published by Department of Transport on October 2007
- A Guide to Safety In Excavation Published in March 2004 and revised in January 2007 by the Health and Safety Authority
- HSA Code of Practice for Avoiding Danger from Overhead Electricity Lines
- HSA Code of Practice for Avoiding Danger from Underground Services
- HSA Code of Practice for Safety in Roof Work
- HSA Code of Practice for Access and Working Scaffolding

12 NOTIFICATION OF CONDITIONS ON SITE BY PSCS

If during construction, the PSCS becomes aware of any changes or unforeseen conditions that could affect the works and their safe implementation, the PSCS should notify the PSDP of these as soon as practicable.

APPENDIX 1

DESIGNER RISK ASSESSMENTS

General

Project Information:

Client: IDA Ireland

Job Number: 10500

Project Title: Proposed Upgrade Works to IDA Western Region Science and Technology Park, Oranmore, Galway

Element: Civil Design

Stage: Main Works

Originator: OMcG

Checker: MF

Approved By: BC

REV: A

Date: 20.08.2018

DSA 0003
REV A

DCO 128

1a. Scheduled Particular Risks

Scheduled Particular Risks
1. "Work which puts persons at work at risk of - (a) falling from a height, (b) burial under earthfalls, or (c) engulfment in swampland,"
2. Work which puts persons at work at risk from chemical or biological substances
3. Work with ionising radiation
4. Work near high voltage power lines
5. Work exposing persons at work to the risk of drowning
6. Work on wells, underground earthworks and tunnels
7. Work carried out by divers at work having a system of air supply.
8. Work carried out in a caisson with a compressed-air atmosphere.
9. Work involving the use of explosives.
10. Work involving the assembly or dismantling of heavy prefabricated components.

1c. Designers Safety Assessment Sheet (Scheduled Particular Risks) Output

Risk: 1. "Work which puts persons at work at risk of -
 (a) falling from a height,
 (b) burial under earthfalls, or
 (c) engulfment in swampland,"

Hazards / Activities	Aggravated By:	Location / Element	Design Reduction Measures			Actions/ Decisions			
			Stage	Reduction Measure	RR	Specs	Drawings	Safety File	Other
1. Fall at excavations/ trenches	1. Depth of excavation	1. Excavation works	1. Design	A. Clarification following site investigation	I	1. Ongoing backfilling of trenches			
				B. Identify location and depths of services, divert if required					
			2. Construction	A. Work to be carried out by qualified and experienced personnel	I	2. Service providers to be contacted prior to commencing works on-site.			
				B. Health & Safety measures to be in place (e.g. guarding, lighting etc)					
				C. Ongoing backfilling of trenches					
					I				
	I								

Risk: 1. "Work which puts persons at work at risk of -
 (a) falling from a height,
 (b) burial under earthfalls, or
 (c) engulfment in swampland,"

Hazards / Activities	Aggravated By:	Location / Element	Design Reduction Measures			Actions/ Decisions				
			Stage	Reduction Measure	RR	Specs	Drawings	Safety File	Other	
2. Burial in excavation/under earth fall	1. Depth of excavations	1. Excavation of existing materials	1. Design	A. Clarification of local ground conditions prior to works commencing	I	1. Include requirement to prepare Method Statement		1. Include all known information in Safety File		
				B. Identify location and depths of services, divert if required						2. Suitable qualified personnel to carry out works
	2. Adverse weather		2. Construction	A. Health & Safety measures to be in place (e.g. guarding, trench supports, etc)	I	3. Refer to GPR Survey				
				B. Work to be carried out by qualified and experienced personnel						
				C. Method Statement to be requested and reviewed prior to excavation						

Risk: 4. Work near high voltage power lines

Hazards / Activities	Aggravated By:	Location / Element	Design Reduction Measures			Actions/ Decisions			
			Stage	Reduction Measure	RR	Specs	Drawings	Safety File	Other
1. Contact with overhead lines	1. Nature of works 2. Proximity of works to overhead lines/UG lines 3. High voltage	1. Site Layout	1. Design	A. Design works away from hazard	I	1. Contractor to visually verify locations of over ground power cables on site 2. Refer to GPR Survey		1. Drawing of services to be included in Safety File	1. Contractor to identify all services prior to commencing works
				B. ESB contacted to locate services					
				C. Design for re-routing of services if applicable					
	2. Construction		A. Contact Service/Utility providers	I					
			B. Contractor to visually verify locations of over ground power cables on site						
			C. Work to be carried out by qualified and experienced personnel						
			D. ESB personnel to re-route power supply						
	3. Maintenance & Operation		E. Health & Safety measures to be in place (e.g. guarding, goal posts etc)	I					
			A. ESB personnel only to provide maintenance/operation of over head power supply						
	2. Contact with underground power cables		1. Nature of works 2. Proximity of works to UG lines 3. Depth of excavation 4. High voltage	1. Excavation	1. Construction				
B. Contractor to confirm locations of underground power cables on site									
C. Contractor to provide Method Statement									

Risk: 5. Work exposing persons at work to the risk of drowning

Hazards / Activities	Aggravated By:	Location / Element	Design Reduction Measures			Actions/ Decisions			
			Stage	Reduction Measure	RR	Specs	Drawings	Safety File	Other
1. Works adjacent to feature ponds / attenuation areas	1. Nature of Works	1. Works to feature ponds / attenuation areas	1. Construction	1. Contractor to prepare detailed method statements	I				

Risk: 2. Work which puts persons at work at risk from chemical or biological substances

Hazards / Activities	Aggravated By:	Location / Element	Design Reduction Measures			Actions/ Decisions			
			Stage	Reduction Measure	RR	Specs	Drawings	Safety File	Other
1. Exposure to hazardous / toxic chemicals	1. Nature of Works	1. General Maintenance works (Painting, Varnishing, sealing)	1. Construction	1. Contractor to prepare detailed method statements 2. Contractor to provide appropriate PPE	I				

2a. Non Scheduled Particular Risks

Non Scheduled Particular Risks
1. Work involving plant / equipment / machinery
2. Work adjacent to live public traffic and pedestrians
3. Work which puts persons at risk from trips, slips and falls
4. Difficulties in making site works secure
5. Work requiring the use of vibrating equipment
6. Work which puts persons at risk from loud noises

2c. Designers Safety Assessment Sheet (Non Scheduled Particular Risks Output)

Risk: 1. Work involving plant / equipment / machinery

Hazards / Activities	Aggravated by:	Location / Element	Design Reduction Measures			Actions/Decisions			
			Stage	Reduction Measure	Risk After	Specs	Drawings	Safety File	Other
					RR				
1. Construction plant colliding with personnel	1. Number of personnel on site	1. Entire Site	1. Construction	A. Traffic management plan	I	1. Requirement for operational traffic management plan from Contractor		1. Preliminary Traffic Management Plan	
				B. Operation of plant/ equipment/ machinery by qualified & experienced personnel					
				C. Provision of Health & Safety measures (e.g. guarding, signage, segregation of site)					
				D. Stage works					

Risk: 2. Works adjacent to live public traffic and pedestrians

Hazards / Activities	Aggravated by:	Location / Element	Design Reduction Measures			Actions/Decisions			
			Stage	Reduction Measure	Risk After	Specs	Drawings	Safety File	Other
					RR				
1. Collision between construction plant and live traffic	1. Adjacent to public road	1. Accessing Site	1. Construction	A. Traffic Management Plan required	I	1. Requirement for operational traffic management plan from Contractor			
2. Collision between construction plant and visitors	2. Proximity to surrounding operational Business parks and proximity to walkways/car parks	2. Entire Site	2. Construction	A. Proposal for control of interfacing during works B. Fully enclosed each works area with herras fencing.	I	1. Requirement for traffic management plan from Contractor			

Risk: 3. Work which puts persons at risk from slips, trips and falls.

Hazards / Activities	Aggravated by:	Location / Element	Design Reduction Measures			Actions/Decisions			
			Stage	Reduction Measure	Risk After	Specs	Drawings	Safety File	Other
					RR				
1. Work leading to trips, slips and falls	1. Nature of works	1. Entire Site	1. Design	A. Design to reduce railing lengths	I	1. Outline Specification			
			2. Construction	A. Good housekeeping	I	1. Material level tolerances			
				B. Traffic Management Plan required		2. Traffic Management Plan			
				C. Provide safe level pedestrian access.					
3. Maintenance & Operation	A. Suitable smooth finished material designed.								

Risk: 4. Difficulties in making site works secure

Hazards / Activities	Aggravated by:	Location / Element	Design Reduction Measures			Actions/Decisions			
			Stage	Reduction Measure	Risk After	Specs	Drawings	Safety File	Other
					RR				
1. Site Security	1. Proximity to neighbouring business premises, factories & general public	1. Entire Site	1. Construction	A. Appropriate guarding and warning to be put in place at excavation & site boundary	I	1. Suitable fencing to prevent site access from the public			

Risk 5: Vibration & Loud Noises

Work requiring the use of vibrating equipment

Hazards / Activities	Aggravated by:	Location / Element	Design Reduction Measures			Actions/Decisions			
			Stage	Reduction Measure	Risk After	Specs	Drawings	Safety File	Other
					RR				
1. Compaction of construction materials	1. Nature of machinery	1. Roads, Car Park & Set Down Areas	1. Construction	A. Work to be carried out by qualified and experienced personnel	A/P				

Work which puts persons at risk from loud noises

Hazards / Activities	Aggravated by:	Location / Element	Design Reduction Measures			Actions/Decisions			
			Stage	Reduction Measure	Risk After	Specs	Drawings	Safety File	Other
					RR				
1. Exposure to loud noise from construction works	1. Nature of machinery	1. Entire Site	1. Construction	A. Appropriate PPE to be worn B. Working time restricted to Mon-Sat 08:00 to 20:00. No work on Sundays or bank holidays.	A/P	1. Work time restrictions			

APPENDIX 2

AF1 FORM

Approved Form (AF 1)

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 for one normal working shift.

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

- 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:	IDA Ireland		
Address:	IDA Ireland, Athlone Business & Technology Park, Garrycastle, Athlone, Co Westmeath		
Telephone:	0906471500	E-Mail:	marion.coyne@ida.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:	TOBIN Consulting Engineers	H&S C. Name:	TOBIN Consulting Engineers
Address:	Fairgreen House, Fairgreen Road, Galway	Address:	Fairgreen House, Fairgreen Road, Galway
Telephone:	091 565 211	Telephone:	091 565 211
E-Mail:	galway@tobin.ie	E-Mail:	galway@tobin.ie

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

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

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

Description of Project:	The proposed works consist of the upgrade and remedial works to the existing infrastructure within the industrial park. The works will involve the following: 1. Installation of new railings and support posts 2. Refurbishment to existing fall protection 3. Refurbishment works to existing footpaths throughout the site 4. General maintenance works consisting of pressure washing, steel painting, wooden deck refurbishment and other miscellaneous items. 5. Minor electrical works 6. General landscaping
Exact Address of Construction Site:	IDA Western Region Science & Technology Park, Oranmore, Galway

Signed:	 <small>Digitally signed by Michael Fleming DN: cn=Michael Fleming, o=Tobin Consulting Engineers, ou=Building & Infrastructure, email=Michael.Fleming@tobin.ie, c=IE Date: 2018.08.20 11:52:47 +0100'</small>	by or on behalf of the Client	
Position:	Design Engineer	Date:	20-Aug-2018

APPENDIX 3

PERMANENT WORKS CERTIFICATE



Permanent Works Designer's Certificate

(For use in connection with the Safety Health and Welfare at Work (Construction) Regulations ~~2006~~²⁰¹³ by a designer of any element(s) of the permanent works of a project, including specialist suppliers/contractors/others who design any element(s) of the permanent works. Nothing in this certificate shall be construed as imposing on the designer any liability whether in negligence, for breach of duty or otherwise that would not otherwise attach and the certificate is provided on this basis)

PSDP's Certificate Ref. No. _____

1.	Project:	
2.	Designer:	
3.	Designer's client:	
4.	Our appointment was/is in respect of: <i>(eg architectural; structural; M&E... design services)</i>	
5.	Elements/features of the permanent works which we were/are appointed to design (subject to 8 below).	
6.	Main design codes adopted: <i>(if applicable)</i>	
7.	Current project drawings and specifications <i>(schedule may be appended)</i>	
8.	Specialist suppliers/contractors/others who must design elements of the permanent works which we were/are to integrate within the overall permanent works design. <i>(if applicable; schedule may be appended)</i>	
9.	Were particular erection or construction sequencing, or particular risk control measures, which are unusual for the type of project and which would not be apparent to a competent contractor, assumed by us during design? If yes, where are these described?	<input type="checkbox"/> yes <input type="checkbox"/> no

We hereby confirm that we have to date carried out, and will continue to carry out as necessary, the design of those parts of the works which we are appointed to design exercising reasonable professional skill, care and diligence and with due regard to our duties under the Safety Health and Welfare at Work Act 2005 and under the Safety Health and Welfare at Work (Construction) Regulations, 2006 (the 'Regulations') in that we:

1. have taken account of the General Principles of Prevention and any existing Safety File,
2. have provided the PSDP & PSCS as appropriate with relevant information as required by the Regulations, and
3. have cooperated with the PSDP & PSCS and with other designers as necessary.

Signed:

for and on behalf of (Designer)

Date:

We hereby confirm that we have coordinated the activities of the designer named above and the other designers on the project in respect of the taking account of the General Principles of Prevention during the design of the element(s) described above with due regard to our duties as PSDP under the Safety Health and Welfare at Work (Construction) Regulations, 2006.

Signed:

for and on behalf of (PSDP)

Date:

APPENDIX 4

TEMPORARY WORKS CERTIFICATE

Temporary Works Design Certificate

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

Project:		Certificate Reference Number:	
Element of Temporary Works to which this certificate applies:			
Detail design codes adopted or complied with for these temporary works:			
Reference numbers for calculations; completed & checked:			
Drawings Numbers; completed & checked:			
Provide the assumed construction sequence required by the Temp Works Design:			
Requirements for temporary stability: propping, bearing, bracing, loading:			Yes No Fully detailed on drawings: <input type="checkbox"/> <input type="checkbox"/> Additional Information attached: <input type="checkbox"/> <input type="checkbox"/>

We hereby confirm that we have to date carried out, and will continue to carry out as necessary, the design of these parts of the works which we are appointed to design and that we have exercised reasonable professional skill, care and diligence with due regard to our duties under the Safety, Health and Welfare at Work Act, 2005 and under the Safety, Health and Welfare at Work (Construction) Regulations, 2006, we:

- 1 have taken account of the General Principles of Prevention and any existing Safety File;
- 2 have provided the PSDP and PSCS as appropriate with all relevant information as required by the Regulations; and
- 3 have cooperated with the PSDP and PSCS and with other Designers, as necessary.

Signed:	for & on behalf of the Temporary Works Designer:	Date:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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

Signed:	for & on behalf of the Permanent Works Designer:	Date:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

We hereby confirm that we have coordinated the activities of the Designers responsible for this element of the works, in respect of the taking into account the General Principles of Prevention and with due regard to our duties as PSDP under the Safety, Health and Welfare at Work (Construction) Regulations, 2006.

Erection of the Temporary Works may proceed, subject to the provision of a Temporary Works Method Statement agreed by the Contractor, Temporary Works Erector and PSCS as being adequate.

Signed:	for & on behalf of the PSDP:	Date:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>



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