

**December 2018**  
**Management Circular No. 74**

To Heads of all educational establishments

## **Contractors Working in School Buildings**

### **1. Introduction**

The purpose of this Management Circular is to provide Heads of Establishment and staff with information as to how contractors should operate when they are working in school buildings; and to provide guidelines as to the procedures to be adopted when contractors are on site. This Management Circular refers, in the main, to ongoing maintenance work and those projects which can be looked upon as constituting a small upgrade to the building. There is a section at the end of the Management Circular which refers to larger projects where particular procedures need to be invoked. Particular care is required where works could disturb asbestos and additional guidance on this is contained in Management Circular No. 25a, 25b, 27, 52 and the relevant Master Safety File(s).

The contents should be brought to the attention of all relevant staff including health and safety representatives of the unions. All Health & Safety Management Standards can found online <http://www.goglasgow.org.uk/Link/ManagementStandards/>

### **2. General**

School buildings are regularly in need of maintenance and building contractors are often to be found on the school premises during school time. In this situation, given the potential dangers involved, particular care has to be taken by the contractor, the school staff and the children/young people to minimise the risks involved. Building work can create potential hazards such as holes, piles of building debris and other obstacles; these, along with new material, equipment and machinery can attract children/young people. It is therefore important that everybody who is affected by the work, particularly the contractor, should be aware of the risks involved and comply with all reasonable health and safety standards.

### **3. Responsibilities**

The maintenance of school buildings is a complex exercise in that there is often a team of professionals involved in any particular project. Consequently there is a matching complexity in relation to responsibilities of the various personnel involved. It is however the responsibility of the Head Teacher to ensure the safety of the staff, children/young people and other building users.

The responsibility for carrying out maintenance in non-PPP schools, both day-to-day and larger projects lies with City Building (Glasgow) LLP {CBG}. For PPP schools it is Amey.

#### **3.1 Planned and Major Works**

Given CBG's role in planned and major works an officer will be appointed to oversee the project which, by the nature of the works, may be a specialist in fabric, mechanical or electrical aspects. Whilst larger projects may have a team of professionals there will still only be one officer with overall responsibility. It is this person who will liaise with the Head of Establishment as to suitable start dates, etc. It is the supervising officer who has the responsibility to instruct the contractor in the work to be undertaken. For larger or more complex projects it is expected that the supervising officer will hold a prestart meeting with the Head of Establishment to discuss the nature of the works prior to commencement on site in order that the Head of Establishment is made aware of the various risks that might be involved and can advise the staff, children/young people, parents/carers, etc. as appropriate.

### **3.2 Day-to-Day Maintenance**

It is understood that many apparently "*minor*" repairs can have serious consequences in terms of health and safety or the continued provision of service. To this end if the Head of Establishment wishes to discuss any aspects of the repair works proposed, or being undertaken by CBG then the relevant Property & Land Services officer should be contacted.

It is the CBG supervising officer who has the responsibility to pass instructions on the work being undertaken. It is also the responsibility of the CBG supervising officer to inform the Head of Establishment that a contract has been placed and to give an exact time for the start of the job.

For larger maintenance works the supervising officer will visit the Head of Establishment to discuss the nature of the work prior to it beginning on site so that the former can be advised as to the various risks that might be involved.

Clearly it is not the role of the Head of Establishment to be an expert in technical matters; however Heads of Establishment have a responsibility for the health and wellbeing of their staff and children/young people and therefore would wish to bring to the attention of the supervising officer any aspects of the work which, in their view, might be a risk to those in their care.

It is important that the health and safety requirements in relation to the work on site be brought to the attention of the contractor; but given this is often technical in nature it needs to be done officially through the supervising officer. For each job the supervising officer will have given clear guidelines to contractors with regard to various health and safety aspects of the job particularly in such matters as the proper supervision of electrical hand tools, glazing, mobile scaffolds and all other tools or resources that are needed for the particular work in hand; but given that Heads of Establishment are aware of the particular needs of their own schools the supervising officer should introduce the Head of Establishment to the contractor so that the latter can be briefed on any implications for staff and children/young people of the work that is to be done.

It is expected that the contractor will comply with all reasonable requests made by the Head of Establishment regarding minimising the health and safety risks to staff and children/young people.

If during the course of the work it is felt that a contractor is disregarding safety procedures or that staff or children/young people are being put at risk by the contractor's actions the Head of Establishment should:

- a) Consider whether it is necessary to remove staff and/or children/young people to a place of safety;
- b) Consult directly with the contractor with a view to eliminating the risk; and
- c) Contact the CBG supervising officer and Property and Land Services Officer.

It must be stressed that this action should be taken only in exceptional circumstances where there is a perceived risk to staff and children/young people.

If during the course of the work the contractor causes damage to the premises, which interferes with the smooth running of the school, then this should be brought to the attention of the supervising officer with the request that the damage be reinstated as soon as possible.

The first point of contact for further advice on these matters is the relevant Property and Land Services Officer. No direct approach should be made to the Health and Safety Executive.

Appendix 1 gives an indication of the detailed requirements of safe working practices for contractors. In terms of the contract all contractors are required to work to these specifications.

Appendix 2 is an aide memoire consisting of a list of questions about which Heads of Establishment would wish to be satisfied once they are aware work is to be carried out in their school building.

#### **4. Larger Works**

Larger projects are governed by the Construction Design Management (CDM) Regulations. When a school is affected by a large contract it is very common for a whole section of the school site to be cordoned off and become the contractor's sole responsibility. However whatever the situation all the foregoing procedures mentioned above in relation to health and safety matters still apply. The carrying out of the contract becomes an important event in the life of the school and because of its scale it tends to attract considerable public interest. The CDM Regulations require proper consultation between all the parties involved. Experience has shown that for very large projects it has been useful for a liaison group to be formed by Property and Land Services to ensure that all aspects of the work run as smoothly as possible.

The membership of this group will consist of key personnel and should include the Head of Establishment, trade union safety representatives, Parent Forum representatives and appropriate CBG personnel. Although it is inappropriate to be definitive about the role of this group, since every project is different, it would not be uncommon for the group to be involved in some of the planning and phasing of the work. It has been found that as the contract develops good communication, particularly with parents/carers, is important and the group would have a role in helping this process.

As above a Property and Land Services officer will be identified for the work and will be the link between the education authority and the contractor. Also given the scale of the project it is essential that the contractor nominates a senior member of staff to carry out duties of liaison officer. They should maintain day-to-day communications in respect of the work with the Head of Establishment (or representative). The contractor should inform the Head of Establishment and the supervising officer of the liaison officer's name in writing before the work begins on site.

A Property and Land Services Officer will ensure that all parties get together before work begins on site in order that all aspects of health and safety can be investigated. This will ensure that risks can be kept to an absolute minimum and that a plan be agreed for the different phases of the work.

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Executive Director of Education

## Safe working practices for contractors

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## **SECTION A**

### **Introduction**

These notes give an indication of current safe working conditions that apply when contractors are working on site. In these notes the term supervising officer refers to the senior staff member from CBG or Amey tasked with running the contract; and the term liaison officer refers to the person whom the contractor has appointed to oversee the work.

## **SECTION B**

### **Arrangements for work areas wholly handed over to Contractors**

The following applies to work areas wholly handed over to the contractors, being areas vacated by the staff and children/young people. Specific precautions in Section C, such as those relating to vehicle access and Liquefied Petroleum Gas (LPG), may also apply to work in these areas.

#### **Work areas wholly handed over to Contractors**

This normally refers to large works at educational establishments.

Parts of the premises not required by occupiers or the public for access should be enclosed within an appropriate perimeter fence which is sufficient to prevent access by unauthorised people, particularly children, unless this is already achieved by an adequate boundary wall/barrier.

All aspects of fencing and protection should be considered and confirmed at the site handover meeting with particular attention being given to fire evacuation and muster points. The perimeter fencing should be erected before the works begin and while the surrounding areas are clear of staff and children/young people. Due regard should be paid to the possible presence of underground services if excavations are required for fence posts.

The contractor should provide all necessary padlocked entrance gates and ensure that these are closed when they are not in use and are locked whenever the site is unattended.

If fencing is to be moved or adapted during the works this should only be undertaken when the surrounding areas are clear of staff and children/young people. All fencing should be dismantled and removed at the completion of the works but not until all danger to staff and children/young people has passed.

All site visitors, including the supervising officer, should report to the contractor's liaison officer, agent or general foreman when arriving on site. Notices informing visitors of this requirement, and any additional reporting requirements agreed with the supervising officer and Head of Establishment, should be posted by the contractor at entrances to the school.

## **SECTION C**

### **Work in and around occupied buildings**

#### **Physical separation of work areas**

Wherever it is reasonably practicable to do so work areas should be physically separated from areas used by staff and children/young people. Details of the separation should be established at the meeting prior to the work beginning and be acceptable to the supervising officer and the Head of Establishment. Changes throughout the contract should similarly be agreed.

#### **Access equipment in use for less than one day**

When equipment such as ladders, scaffolds and cradles are to be in position for less than a working day a clear demarcation of (at least) warning tapes or similar should be provided and maintained 2m clear of the ladder, scaffold, or cradle. During this period ladders, scaffolds, etc. should not be left unattended when erected. All ladders are required by law to be securely fixed at their upper resting point, or where this is impracticable, either be fixed at or near their lower end or be footed. If possible such equipment should not be located near doorways or main passageways. The Head of Establishment should be made aware of the detailed arrangements of these matters.

#### **Access equipment in use for more than one day**

When equipment such as ladders, scaffolds and cradles are erected, and positioned for more than a working day, a barrier should be provided and maintained to prevent unauthorised access. This barrier should consist of boarded, sheeted or chestnut fencing 1.8m high, erected a minimum 2m from the base of the scaffolding, etc. Where the 2m distance from the scaffold cannot be maintained the fence should be fixed to the face of the scaffolding, with an adequate overhead fan installed to provide protection, (*Note: the design of tower scaffolds and the way in which they are secured to the building will need to be considered carefully if fans are needed*). All fencing should be erected at the initial stages of the scaffold erection. Entrances should be closed when they are not in use and locked when the site is unattended. A reasonable degree of surveillance should be exercised when the gates are open.

#### **Restrictions on the erection and dismantling of all scaffolds, hoists and barrier fencing**

All scaffolds, hoists and barrier fencing should only be erected or dismantled when the common or surrounding areas are cleared of staff and children/young people. The contractor should ensure that the liaison officer is consulted before work begins and is informed of any subsequent movements of, or alterations to, scaffolds, hoists and similar equipment.

The liaison officer should inform the Head of Establishment and supervising officer of the start date, time and likely duration of the work so that the period during which these activities may be undertaken can be agreed and the need for temporary barriers to maintain clearance can be considered in advance.

Due regard should be paid by the contractor to the presence of overhead power lines or physical obstructions during the erection of scaffolds and hoists and during any subsequent alterations.

#### **Restriction on the movement of mobile scaffolds and long ladders**

Mobile scaffolds and ladders should only be moved in occupied or open access areas when these areas are cleared of children/young people and other occupants. If there is a need to move such plant at other times the Head of Establishment should be informed of the start and likely duration of such movements before the work begins and be consulted on the need for any temporary barriers.

The following legal requirements relate to equipment and operations: a) the Construction (Working Places) Regulations 1998; and b) the Construction (Lifting Operations) Regulations 1998.

**Practical advice on these requirements is contained in the following guidance notes produced by the Health and Safety executive:**

GS        General access scaffolds;

GS        Tower scaffolds, and;

INDG422 Thorough Examination of Lifting Equipment

PM27     Construction hoists/hydraulic access equipment.

The contractor is fully responsible for all aspects of scaffolding, including the selection of competent sub-contractors for this work. The scaffolding must be capable of supporting the loads for which it is intended, including such allowance as is necessary for wind loading, fans, etc.

The following are specific legal requirements and recommended precautions to ensure the safety of staff and children/young people outside the barrier/perimeter fencing.

All scaffolds are required to be rigidly connected to the building or other structure unless the scaffold is so designed and constructed as to ensure stability without such connections.

The scaffold must be tied to the building at regular intervals as the work proceeds. Tying should not be delayed until the scaffold is completed. The first ties should be at or below fan level. Specific care should be taken to ensure stability of the scaffold during dismantling.

All scaffolds, towers and cradles are to be maintained in a safe condition. It is the contractor's responsibility to obtain handover certificates from scaffolders, etc., to subsequently inspect the equipment and sign the statutory registers.

Satisfactory storage arrangements for scaffold tubes and fittings should be agreed with the supervising officer and Head of Establishment prior to the arrival of the tubes and fittings on site.

Ladders and ropes should be secured out of reach of children/young people and unauthorised people.

At the end of the working day the hoist motor should be immobilised with the platform at ground level. If the hoist is not within the barrier fencing the platform gates should be padlocked.

The hoist requires inspection once a week and the necessary entry made in the lifting appliances section of the register (F91 Part 1). Test certificates must be provided before the hoist is put into use and thereafter thoroughly, INDG422-Through Examination of Lifting Equipment, examined every six months or after any substantial alteration or repair.

### **Protection against falling objects for staff and children/young people**

All working platforms in use on scaffolding must by law be adequately supported and fully boarded out. This includes the provision of guard-rails and toe boards, and where there is a risk of materials being displaced, brick guards together with extra sheeting or sealing of the working platform should be provided. This is particularly important where demolition or similar operations are being carried out.

Where there is a risk of debris falling within the confines of the barrier fencing, this fencing should be of solid construction (e.g. boarded or sheeted).

### **Protection against falls through roofs, etc.**

Where works are undertaken on or in roofs etc. which are above or adjacent to occupied rooms either all necessary protection should be afforded to the occupants or the rooms immediately below evacuated for the duration of these works. Notification should be given to the Head of Establishment before the start of such work to agree timing. Daily consultation may be necessary.

Before any works are undertaken in the vicinity of glazed roof lights or similar fragile material these areas should be suitably protected from damage by falling objects. Any similar areas which may be affected by scaffolding or other works should also be protected.

Examples of such protection might include the boarding of asbestos cement sheeting along valley gutters used for access, the netting of roof trusses, etc. This may be necessary for the protection of the workforce as well as the staff and children/young people.

### **Precautions during lifting operations**

Measures should be taken to ensure safety during lifting operations. For instance, safety hooks should be used; lifting devices should be considered in preference to manual carrying of material up ladders; tripods used for lifting should be made stable, etc.

### **Precautions to prevent danger from vehicles**

The contractor should take precautions to eliminate or reduce, so far as is reasonably practicable, the dangers to staff and children/young people arising from the movement of all contractors and/or sub-contractors vehicles about the site including entrances and exits. This should include, where practicable, separate access to the site for contractors' personnel, plant and equipment for the whole duration of the work and a traffic system which eliminates or reduces reversing. Details should be agreed with the supervising officer and the Head of Establishment.

If total separation cannot be achieved vehicles should, if possible, only enter or leave premises while all staff and children/young people are in buildings. If vehicle movement must take place while staff or children/young people are in the playground, etc. the contractor should ensure that efficient warning of the movements of vehicles is given to staff and children/young people and that a trained banksman is used.

### **Precautions with the storage and use of LPG**

**The precautions mentioned in this section relate to small numbers of LPG cylinders (e.g. less than 300kg capacity in total) stored and used within a fenced-off working area adjacent to areas open to staff and children/young people. Precautions with larger quantities of gas are detailed in HSE's guidance note CS6: the Storage and use of LPG on Construction Sites. Precautions with LPG cylinders in fenced areas open to staff and children/young people are detailed below. General precautions relating to no smoking rules, warning signs and fire fighting precautions will apply. For details see guidance note CS6 (for the information of heads, reference is also made to this topic in the Health & Safety Management Standards).**

#### **Storage within fenced working areas**

LPG cylinders not in use should be stored in the open air in a well ventilated area at ground level on a firm, even surface at least 3m away from any cellars, drains, excavations or other hollows where vapour may collect and in a position where the store will not prejudice existing means of escape. If any protection is provided to prevent cylinders being exposed to the weather it should be of non-combustible material and should not prohibit ventilation. The storage area should not be closed to any source of heat and should be at least 1m from buildings, the barrier fence and fixed sources of ignition.

If site conditions preclude the precautions mentioned above alternative arrangements should be agreed with the supervising officer and the Head of Establishment should agree on the precautions to be adopted.



## **Storage and use in open access areas**

If LPG is to be used or stored outside fenced working areas then the liaison officer, supervising officer and the Head of Establishment should agree on the precautions to be adopted.

Cylinders, whether full or empty and whether in use or on standby, should not be left unattended in open access areas. At the end of the working day all cylinders should be returned to secure storage. If cylinders cannot be stored inside a fenced area on site, they should be removed from the site. Cylinders should not be stored or left inside the premises unless specific written permission has been given by the supervising officer.

## **Precautions with bitumen boilers, wherever used**

Cylinders of LPG used at bitumen boilers or cauldrons should be at least 3m from the burner. The boiler and cylinders should be located where they are not likely to be struck by site traffic such as wheel barrows. Any flexible hose that may have become damaged should be replaced.

A boiler or cauldron should not be left unattended, or be moved, with the burner alight.

## **Excavations in open access areas (e.g. not within barrier fencing)**

All excavations in open access areas must be protected while they are not in immediate use. In addition, all excavations more than 1m deep must be fenced to current standards. Suitable warning notices should be erected.

Appropriate checks should be made for possible underground services before excavations are made. Standard precautions such as making reference to site plans, consulting with local gas/electricity/water boards and the use of cable location equipment, should be taken.

## **Dangerous, noxious or offensive substances**

At the pre-site meeting the contractor should provide the supervising officer with relevant information on any dangerous, noxious or offensive substance or process to be handled or used on site which might present a risk to the health and safety of staff and children/young people. Examples of such substances and processes are acids and shot blasting for cleaning buildings and extremely strong smelling paints/adhesives or timber preservation for internal use. The information provided should include details of the substance or process to be handled or used and the precautions the contractor intends to take for the protection of staff and children/young people.

Precautions to be considered include storage, restriction on the use of buildings and open access areas by staff and children/young people, restrictions in working hours by the contractor, physical protection and liaison with the Head of Establishment.

## **Asbestos**

This guidance does not deal with the planned removal of asbestos. That subject is covered fully in various HSE Guidance Notes and Approved Code of Practice.

The contractor's liaison officer should be informed by the supervising officer at the pre-site meeting of the results of any asbestos surveys conducted in the school. If any of the contractor's work may involve the disturbance of asbestos materials a written system of work should be agreed by all three parties before such work begins. If there is not total confidence that the building materials used in the construction of the school are fully documented the contractor should proceed with appropriate caution and have all areas of fabric disruption inspected and if necessary, tested for asbestos. If materials typically containing asbestos are encountered in the work, these materials should be left undisturbed and the supervising officer should be contacted immediately. (Further information for Heads of Establishment is given in Management Circular No. 25a, 25b, 27 and 52 regarding Education Services procedures).

## **Stripping Paint**

The following precautions should be adopted to minimise fire risks and staffs' and childrens'/young peoples' exposure to lead if the paint, previous layers of paint or the primer contain lead. All paint work should be treated as containing lead unless it has been tested and proved to be lead free.

If the parts of the premises where paint stripping is to take place are not handed over entirely to the contractor the Head of Establishment should be advised, in advance, of the nature of the work and the times when this work will take place. The precautions detailed below should be adopted wherever the work takes place in the school.

Burning off paint on the external surfaces of doors, window frames, etc. should not take place while the rooms they serve are occupied and no burning off should take place within buildings.

When stripping is taking place dust sheets should be placed beneath the work area to catch all stripped material whether it is removed by burning, scraping, rubbing down or chemical means. Plastic sheets should not be used during burning off.

Adequate provision should be made for the ventilation of rooms in which chemical stripping has taken place before the rooms are made available.

Cleanliness during the course of the contract is essential. For example periodic cleaning of the floors, playground, paths, etc., beneath stripped areas should take place regularly during the day while the work is in progress. Cleaning should always take place immediately before any known major use of the area by the normal occupants, for example, break time, lunch time, close, etc., unless the work area, including any area into which stripped material or dust is allowed to fall, is sealed off.

All rubbing down, both internally and externally, should be with wet abrasive. All debris should be kept damp and be re-dampened before removal. Debris inside buildings should be swept up and the floor should then be washed. Debris outside the buildings should be swept up and the yard should then be hosed down into a gully or be cleaned with an industrial vacuum cleaner. All the debris collected should be placed in lidded receptacles and be disposed of promptly by the contractor. The receptacle should not be stored on site nor placed in local authority dustbins.

Dust sheets used during stripping should not be subsequently used elsewhere on site unless they have been thoroughly cleaned first, off the site, in an approved manner.

## **Noise**

The contractor shall take measures to minimise the effect of construction noise, which can be not only disruptive but also harmful, by applying those recommendations contained in BS 5228 (or any amendment or substitution of that BS) which are applicable in the circumstances.

The contractor shall use the most effective noise reduction measures available and plant, likely to cause disturbance may only be used within the periods previously agreed by the supervising officer and the Head of Establishment.

## **SECTION D**

### **Specific Work Inside School Buildings**

#### **Buildings general Organisation**

The contractor should ensure that all operations are conducted, and all plant and materials are placed and used, in such a manner as to prevent injury to persons or loss of access to agreed essential services or thoroughfares. Plant and materials should not be left unattended on balconies, corridors, hallways, staircases, or in other common areas without adequate safeguards.

#### **Electrical Safety**

All electrical equipment with leads passing through areas used by staff and children/young people should be operated at or below 110 volts unless a specific agreement has been made with the supervising officer. Mains isolation transformers used for this purpose should feature secondary windings which are centre tapped to earth.

Hand-held portable electrical equipment should not be left unattended in these common areas. Larger items of the contractor's electrical equipment should be electrically isolated when left unattended.

Any connections to the premises' electrical supply should be made by properly constructed plugs and sockets. "Tapping" into fuse boxes should not be permitted.

#### **Glazing**

When replacing glazing all reasonably practicable measures should be taken to prevent broken glass falling into open access areas especially if the window is above the ground floor building. If available measures do not fully prevent the danger of glass falling into open access areas arrangements should be made with the Head of Establishment (and, if possible, the supervising officer). This would involve physically isolating staff and children/young people from the danger areas or carrying out the work at times when they will not be there. The open access areas should be thoroughly cleaned before re-occupation by staff and children/young people.

#### **Control of people in and around the building operations**

All people visiting the building works, and all sub-contractors, should be required to report to the contractor's site supervisor on arrival at the premises. Notices informing site visitors and sub-contractors of this requirement and any additional reporting requirements agreed with the supervising officer and the Head of Establishment should be posted by the contractor at entrances to the premises.

The contractor's liaison officer or the site supervisor should provide the Head of Establishment with reasonable warning before any direct employees of the contractor or any sub-contractors begin new work or restart work in parts of the buildings or grounds outside the perimeter fence of the building works, and of any work inside the perimeter fence, which may affect the staff and children/young people.

## **SECTION E**

### **Ground Maintenance- Use of Pesticides to control weeds**

This will be the current guidelines until otherwise advised.

For guidance, the procedures as they affect non-PPP educational establishments:

- a) The control of weeds on hard surfaces (playgrounds, slabbed areas etc) is done by Cordia and no pesticides are used. For soft areas (grass, flower beds, pitches) Land and Environmental Services carry out the maintenance and trained officers may from time to time use pesticides;
- b) Land and Environmental Services is responsible for weed control and the removal of treated vegetation in all plots identified in the contract.
- c) Land and Environmental Services is not permitted to store herbicides or fertilisers on site overnight and all daily storage of such materials requires to comply with the manufacturer's recommendations and statutory legislation. All empty containers will be disposed of safely off site and cleaning of re-usable equipment will be carried out off site by the contractor.

For PPP schools all grounds maintenance is done by Amey Facilities Management.

## **SECTION F**

### **General precautions to be considered in relation to all work on education premises.**

#### **Safeguarding public access to parts of site**

Those parts of the site that must remain open to the occupiers or the public should be provided with all necessary footways, guard-rails and other protective measures to ensure the safety of the occupiers or the public. The contractor should also provide and maintain temporary access facilities where necessary.

#### **Stability of Buildings**

The contractor should take all necessary precautions to ensure that nothing is done which is likely to endanger the stability of the works or buildings, whether new or existing, or adjoining properties. The contractor should also provide all shoring, strutting, needling and other supports and shall take all other precautions and adopt such other expedients as may be necessary to preserve the stability of buildings and/or other properties and to protect them from damage and/or settlement. No part of these protective measures should be taken down or removed until all risk of damage or settlement is passed and all such work should minimise the risk as far as possible.

#### **Fire Precautions**

In addition to any fire precautions required by the various Acts and regulations the contractor should ensure that all fire exits are kept clear at all times and that combustible materials are not left adjacent to any building. Suitable and sufficient adequately maintained fire extinguishers should be provided by the contractor for use in relation to his activities.

The contractor should ensure that direct employees and sub-contractors are aware of the premises' fire assembly points, emergency procedures and the location of alarm buttons, etc.

#### **Provision of warning notices**

The contractor should implement a system of signposting to warn staff and children/young people of dangerous operations, plant and chemicals and of freshly applied materials. All safety signs must conform to the Safety Signs Regulations 1980. In addition it may be necessary to provide the signs in different languages according to the local ethnic communities. Such needs should be decided at the pre-site meeting at which the Head of Establishment would be present to give advice.

#### **Skips and site clearance**

Waste, dust, dirt and other debris caused by the building operations or other work should be cleared regularly, daily where necessary, and placed in skips. These should be sited to cause the minimum of inconvenience to staff, children/young people and the public. Any skip which is not located within a secure compound, which would be left overnight or could be left unattended, must be of a fully enclosed and lockfast pattern.

The contractor should ensure that there is no throwing or tipping of materials from upper stories into skips unless an enclosed chute is used.

### **Interference with Services**

No diversion of any of the existing services other than as shown on the drawings, or included in the building contract, should be carried out without the prior written agreement of the supervising officer. Any temporary disconnection of the services which may be necessary should be done as directed by the supervising officer. The contractor's liaison officer should give the Head of Establishment a reasonable period of notice in advance. The contractor should maintain unobstructed access to dry and wet riser inlets and outlets, service cupboards, switch rooms, etc.

Care should be taken to avoid obstructing gas flues.

## **SECTION G**

### **Associated Nuisance Welfare and Security Items**

#### **Noise and Dust**

The contractor should take measures to minimise the effect of construction noise by applying those recommendations contained in BS 528 Code of Practice for noise control on construction and demolition sites (or any amendment or substitution of that BS), and in particular clauses 15 and 16 of section 5 and table 15 of the Appendix of that Code which are applicable in the circumstances.

The contractor should use the most effective noise reduction measures available and, plant likely to cause a disturbance, should only be used within the periods previously agreed by the supervising officer and the Head of Establishment.

Where site activities are possibly going to create a large amount of dust (not including asbestos which is the subject of separate guidance) then specific precautions should be undertaken. Some alternatives are:

- a) sealing all openings adjacent to the work;
- b) totally enclosing the work area;
- c) damping down work area;
- d) localised dust extraction.

Even with these precautionary measures incorporated into working procedures the Head of Establishment should be forewarned of such problems so that additional cleaning provision may be considered for the duration of these activities. (If considered necessary the Head of Establishment should contact the area manager of Cordia (Services)LLP).

#### **Nuisance/loss of access/interference**

The contractor should not block the access of staff and children/young people or the public to roads, parking areas or pathways during the progress of the works if possible. If this is not possible alternative arrangements should be made in consultation with the supervising officer.

All work should be carried out so as to cause the minimum of interference to the staff and children/young people at the premises, and to the public.

#### **Changing rooms, toilets etc.**

Areas which are sensitive to being overlooked (for example toilets, changing rooms and showers) should be screened before works which may provide access are undertaken. Normally this means prior to any scaffolding works and not after its completion.

## Security

Buildings where scaffolding or other access equipment is to be erected are more vulnerable to security problems than normal. When work areas are bounded by substantial perimeter fencing this is not always possible and adequate measures must be taken to prevent intruders gaining access to the premises. The following additional security measures should be considered, either individually or in combination, to achieve an acceptable level of deterrence to intruders:

- a) All windows in the vicinity of the access equipment secured to prevent entry;
- b) screens/plywood panels fixed to areas of high risk, for example audio visual rooms unless alternative storage has been arranged, or unless existing security arrangements are deemed adequate by the supervising officer and the Head of Establishment;
- c) additional fencing around higher elevations of scaffolding, for example near entrance railings;
- d) lower lifts could also be secured by additional fencing or boarding;
- e) additional patrols of contractors or security personnel;
- f) where scaffold ties pass through open windows, these should be secured and plywood screwed to the inside of the windows over the open areas, to the satisfaction of the supervising officer;
- g) ensure the procedures for checking security especially on painting activities or other works of maintenance to windows;
- h) all points on contractors' access to the premises adequately secured at night;
- i) contractors to ensure that all existing external window grilles and/or locks are replaced on completion of the work;
- j) scaffolding or other building works not to interfere with or provide access to any part of the alarm systems, that is, alarm wiring, sensor units, door contacts, control panels, strobe light units, etc.;
- k) use made as appropriate of artificial lighting for higher risk security areas at night.

*These measures should be defined and agreed at the pre-site meeting.*



## AIDE MEMOIRE

The following is a list of questions about which Heads of Establishment would wish to be satisfied once they are aware work is to be carried out in their school building:

1. Do I know the names of the contractor and the appointed liaison officer?
2. Do I know the nature, scope, start date and duration of the works?  
  
Reference should be made to the specific section of Appendix 1 which gives the standard specifications relating to the necessary health and safety requirements.
3. Do I know the name and phone number of the supervising officer responsible for this contract?
4. Is there any relevant health and safety information I need to give the contractors such as the asbestos data, operation of fire alarms, the time of intervals, the access needs that will allow for proper delivery to the school and egress from the school should an emergency arise?
5. Will the contractor's vehicles need to pass through open access areas? If so can they be segregated from staff and children/young people by timing or barriers? If not what alternative arrangements can be made?
6. What are the arrangements for the storage and transport of materials and waste? Are these likely to create any danger for staff or children/young people?
7. Is the contractor aware of the council accident reporting procedures?
8. Has the contractor put warning notices in place?
9. Will the contractor's work create any of the following potential risks for staff and children/young people?
  - i. Objects falling from heights.
  - ii. Mobile scaffolds, ladders or hydraulic equipment coming on site.
  - iii. Overturning of mobile scaffolds, ladders or hydraulic access equipment.
  - iv. Materials obstructing passageways and fire escapes.
  - v. Scaffolds, ladders, LPG cylinders, tools and plant being left unattended by the contractor.
  - vi. Electrical leads passing through occupied areas.
  - vii. Excavations.
  - viii. Dust or fumes.
  - ix. Disturb asbestos.
  - x. Construction noise.

If so, what precautions does the contractor intend to take? Do these seem adequate? If not the liaison officer should be contacted and an Officer from Property and Land Services advised.
10. Does the school need to take any complementary precautions within its own control to prevent danger to staff and children/young people? Should announcements be made at the appropriate time; should supervision arrangements be reviewed and revised?



# Proposed Work

Please use black ink and block letter

<b>1</b>	Name of Contractor	Phone
	Name of Liaison Officer	Phone
	Work to be carried out	
	Nature	
	Start	Finish

<b>2</b>	BS	
	Name of Supervising Officer	Phone

<b>3</b>	Health and Safety requirements - Checks (refer to Appendix 1)																																		
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">item</th> <th style="width: 35%;">Potential risk identified</th> <th style="width: 35%;">action taken</th> </tr> </thead> <tbody> <tr> <td>a) Vehicular access</td> <td></td> <td></td> </tr> <tr> <td>b) Objects falling</td> <td></td> <td></td> </tr> <tr> <td>c) Scaffold/ladders/hydraulic access equipment</td> <td></td> <td></td> </tr> <tr> <td>d) Passage ways/fire escapes</td> <td></td> <td></td> </tr> <tr> <td>e) Electrical leads/equipment</td> <td></td> <td></td> </tr> <tr> <td>f) Excavations</td> <td></td> <td></td> </tr> <tr> <td>g) Dust/fumes</td> <td></td> <td></td> </tr> <tr> <td>h) Warning notices</td> <td></td> <td></td> </tr> <tr> <td>i) Storage and transport of hazardous materials</td> <td></td> <td></td> </tr> <tr> <td>j) Noise reduction measures</td> <td></td> <td></td> </tr> </tbody> </table>			item	Potential risk identified	action taken	a) Vehicular access			b) Objects falling			c) Scaffold/ladders/hydraulic access equipment			d) Passage ways/fire escapes			e) Electrical leads/equipment			f) Excavations			g) Dust/fumes			h) Warning notices			i) Storage and transport of hazardous materials			j) Noise reduction measures		
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<b>4</b>	Communication with staff, children/young people, parents/carers about the nature of works.
	Action taken: