



Community Services: Education

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To: Heads of all Educational Establishments

Dear Colleague

Contractors working in educational buildings

The purpose of this circular is to provide head teachers 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.

1 Introduction

This circular refers, in the main, to routine 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 circular which refers to larger projects where particular procedures need to be invoked. The responsibilities which head teachers have in relation to the small day-to-day jobs may be delegated to an appropriate member of staff which in many cases would be the janitor.

The contents should be brought to the attention of all relevant staff including health and safety representatives of the unions.

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 pupils to minimise the risks involved. Building work can create potential hazards which can attract children. Therefore, it is important that everybody who is affected by the work, particularly the contractor, should be aware of the risks involved and comply with all appropriate health and safety standards. Head teachers/campus principals should arrange for work place inspections to be carried out on a regular basis.

3 Responsibilities

Facility Services have overall responsibility for ensuring that maintenance work is carried out. For each project there will be a Facility Services supervising officer (often a property officer). Depending on the nature of the work this person is likely to be a specialist in either the fabric, mechanical or electrical aspects of the building.

It is the supervising officer who has the responsibility to instruct the contractor on the work being undertaken. It is also the responsibility of the supervising officer to inform the head teacher that a contract has been placed and to give an exact time of start for the job. Sometimes, however, this is difficult in that it is left up to the contractor to determine when a start on site is made and often, due to a number of factors, the exact starting time is uncertain. In this situation the supervising officer will advise the contractor that it is their responsibility to inform the head teacher of the time of the start of the job. For larger maintenance works it is essential for the supervising officer to visit the head teacher 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 teacher to be an expert in technical matters; however head teachers have a responsibility for the health and well-being of their staff and pupils 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 Facility Services. For each task Facility Services will have given clear guidelines to contractors with regard to various health and safety aspects of the job. For larger, more complex work, Facility Services should introduce the head teacher to the contractor so that the latter can be briefed on any implications for staff and pupils on the work that is to be done. It is expected that Facility Services and the contractor will discuss and agree with the head teacher all reasonable requests they have regarding minimising the health and safety risks to pupils and staff.

If, during the course of the work, it is felt that a contractor is disregarding safety procedures or that staff or pupils are being put at risk by the contractor's actions, the head teacher must:

- (a) consider whether it is necessary to remove staff and/or pupils to a place of safety;
- (b) consult directly with the contractor with a view to eliminating the risk;
- (c) immediately contact the supervising officer.

It must be stressed that this action should be taken only in circumstances where there is a perceived risk to staff, pupils and others who may be affected.

If, during the course of the work, the contractor causes damage to the premises which interferes with the smooth running of the school, this must be brought to the attention of the Facility Services supervising officer with the request that immediate actions be taken.

The first point of contact for further advice on these matters is Facility Services help desk. Advice is also available from the Council's Health and Safety Manager.

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 head teachers would wish to be satisfied once they are aware work is to be carried out in their school building.

4 Larger works

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 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 work must be carried out in accordance with the Construction (Design and Management) Regulations and a CDM co-ordinator will be appointed who will agree a pre-construction health and safety plan and agree the method of works with the contractor. Consequently it is important that there is proper consultation between all the parties involved.

Facility Services will allocate a supervising officer for the work who will be the link between the Council 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 the duties of liaison officer. He/she should where applicable maintain day-to-day communications in respect of the work with the head teacher (or representative). The contractor should inform the head teacher and the supervising officer of the liaison officer's name in writing before the work begins on site.

Facility Services will ensure that all parties get together before work begins in order that all aspects of health and safety can be investigated so that risks can be kept to an absolute minimum, and that a plan be agreed for the different phases of the work.

A helpful resource for setting the scene is a video 'Kids on site' which was produced by the Health and Safety Executive Education and Service Advisory Committee, and which is currently available for loan on request from the education office.

5 Establishments other than schools

While the information contained in this circular refers specifically to schools the same general principles should be applied as appropriate to other educational establishments.

Yours sincerely

Executive Director of Community Services

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Appendix 1: safe working practices for contractors

Contents	Page
Section A Introduction	2
Section B Arrangements for work areas wholly handed over to contractors	2
Section C Work in and around occupied buildings	3
Section D Specific work inside school buildings	9
Section E Ground maintenance - use of pesticides to control weeds	10
Section F General precautions to be considered in relation to all work on education premises	11
Section G Associated nuisance, welfare and security items	12

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 Facility Services representative (viz property inspector); and the term 'liaison officer' refers to the person whom the contractor has appointed to oversee the work.

Copies of this circular will be issued by Facility Services and the building and works department to all contractors and appropriate members of staff in their departments.

Section B: arrangement 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 pupils. 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 at least 2m high which is sufficient to prevent access by unauthorized people, particularly children, unless this is already achieved by an adequate boundary wall/barrier.

All aspects of fencing and protection must be the subject of a contractor's risk assessment and method statement agreed by the supervising officer/CDM co-ordinator prior to works commencing on site. Ideally this should be confirmed at the site handover meeting. The perimeter fencing should be erected before the works begin, and while the surrounding areas are clear of staff and pupils. 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 pupils. All fencing should be dismantled and removed at the completion of the works, but not until all danger to staff and pupils has passed.

All site visitors, including the supervising officer, must report to the contractor's liaison officer, agent or general foreman when arriving on site. Please note that the site is the contractor's responsibility and he is responsible for the health and safety of anyone on the site. Notices informing visitors of this requirement and any additional reporting requirements agreed with the supervising officer and head teacher 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 pupils. 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 teacher. 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 teacher 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 appropriate fencing not less than 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 pupils. 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 teacher 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 of 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 and other occupants. If there is a need to move such plant at other times, the head teacher 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.

General requirements for scaffolds and hoists

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 pupils 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 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 teacher prior to the arrival of tubes and fittings on site.

Ladders and ropes should be secured out of reach of children 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. Test certificates must be provided before the hoist is put into use and thereafter thoroughly examined every 6 months or after any substantial alteration or repair.

Protection against falling objects for staff and pupils

All working platforms in use on scaffolding must by law be adequately supported and fully boarded out. This includes the provision of guardrails and toeboards and, where there is a risk of materials being displayed, brick guards together with extra sheeting or sealing of the working platform would 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 (ie boarded or sheeted).

Protection against falls through roofs etc

Where works are to be 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 rooms immediately below evacuated for the duration of these works. Notification should be given to the head teacher 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 workmen as well as the staff and pupils.

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 pupils arising from the movement of all contractor's and/or sub-contractors' vehicles about the site including entrances and exits. This should include, where practicable, separate access to the site for contractor's 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 teacher.

If total separation cannot be achieved, vehicles should only enter or leave premises while all staff and pupils are in buildings, if possible. If vehicle movement must take place while staff or pupils are in the playground etc, the contractor should ensure that efficient

warning of the movements of vehicles is given to staff and pupils and that a trained banksman is used.

A warning notice should be displayed in a conspicuous position at all entrances being used by contractor's vehicles.

Precautions with the storage and use of LPG

The precautions mentioned in this section relate to small numbers of LPG cylinders (ie less than 300kg capacity in total) stored and used within a fenced-off working area adjacent to areas open to staff and pupils. 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 unfenced areas open to staff and pupils are detailed below. General precautions relating to no smoking rules, warning signs and fire fighting precautions will apply. For more details see Guidance note CS6. [For the information of head teachers, reference is also made to this topic in current policy statements in the master safety file].

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 close 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 teacher, and be confirmed in writing.

Storage and use in open access areas

If LPG is to be used or stored outside fenced working areas, the liaison officer, supervising officer and the head teacher 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 wheelbarrows. 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.

This type of work will generally be the subject of a hot works permit which should be agreed/issued by the supervising officer.

Excavations in open access areas (ie 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 companies 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 pupils.

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 pupils.

Precautions to be considered include storage, restriction on the use of buildings and open access areas by staff and pupils, restrictions in working hours by the contractor, physical protection and liaison with the head teacher and should be in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations.

Asbestos

This guidance does not deal with the planned removal of asbestos. That subject is covered fully in various HSE guidance notes and approved codes 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. If materials typically containing asbestos are encountered in the work, these materials should be left undisturbed and the supervising officer should be contacted immediately. [For the

information of head teachers further information is given in education management circular 1.31 regarding education department procedures].

Stripping paint

The following precautions should be adopted to minimise fire risks and staff and pupils' 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 part of the premises where paint stripping is to take place is not handed over entirely to the contractor, the head teacher 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 be 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 floor, 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 areas 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 yards should then be hosed down into a gully or be cleaned with an industrial vacuum cleaner. All 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 Code of Practice for noise and vibration control on construction and open sites (or any amendment or substitution of that BS) which are applicable in the circumstances.

The contractor must 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 head of the establishment.

Section D: specific work inside school 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 pupils 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 general 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, if available measures do not fully prevent the danger of glass falling into open access areas, appropriate arrangements should be made with the head teacher and, if possible, the supervising officer. This would involve physically isolating staff and pupils 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 pupils.

Control of people in and around the building operations

All people visiting the building works, and all sub contractors must 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 teacher should be posted by the contractor at entrances to the premises.

The contractor's liaison officer or the site supervisor must provide the head teacher 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 which may affect the staff and pupils.

Section E: ground maintenance - use of pesticides to control weeds

A report has been prepared for the purpose of establishing the authorised use of pesticides and the procedures to be adopted for the treatment of weeds on all properties which are maintained under the authority of the grounds maintenance coordinating client. The terms of the report entitled *Pesticides - health and safety data sheets*, took effect from 1 January 1992 and a copy of this report is available for reference in the education office.

For guidance, the following is an extract of the procedures as they affect education service properties.

- (a) The weed control contractor's operatives will carry an identity card with photograph while visiting or working on the property.
- (b) Prior to applying the pesticides the contractor will visit the property to acquaint himself as to the nature of each plot before deciding which substance will be used when carrying out such control operations.
- (c) The contractor will then visit the head of establishment to:
 - i indicate the date on which the pesticide application is programmed to take place. This will exceed 3 days, but be not more than 7 days from the date of the visit;
 - ii identify the plots to be treated;
 - iii identify the authorised pesticide to be used and its category specified by the manufacturer, ie
Category A: no restrictions after application has been completed;
Category B: 24 hour exclusion after application has been completed;
During the visit, the contractor will obtain the signature of the head of establishment, or the person whom he has met, on a work sheet as indication that notice has been given.
- (d) On the day of the treatment, the contractor will advise the head of establishment of his presence, confirm the work to be done and advise him/her when the work has been completed.
- (e) If, after confirmed prior agreement, the head of establishment denies the contractor permission to apply pesticides at reasonable times, a statement to this effect, signed by the head of establishment, must be given to the contractor who will pass it to

Facility Services. Such action could, of course, have financial implications for the authority if there is no just cause.

- (f) The contractor is responsible for weed control and the removal of treated vegetation in all plots identified in the contract.
- (g) The contractor is not permitted to store pesticides or fertilisers on site overnight and all daily storage of such materials requires to comply with the manufacturer's recommendations and legislation. All empty containers will be disposed of safely off-site and cleaning of re-useable equipment will be carried out off-site by the contractor.
- (h) The contractor will maintain an 'exclusion zone' during spraying operations and will display warning signs on all plots being treated. The head of establishment must ensure that users of the premises are kept away from the exclusion zone during spraying operations as the contractor will suspend work when people are in the immediate vicinity of the area being treated. All exclusion notices will be removed by the contractor at the end of the exclusion period, ie Category A on completion, and Category B 24 hours after completion.

Section F: general precautions to be considered in relation to all work on educational 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, guardrails 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 pupils of dangerous operations, plant and chemicals, and of freshly applied materials. All safety signs must conform to The Health and Safety (Signs and Signals) Regulations 1996. Such needs should be decided at the pre-site meeting at which the head teacher 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 and pupils and the public.

If the skips are not within the general perimeter or barrier fence, they must be adequately fenced off from the surrounding areas still in common use. The contractor must 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 teacher a reasonable period of notice in advance. The contractor should maintain unobstructed access to dry and wet riser inlets and outlets, service cupboards, switchrooms etc.

Care should be taken to avoid obstructing gas flues.

Section G: associated nuisance, welfare and security items

Dust

Where site activities are possibly going to create a large amount of dust (not including asbestos which is the subject of separate guidance), 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 teacher 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 teacher should contact the area manager for cleaning and catering services.

Nuisance/loss of access/interference

The contractor should not block the access of staff and pupils 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 pupils 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) must 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 an adequate measure 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. These measures should be designed and agreed at the pre-site meeting.

- (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 teacher.
- (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 contractor's 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 contractor's 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, ie 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.

Appendix 2: aide memoire

The following is a list of questions about which head teachers 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 give the standard specifications relating to the necessary health and safety requirements.
- 3 Do I know the name and telephone number of the Facility Services supervising officer responsible for this contract?
- 4 Is there any relevant health and safety information I need to give the contractors such as the 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 any open access areas? If so, can they be segregated from staff and pupils 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 pupils?
- 7 Is the contractor aware the of Argyll and Bute Council accident reporting procedures?
- 8 Is the contractor aware of any site specific hazards, eg presence of asbestos?
- 9 Has the contractor put warning notices in place?
- 10 Will the contractor's work create any of the following potential risks for staff and pupils?
 - i Objects falling from heights.
 - ii Mobile scaffolds, ladders or hydraulic equipment coming on-site.
 - iii Overturning of mobile scaffolds or 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 Construction noise.

If so, what precautions does the contractor intend to take? Do these seem adequate?
If not, the liaison officer should be contacted.

- 11 Does the school need to take any complementary precautions within its own control to prevent danger to staff and pupils? Should announcements be made at the appropriate time? Should supervision arrangements be reviewed and revised?

Check list - proposed works

1 Contractor's name _____ Phone number _____
 Liaison officer's name _____ Phone number _____

2 Work to be carried out
 Nature _____
 Start _____ Finish _____

3 Facility Services
 Supervising officer _____ Phone number _____

4 Health and safety requirements - checks (refer to appendix 1)
 General comments

	Item	Potential risk identified	Action taken
a	Vehicular access		
b	Objects falling		
c	Scaffold/ladders/hydraulic access equipment		
d	Passageways, 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		

- 5 Communication with staff/pupils/parents about the nature of works
Action taken
