

**To: Education and Children's Services Policy Board**

**On: 18 August 2022**

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**Report by: Director of Children's Services**

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**Heading: Children's Services Standard Circular Updates 15,25,26,35,52 and 62**

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## **1. Summary**

- 1.1. Children's Services standard circulars provide schools and early learning and childcare centres with robust and definitive guidance to protect and support staff and children and young people.
  - 1.2. The updates presented in this report relate to legislation and regulations relevant to property; security; and health and safety matters.
  - 1.3. The standard circulars noted below have been updated to ensure they are relevant and in line with current practice and arrangements.
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## **2. Recommendations**

- 2.1. The education and children's services policy board is asked to approve updates to the revised standard circulars attached as appendices to this report:

Standard Circular 15	Ionising Radiations in Schools (Appendix 1)
Standard Circular 25	Repairs and Maintenance Reporting Arrangements (Appendix 2)
Standard Circular 26	School Security (Appendix 3)
Standard Circular 35	Energy Management Programme (Appendix 4)
Standard Circular 52	Asbestos in Children's Services Establishments Policies and Procedures (Appendix 5)
Standard Circular 62	The Safety and Supervision of Pupils (Scotland) Regulations 1990 - Supervision of Pupils by Janitors (Appendix 6)

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### 3. Background

- 3.1. Children's Services standard circulars provide schools and early learning and childcare centres with robust and definitive guidance to protect staff and children and young people.
- 3.2. The updates presented in this report relate to legislation and regulations relevant to property; security; and health and safety matters.
- 3.3. Other services responsible for functions affecting children's service's establishments have provided updates to reflect current circumstances such as changes to legislation or personnel and changes in departmental structures.
- 3.4. A summary of these updates is provided in the table below:

Standard Circular	Standard Circular Name	Update Required
15	Ionising Radiations in Schools	Last update 1988 – Scottish Schools Education Research Centre (SSERC) appointed officer now assists with these processes for schools. Document now reflects current practice.
25	Repairs and Maintenance Reporting Arrangements	Last update 2014. Hard Facilities Management personnel and business process systems have been updated. Document now reflects current practice.
26	School Security	Last update 1993. Insurance processes have been updated to include the introduction of online school payments, reducing need for cash handling in schools. Soft Facilities Management personnel structure and job remits have also been updated. Document now reflects current practice.
35	Energy Management Programme	Last update 2013. Energy management policies to reduce carbon emissions have been updated and information reflecting current measures to address climate change has also been updated. Document now reflects current practice.
52	Asbestos in Children's Services Establishments	Last update 2014. Hard Facilities Management process has been updated to reflect current practice. Document now reflects current practice.
62	The Safety and Supervision of Pupils (Scotland) Regulations 1990 - Supervision of Pupils by Janitors.	Last update 2014. Soft Facilities Management personnel structure and job remits have been updated to reflect current practice. Document now reflects current practice.

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### Implications of this report

1. **Financial**  
Insurance processes have been updated to include the introduction of online school payments, reducing need for cash handling in schools.
2. **HR and Organisational Development**  
Hard and soft facilities management personnel structures and job remits have been updated to reflect current practice.
3. **Community/Council Planning**  

Our Renfrewshire is safe	- These processes contribute to the effective and efficient delivery of the service.
Building strong, safe and resilient communities	- These processes support the maintenance of a safe environment for employee and service users.
4. **Legal**  
None.
5. **Property/Assets**  
Hard and soft facilities management processing systems have been updated to reflect current practice.
6. **Information Technology**  
None.
7. **Equality and Human Rights**  
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health and Safety**  
The update to these standard circulars provides schools and early learning and childcare centres with robust and definitive guidance to protect staff and children and young people.
9. **Procurement**  
None.
10. **Risk**  
None.
11. **Privacy Impact**  
None.
12. **Cosla Policy Position**  
None.
13. **Climate Risk**

Energy management policies to reduce carbon emissions have been updated and information reflecting current measures to address climate change has also been updated.

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### **List of Background Papers**

- (a) Standard Circular 15 – Ionising Radiations in Schools (1988)
- (b) Standard Circular 25 – Repairs and Maintenance Reporting Arrangements (2014)
- (c) Standard Circular 26 – School Security (1993)
- (d) Standard Circular 35 – Energy Management Programme (2013)
- (e) Standard Circular 52 – Asbestos in Children’s Services Establishments (2014)
- (f) Standard Circular 62 – The Safety and Supervision of Pupils (Scotland) Regs 1990-Supervision of Pupils by Janitors (2014)

The foregoing background papers will be retained within children’s services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Ian Thomson, Resources Manager, 0141 618 7241, [ian.thomson@renfrewshire.gov.uk](mailto:ian.thomson@renfrewshire.gov.uk)

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**Children’s Services**

IT/AG

14/06/22

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## **To: Heads of all Children's Services Establishments**

### **Ionising Radiations in Schools**

#### **Regulations and Departmental Management**

1. Procedures for the use of ionising radiations in education establishments in Scotland are described in the SSERC document "[Working with radioactive materials in schools](#)", [downloadable from the SSERC website](#).

Working with the type of radioactive materials that are used within schools requires registration with the Health and Safety Executive (HSE). Guidance can be obtained from SSERC on how to register.

2. Secondary schools within Renfrewshire Council should not exceed the maximum activity of all sealed radioactive sources held. This must not exceed 1.1 megabecquerels and no single sealed source may exceed 370 kilobecquerels.
3. The role of Radiation Protection Adviser (RPA) is currently provided to Renfrewshire Council by SSERC as part of the core membership with SSERC.

The RPA will be available to provide advice and to recommend good practice relating to all issues of radioactive protection, purchase of and working with radioactive sources and staff training.

The RPA can be contacted by telephone 01383 626070 or email to [rpa@sserc.scot](mailto:rpa@sserc.scot)

4. Radiation Protection Manager (RPM) role is covered by Headquarters - Children's Services Resources Manager and Corporate Health and Safety. The RPM will monitor school usage of radioactive materials and assist with response to any emergency situations.
5. All secondary schools shall appoint a Radiation Protection Supervisor (RPS). The RPS shall be required to undertake an annual audits of the radioactive sources held within the establishment and be available locally for consultation on matters concerning radiological safety.

#### **Suitable Radioactive Materials**

6. Practical work should be restricted to the use of sources which have been Risk Assessed and approved for purchase and use by the Radiation Protection Supervisor (RPS) some

examples of which are listed below:

- a. Sealed sources (which comply with ISO 2919).
- b. Open sources for a half-life demonstration: Isotrak Cs-137/Ba-137m Isotope Generator (33 kBq version only)
- c. Thoriated Gas Mantles
- d. Frederiksen Sealed Cloud Chamber sources
- e. Thoriated TIG Welding rods
- f. Radioactive Mineral sets
- g. Protactinium Generator – please note although permitted for use within schools it is strongly recommended that schools do not purchase these items due to the potentially high disposal costs that will be incurred after their 8 year recommended working life.

Further information on sources currently permitted within schools is available in the SSERC document “Working with radioactive materials in schools”

7. Other radioactive material such as dismantled smoke alarms, loose radioactive rocks, old watch/aircraft instrument dials, uranium or thorium salts/solutions, cloud chamber or sealed sources other than those stated above must not be used.

If other radioactive materials are held or found within schools then contact should be made, in the first instance, to the Radiation Protection Manager (RPM).

The Radiation Protection Supervisor (RPS) must be contacted before any school purchases a radioactive source, in order to arrange for Scottish Government approval. Under no circumstances should schools purchase sources without ensuring that this approval is in place.

SSERC must be notified if any school wishes to purchase any additional radioactive sources to the list provided above.

### **Working Arrangements and School Management**

8. Electron tubes such as those made by Teltron shall not be used with a power supply with an output greater than 5 kV as this could generate X-rays.
9. Children and young people in any class with children under the age of 16 must not be allowed to undertake experiments with ionising radiations. In these circumstances experiments shall be by demonstration by the class teacher only.
10. Each school's appointed Radiation Protection Supervisor (RPS), shall manage the use of radioactive sources. The RPS would normally be the Principal Teacher of Physics but could also be another member of the science team who has recently attended the SSERC training course on “Working with radioactive materials”.
11. Any school working with sources shall display the poster “Working with radioactive sources – what you should know and do”, either beside the sources cabinet or in the science staff base. This has a list of rules for safe handling. The poster is downloadable from the [Ionising Radiation section of the SSERC website](#).

You will be required to add the name of the nominated hospital for receiving casualties following an incident involving radiation. In the case of Renfrewshire Council, this is the

## Queen Elizabeth University Hospital.

12. The Radiation Protection Supervisor (RPS) will prepare risk assessments for demonstration experiments appropriate to the sources held and the demonstrations carried out within their school. These risk assessments shall be based on generic risk assessments which are downloadable from the SSERC web-site and which include:
- A. Risk assessment: Use in schools of sealed radioactive sources made by Amersham.
  - B. Risk assessment: Inverse square law demonstration with gamma radiation.
  - C. Risk assessment: Half-value thickness demonstration with gamma radiation and lead absorbers.
  - D. Risk assessment: Use of the Isotrak Cs-137/Ba-137m Isotope Generator in half-life experiment.
  - E. Risk assessment: Geological specimens with radioactive minerals.
  - F. Risk assessment: Protactinium Generator
- N.B. If a generic risk assessment does not exist then the Radiation Protection Adviser (RPA) shall be consulted and involved in risk assessing any new practices.
13. A Radioactive Materials Inventory shall be maintained as a separate appendix to this circular and should be maintained by the Radiation Protection Supervisor (RPS) and shall contain details of:
- A log of usage
  - A record of leak testing
  - Date of receipt of each source.
  - Name and activity in becquerels of each source (being the original activity listed at the time of purchase).
  - Existing stock shall be checked monthly (with the exception of July) and a record of the check recorded within the logbook.
  - Details of annual leakage tests (date, source, results, action RPS's signature)\*.
  - Date of disposal of each source listing the name of the agency to which the sources were transferred for disposal\*.
  - No source should be disposed of without first consulting the Radiation Protection Adviser (RPA).

In addition, on each occasion when any source is removed from storage for teaching purposes the following information shall be recorded within the radioactive sources logbook.

- I. Date.
- II. Name and strength of source(s) used.
- III. Signature (one on withdrawal and another to confirm return of the source to secure storage).

The logbook shall be readily available for inspection by any authorised person(s).

Logbooks for recording usage, stock lists and leak tests can all be downloaded from [the SSERC website](#).

\* The general requirements for ageing and leak testing of sealed sources can be met by

adoption and adherence to the principles contained in the SSERC document: [“Working with radioactive materials in schools”](#), downloadable from the SSERC website.

## **Storage**

14. Sources of ionising radiation shall be stored in a suitable container within a locked steel cabinet. A paper copy of the following SSERC guidance document concerning storage and security shall be held for reference within the department:

- “Working with radioactive materials in schools”

15. The store(s) and cupboard(s) designated for storage of radioactive sources shall require being clearly identified and marked with appropriate safety sign(s). Any proposed change to the storage arrangements must be pre-notified, discussed and agreed in advance with the Radiation Protection Supervisor (RPS) who will consult the Radiation Protection Adviser (RPA) as appropriate.

The Radiation Protection Supervisor (RPS) should note that the above would apply equally to any proposed permanent or temporary changes in storage arrangements.

The location of designated store(s) holding radioactive sources shall be made known to the Fire Service and the Radiation Protection Manager (RPM) by the Radiation Protection Supervisor (RPS).

## **Contingency Plans and Audit**

16. The Radiation Protection Supervisor (RPS) should ensure that a contingency plan is in place and regularly reviewed. The contingency plan should cover fire, theft and loss. There should also be plans to cover more minor incidents - interruption to work due to a fire alarm or pupil indiscipline, for example. Editable plans are available from within the document called “Working with radioactive materials in schools”, downloadable from the SSERC website.

17. The Radiation Protection Manager (RPM) shall ensure that annual audits of establishments holding radioactive sources are undertaken (Appendix A). Records of audits, leak test results, purchases and disposals etc. will be held and maintained by the Radiation Protection Supervisor (RPS).

Steven Quinn  
Director of Children’s Services

*IT/AG/LB  
August 2022*

## Annual Audit – Ionising Radiations In Schools

<b>Name of School</b>	
<b>Name of appointed Radiation Protection Supervisor (RPS)</b>	
<b>Are risk assessments for all radioactive materials used and for demonstration experiments held at establishment?</b>	
<b>Is a Radioactive Materials Inventory maintained by the Radiation Protection Supervisor (RPS)?</b>	
<b>Are sources of ionising radiation stored in a suitable container within a locked steel cabinet.</b>	
<b>Where is the location of this cabinet within the establishment?</b>	
<b>Is the “Working with radioactive sources – what you should know and do”, displayed either beside the sources cabinet or in the science staff base</b>	
<b>Has the location of designated store(s) holding radioactive sources been made known to the Fire Service?</b>	
<b>Does the establishment have a contingency plan in place and regularly review this.</b>	

Completed by (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



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**To: Heads of all Children's Services Establishments**

Dear Colleague

**Repairs and Maintenance Reporting Arrangements**

This standard circular revises the instructions previously detailed in Standard Circular 25.

All repairs and maintenance to Children's Services properties are managed by property services (Hard-FM) within Environment & Infrastructure service.

The attached repairs reporting guide provides guidance for establishments on the use of the Corporate Asset Management Information System (CAMIS).

Yours sincerely

Steven Quinn  
Director of Children's Services

*IT/AG/DV*  
*August 2022*



Renfrewshire  
Council

# CAMIS HARD FM (REPAIRS & MAINTENANCE) HELPDESK USER GUIDE

NOVEMBER 2019

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Click on Add a Hard FM Request for Building Repairs and Maintenance.

The screenshot shows the 'Current helpdesk jobs' section. At the top, there is a note: 'The table below displays helpdesk requests raised for this site.' Below this, there are two buttons: 'Add a Hard FM request' and 'Add a Soft FM request'. The 'Add a Hard FM request' button is highlighted with a red arrow. Below the buttons, there are filter tabs for 'Open', 'Closed', and 'All', and another set of tabs for 'Hard FM' and 'Soft FM'. A search bar is present with a 'Search' input field, a 'Status' dropdown, and 'Search now' and 'Clear search' buttons.

Next step is to select the block where the repair will be carried out using the dropdown option on the Select a building/block

The screenshot shows a dropdown menu for selecting a building/block. The text 'Select a building/block' is on the left, and the selected option is '123054906 : HERIOT PRIMARY SCHOOL-STEEL FRAMED (2573m2)' with a downward arrow on the right.

The next step is to enter your own name, again the system will recognise some names instantly. Select your name from the list and the system will complete your contact details

The screenshot shows the 'Originator details' form. It has fields for 'Originator/caller name', 'Email', and 'Telephone'. The 'Originator/caller name' field is populated with 'All' and has a dropdown menu open showing a list of names: 'Alan Nuttall', 'Alison Gallagher - HQ SLO', 'Alison Gibson - Paisley Town Hall', and 'Allan Lyle - Heriot PS'. Below the field, there is a note: 'If you cant find the name, enter a new name'.

### 3.5. LOGGING A HARD FM REPAIR REQUEST

The system has been configured to levels of classification that will select the appropriate contractor to complete the works. Select **“Repairs & Maintenance”** from the dropdown option

The screenshot shows the 'Job classifications' section. It has a field for 'Classification 1' and a dropdown menu with the selected option 'Repairs & Maintenance' and a downward arrow.

The full list of HARD FM classifications is available below. There can be up to 4 levels of classification to identify the root cause and appropriate contractor. Use the dropdowns to select the required classifications.

Classification 1	Repairs & Maintenance
Classification 2	Alarms CCTV
Classification 3	CCTV
Classification 4	Low Level Access

The system will automatically select the last two classifications in the short description detail. Please complete this section with any further information. A more detailed description of the repair and any relevant information can be entered in the next field. The Call type will be **“Callout”**, unless the repair is a **“Request a Quote”** where **“Client Funded”** should be selected.

### Job details

Please give a short description of the request (250 characters)	CCTV : Low Level Access. Repair required to lo level CCTV camera
Please describe the nature of the request in more detail	Please fix the camera located in the front office which has developed a fault
Call type	Callout
Contact method	Self-Service
Send confirmation email back to the caller	<input checked="" type="checkbox"/>

The system will automatically select the appropriate urgency level for the repair, but users can interact to change the urgency. If the repair is an emergency, please select the reason for the emergency from the list available, if the job is not and Emergency, **“N/A – not and emergency”** should be selected from the dropdown list.

### Response details

Urgency level	Urgent - 5 Days
Any further notes relating to the required response time	
If this is an emergency, please tell us why	N/A - not an emergency

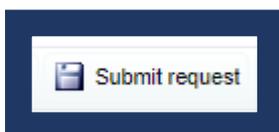
The classification selected from the list will automatically choose the appropriate contractor to allocate the order to, with a pre-mandated value set against the order. If the user's approval limit is less than the mandated value of the repair, the order will be directed to the FM Support Service Co-Ordinator.

Action	
Action taken	CAMIS order Raised (Auto)
Status will be set to	CAMIS order raised
Name of supplier to action	 SPIE SCOTSHIELD LTD
Notes	

To assist with identifying the cause of the repair problem, users can select from the dropdown which will allow further analysis to be completed by the FM Support team.

Root cause	
Root cause of problem	Fault ▼
Supplier restrictions	

When you are satisfied that all the information entered is correct, Click on Submit request



### 3.6. HELPDESK OPEN AND COMPLETED JOBS (Contractors and Building Services)

While the job is in progress, users can interact with the system using the “**Audit trail and detail**” and “**Add a Note**” options.

The screenshot shows a helpdesk interface with a search bar and a table of records. The table has the following data:

	Reference	Description	Building	Date raised	Status	Category	Originator
Options	00063871	CCTV : Low Level Access - Repair require to low level CCTV camera at Front Office	HERIOT PRIMARY SCHOOL	21 Oct 2019	CAMIS order raised	Urgent - 5 Days	Allan Lyle - Heriot PS
Options	00063867	Monitor : Low Level Access	HERIOT PRIMARY SCHOOL	09 Oct 2019	With Facilities Coordinator	Urgent - 5 Days	Allan Lyle - Heriot PS
Options	00063863	Monitor : Low Level Access	HERIOT PRIMARY SCHOOL	09 Oct 2019	CAMIS order raised	Urgent - 5 Days	Allan Lyle - Heriot PS
Audit trail		or : Low Level Access Monitor on CCTV constantly in fault, no picture mitting	HERIOT PRIMARY SCHOOL	09 Oct 2019	With Facilities Coordinator	Urgent - 5 Days	Peter Guthrie
Options	00063818	Camera : High Level Access TEST auto create order where approval £250 limit is less than mandated value £500	HERIOT PRIMARY SCHOOL	25 Sep 2019	CAMIS order raised	Urgent - 5 Days	Peter Guthrie
Options	00063763	Camera : Low level Access TEST CAMIS ORDER RAISED STATUS	HERIOT PRIMARY SCHOOL	08 Aug 2019	CAMIS order raised	Urgent - 5 Days	Peter Guthrie
Options	00063505	Roof Leaks : Flat Roof	HERIOT PRIMARY SCHOOL	09 May 2019	More info required	Urgent - 5 Days	Peter Guthrie

The “**Audit trail and detail**” to option, will display the latest update on the progress of the job. users will be able to locate the Supplier allocated to the job, an order with the CAM number and the activities that have taken place.

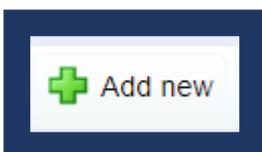
The screenshot shows the 'Full description' and 'Orders' section. The 'Orders' table has the following data:

	Order number	Supplier	Description	Order date	Status	Order value	Expenditure
Options	CAM13998	SPIE SCOTSHIELD LTD	TEST Mandated value	09 Oct 2019	Live	£250.00	

Below the table, there are several status messages:

- Email failed to send to : glasgow.mts.service@spie.com Posted by Peter Guthrie on 09 Oct 2019 14:35:54
- CAMIS order Raised (Auto) Contractor assigned : SPIE SCOTSHIELD LTD Posted by Peter Guthrie on 09 Oct 2019 14:35:51
- Email failed to send to : allan.lyle@renfrewshire.gov.uk Posted by Peter Guthrie on 09 Oct 2019 14:35:50
- Email failed to send to : peter.guthrie@renfrewshire.gov.uk Posted by Peter Guthrie on 09 Oct 2019 14:35:50
- Assign to FM Co-Ordinator Peter Guthrie Record added by Peter Guthrie Posted by Peter Guthrie on 09 Oct 2019 14:35:50

If at any time you require an update to the progress of the job or would like to add additional information users can do this by selecting the “**Add a Note**” option. Click on “**Add new**”. Enter note then click “**Save Changes**”.



The screenshot shows a form titled 'Enter notes for this job'. It has a text area for 'Notes' and two buttons at the bottom: 'Cancel' and 'Save changes'.

## **HARD FM CLASSIFICATION, RESPONSE AND CONTRACTOR LIST**

<b>Classification</b>	<b>First level</b>	<b>Second level</b>	<b>Third level</b>	<b>Fourth level</b>	<b>Response</b>	<b>Contractor</b>
Repairs & Maintenance	Air Units	High level / Low level access.			U5 – 5 Day	Building Services
Repairs & Maintenance	Air Vents	High level / Low level access.			N – 15 Day	Building Services
Repairs & Maintenance	Alarms CCTV	CCTV/ Camera / Monitor	High level / Low level access.		U5 – 5 Day	SPIE Scotshield LTD
Repairs & Maintenance	Alarms Fire	Fire / Intruder	Panel / Detector / Call Point		U5 – 5 Day	SPIE Scotshield LTD
Repairs & Maintenance	Alarms Smoke	Fire			U5 – 5 Day	SPIE Scotshield LTD
Repairs & Maintenance	Barrier	Intercom Fault			U5 – 5 Day	Robertson Acom LTD
Repairs & Maintenance	Barrier	Barrier Fault			U5 – 5 Day	Mechdoors
Repairs & Maintenance	Bells	Sounder / Timer	Internal / External		U5 – 5 Day	Building Services
Repairs & Maintenance	Blacksmiths	Dangerous Condition	Repair / Replace		N – 15 Day	Building Services
Repairs & Maintenance	BMS				N – 15 Day	Building Services
Repairs & Maintenance	Building Defect (Ingress)	Roof / Other			U5 – 5 Day	Building Services
Repairs & Maintenance	Ceiling Tiles	Metal / Fibre	Suspended / Grid Tile	High level / Low level access.	N – 15 Day	Building Services
Repairs & Maintenance	Clocks	Internal / External			N – 15 Day	The Cumbria Clock Company
Repairs & Maintenance	Dehumidifier				N – 15 Day	Building Services
Repairs & Maintenance	Door Entry	Call / Buzzer / Reader			U5 – 5 Day	Robertson Acom LTD
Repairs & Maintenance	Drain Covers	Metal / Concrete			U5 – 5 Day	Building Services
Repairs & Maintenance	Electrical Fitting	Internal / External / Automated (PC)	High level / Low level access.		N – 15 Day	Building Services
Repairs & Maintenance	Electrical Test				N – 15 Day	Building Services
Repairs & Maintenance	Emergency Lighting	Light Fitting / Test Switch / Cabling / Automated (PC)	High level / Low level access.		U5 – 5 Day	Building Services
Repairs & Maintenance	Extractor Fans	Bathroom / Office / Kitchen	High level / Low level access.		U5 – 5 Day	Building Services
Repairs & Maintenance	Doors	Internal / External	Timber / Metal	Automated	N – 15 Day	Robertson Acom LTD
Repairs & Maintenance	Doors	Internal / External	Timber / Metal	Manual	N – 15 Day	Building Services
Repairs & Maintenance	Fall Restraint	Line System / Eye Bolts / Edge Barrier			N – 15 Day	The Roof Anchor Company

Classification	First level	Second level	Third level	Fourth level	Response	Contractor
Repairs & Maintenance	Fencing	Timber / Metal			N – 15 Day	Building Services
Repairs & Maintenance	Fire Fighting Equipment	Extinguisher / Co2 / Chemical Foam / Water			U5 – 5 Day	M&S Fire Protection LTD
Repairs & Maintenance	Floor Coverings	Replacement or Repair / Trip Hazard / Vinyl / Carpets			U5 – 5 Day	Lawrie (Furnishings)LTD
Repairs & Maintenance	Garage Doors	Metal / Timber / PVC / Roller	Outward opening / Overhead		N – 15 Day	Building Services
Repairs & Maintenance	Glazing	Georgian Wired / Sealed Unit			U5 – 5 Day	Thornhill Glass & Glazing LTD
Repairs & Maintenance	Gutters	Ingress / No Ingress			N – 15 Day	Building Services
Repairs & Maintenance	Heating	Gas / Electrical / Biomass			U5 – 5 Day	Building Services
Repairs & Maintenance	Joiner				N – 15 Day	Building Services
Repairs & Maintenance	Labourer				N – 15 Day	Building Services
Repairs & Maintenance	Lifts				E - 24 Hrs	Jackson Lift Services LTD
Repairs & Maintenance	Locks	Timber / Metal			N – 15 Day	Building Services
Repairs & Maintenance	Mechanical Doors	Metal			U5 – 5 Day	Century 21 Co LTD
Repairs & Maintenance	Mechanical Doors	Roller			U5 – 5 Day	Aardee Security Shutters LTD
Repairs & Maintenance	Painter	Internal / External	Paint/ Thermostatic Lining / Varnish		N – 15 Day	Mitie Property Services (UK) LTD
Repairs & Maintenance	Partition Doors	Folding / Panels	Automated Manual /	High level / Low level access.	U5 – 5 Day	Cord Contracts LTD
Repairs & Maintenance	Pest Control				U5 – 5 Day	PESTGUARD Services LTD
Repairs & Maintenance	Plasterer				N – 15 Day	Building Services
Repairs & Maintenance	Power Generators				N – 15 Day	Powertec Generators LTD
Repairs & Maintenance	Roof Leaks	Flat Roof / TOR Roof Coating			U5 – 5 Day	City Gate Construction LTD
Repairs & Maintenance	Roof leaks	Pitched Roof			U5 – 5 Day	Building Services
Repairs & Maintenance	Roof Repairs	Flat Roof / TOR Roof Coating			U5 – 5 Day	City Gate Construction LTD
Repairs & Maintenance	Roof Repairs	Pitched Roof			U5 – 5 Day	Building Services

<b>Classification</b>	<b>First level</b>	<b>Second level</b>	<b>Third level</b>	<b>Fourth level</b>	<b>Response</b>	<b>Contractor</b>
Repairs & Maintenance	Shower Screens				N – 15 Day	Building Services
Repairs & Maintenance	Window Shutters	Automated / Manual			U5 – 5 Day	Aardee Security Shutters LTD
Repairs & Maintenance	Slaters				N – 15 Day	Building Services
Repairs & Maintenance	Sprinklers				U5 – 5 Day	EMTEC Fire Systems LTD
Repairs & Maintenance	Swimming Pools				U5 – 5 Day	Eagle Leisure/ Azure / Alba Pools
Repairs & Maintenance	Tarmac				N – 15 Day	Building Services
Repairs & Maintenance	Water Management				U5 – 5 Day	Building Services
Repairs & Maintenance	Windows	Timber / PVC	High level / Low level access		U5 – 5 Day	Building Services
Repairs & Maintenance	Drains	Internal / External			U5 – 5 Day	Building Services
Repairs & Maintenance	Pools	Plant Repairs			U5 – 5 Day	Building Services
Repairs & Maintenance	Miscellaneous Repair				N – 15 Day	Facilities Co - Ordinator
Repairs & Maintenance	Request a Quote	Misc Quote Request			N – 15 Day	Facilities Co - Ordinator
Repairs & Maintenance	Audio Visual	Internal /External			N – 15 Day	T G Baker
Repairs & Maintenance	Bricklayer	Dangerous Condition / Repair / Replace			U5 – 5 Day	Building Services
Repairs & Maintenance	Building Refurbishment	Internal /External			N – 15 Day	Building Services
Repairs & Maintenance	Drains	Internal /External			U5 – 5 Day	Building Services
Repairs & Maintenance	Plumbing				U5 – 5 Day	Building Services
Repairs & Maintenance	Tiling				N – 15 Day	Building Services



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PA1 1TZ

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**To: Heads of all Children's Services Establishments**

Dear Colleague

**School Security**

(i) Procedures Relating to Theft

It has not been found practicable for the authority to insure against all losses by theft of school contents including personal property, cash and school fund monies. However in some circumstances, money can be covered for theft where it is council money and there has been a visible sign of break-in/ forced entry damage. For security reasons therefore, head teachers are asked to observe the following guidelines:

The Council's online school payment, school fund management and cashless catering solution should be used for monetary transactions to avoid the requirement for cash to be held on premises. Only for exceptional circumstances, where money is received this should be banked just as soon as is possible after collection - ideally, on the day in question - since lockfast safes cannot be provided in all schools.

Finance and Resources, Inventory Processes (Advice and Guidance for All Employees) should be followed, this procedural guidance details the requirements for maintaining inventories of assets / equipment. Failure to comply with this guidance could expose the council to the risk of failure to identify equipment that has been stolen. Inventory information should be made available to the police on request.

Items of equipment donated to the school by external bodies including parent councils and parent groups should be considered on the same basis.

Where any of the items recorded on the school inventory are stolen or destroyed those items considered to be essential to the continued operation of the school will be considered for replacement by the authority.

In order to minimise damage to fabric and furniture, head teachers should ensure that classrooms, other than those containing valuable items of equipment, are left unlocked but closed at the end of the day. Similarly desks and other expensive items of furniture should be locked only where in the opinion of the head teacher this is advisable.

If a burglary takes place in a school, the police and Children's Services (link manager and csresources team) should be notified immediately. In addition, if the school wishes to raise an insurance claim in relation to the loss then a report should be sent as soon as possible to the council's insurance department along with appropriate claim form, providing, particulars of the property stolen and where relevant, receipts for the stolen items. Each claim will be considered on a case-by-case basis.

(ii) Locking of School Gates

Senior Facilities Operatives should be instructed that, in accordance with the authority's policy on the matter, where a reasonable boundary fence exists, school gates are to be closed and locked when the school is unoccupied outwith any period of lets.

Key holding Senior Facilities Operatives and or Facilities Operatives will be provided with a suited lock key for the agreed exit gate, all other gates having been locked previously by the Senior Facilities Operative at the end of the school day.

Departure from this procedure should generally only be allowed where necessary to take account of public rights of way, where these have been legally recognised, or where the school buildings are themselves fenced-off from the school playgrounds to which free access could accordingly be permitted. Proposals to depart from the policy in any other circumstances require to be approved by children's services and these should have been the subject of prior discussion with the parent council to ascertain its view.

Yours sincerely

Steven Quinn  
Director of Children's Services

*IT/AG/SF/KL*

*August 2022*



Children's Services  
Cotton Street  
Paisley  
PA1 1TZ

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**To: Heads of all Children's Services Establishments**

Dear Colleague

**ENERGY MANAGEMENT PROGRAMME**

Reducing Carbon Emissions has been one of the principle measures to address climate change and remains a key priority for all Local Authorities.

Renfrewshire Council recognises that climate change will have far reaching effects on Renfrewshire's economy, its people and its environment and is determined to lead by example in tackling the causes of climate change. As such, Renfrewshire have declared a Climate Emergency (Council – 27 June 2019), with a view to working towards Renfrewshire being carbon neutral by 2030.

You will be aware of the council's policy on energy management through contact with the Energy Management Unit and the monitoring of the establishment's energy consumption. In order to achieve the council aim of reducing energy and its associated carbon emissions, it is important to maintain the support of all the staff and building users.

In respect of this, there is the recognition of a season when heating system will still be required, for properties with hydrotherapy pools and domestic hot water supplies that do not have standalone (direct fired units) only.

Factors which require to be taken into account during the season include the wide variations in the Scottish climate, the diverse nature of the school structures and building fabric, and the exposure of the school buildings. It has been agreed that from the beginning of May until the end of September, heating systems should be switched off and may be switched on only when the temperature falls or is likely to fall below 15C. This process is undertaken automatically using the schools building management system. The optimum temperature set-point for a classroom is 20°C-21°C. The system will automatically switch off as temperatures rise to the requisite level.

Outwith the season, energy consumption can be minimised during school holiday periods in the following areas:

- a) Heating generally: it should be ensured that frost protection procedures are being followed. This means that the heating is switched off in our schools and the frost protection setting within the boiler control panel will determine if heating is required within the building. This is managed centrally through the building management system and janitorial intervention should not be required.
- b) Staff not on holiday: sufficient heating must be provided but consideration should be given to the utilisation of temporary/portable heating where available. If heating is required for the whole school, adequate notice should be given to the Energy Management Unit of their term contractor for managing the building management system.
- c) School kitchen: if the school kitchen is open your janitor should discuss with the kitchen supervisor/cook-in-charge methods of minimising the heating required for its operation.
- d) Hydrotherapy pools: pool covers should be utilized to ensure waste heat is minimised.

I should be grateful if you and your staff would continue to support the aims of the council. Further help and support for janitorial staff on heating controls and other aspects of energy efficiency is available through the Energy Management Unit: 0141 618 6198 or [emu@renfrewshire.gov.uk](mailto:emu@renfrewshire.gov.uk)

Yours sincerely

Steven Quinn  
Director of Education and Leisure Services

IT/AG/CD  
August 2022



Children's Services  
Cotton Street  
Paisley  
PA1 1TZ

**To: Heads of all Children's Services Establishments**

Dear Colleague

**ASBESTOS IN CHILDREN'S SERVICES ESTABLISHMENTS –  
POLICY AND PROCEDURES**

1. Renfrewshire Council has in place a corporate policy on the management and control of asbestos. The policy applies to all council properties including children's services establishments and a copy is attached.
2. This standard circular revises the instructions previously detailed in Standard Circular 52.
3. The council will take all possible, practical measures to make sure employees and visitors to our premises are not exposed to asbestos. These measures are explained in greater details in the asbestos policy.

The HSE consider it is generally safer in such circumstances, especially where it is in a safe position not likely to be damaged, to contain asbestos in situ.

Containment can be achieved by sealing, painting or physical encapsulation, however, if the materials used for containment are subsequently found to be ruptured, the room or area in which the rupture is located, should be vacated immediately and closed off and Hard FM notified at once through CAMIS.

4. The head of establishment will be responsible for ensuring that staff and pupils / clients do not interfere in any way with asbestos material where it has been identified.
5. If the head of an establishment has reasonable cause to believe that previously unidentified asbestos is present in the property, or that there is a potential hazard from asbestos, or if maintenance work reveals the presence of asbestos, the establishment should report this through CAMIS.
6. Wherever materials containing asbestos are to be removed from the premises Hard FM / Property Services will inform the head of establishment and children's services. To ensure the safety of the occupants of the building, the details of the operation will be discussed with the head of the establishment who will be advised of the methods to be used and the programme to be

followed. The detailed contents of any necessary communication to staff, school, parent council, parents and other interested parties will be agreed by children's services and the head of establishment.

7. Under no circumstances should any member of staff attempt to secure a sample of any suspect material themselves.
8. It cannot be emphasised too strongly that asbestos may be a hazard only when fibres of the substance are released into the atmosphere and that where surfaces are sealed and undamaged this cannot happen. Careful watch must be kept on the fabric of the building and appropriate action taken where warranted.

Yours sincerely

Steven Quinn  
Director of Children's Services

*IT/AG/FF/DV/DR  
August 2022*

Revision; 5.0  
HR Cir 04/18

Corporate Policy Document  
Health and Safety

# Policy on Asbestos Management

Finance and Resources  
HR and Organisational Development  
Health and Safety



## **Contents**

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## **1.0 Introduction**

This document sets out our policy for how we manage asbestos containing materials in our properties.

Asbestos is the collective name given to a group of fibrous materials that are flexible, mechanically strong and resistant to stretching, heat and chemicals. It has been used in various building products and materials for some considerable time, but was more commonly used in building construction in the periods between 1950 and 1980.

We recognise the possible presence of asbestos within some of our properties under our control. To help manage this risk an effective asbestos management policy and associated asbestos management plan need to be in place to manage the risks to tenants, contractors and staff.

The presence of asbestos containing materials (ACMs) does not in itself represent a danger. However, asbestos is hazardous when damaged or disturbed and must be treated accordingly. Activities which give rise to airborne dusts e.g. breaking, sawing, cutting, and drilling asbestos containing materials are the most likely to present risks.

## **2.0 Background**

All regulations are made under the Health and Safety at Work etc. Act. Regulations controlling asbestos materials have evolved concerning the manufacturing and processing of asbestos into regulations related to the control of the material. Under current regulations Renfrewshire Council is required to have a sound Asbestos Management Policy to ensure everyone who either, works for or on behalf of the Council, or who may use any facility provided by the Council, is not exposed to asbestos materials in a condition which may expose them to asbestos fibres.

Control of Asbestos Regulations 2012 set out a specific requirement to monitor and manage asbestos containing materials (ACMs) in communal areas and common parts of domestic buildings such as blocks of flats, foyers, corridors, lift shafts etc. and all areas of common buildings, such as Renfrewshire House, Abbey House, town halls, museums, etc.

This also mean that domestic properties are covered by our Asbestos Management Policy to ensure Renfrewshire Council employees are not exposed to health risks in going about their work. The relevant Asbestos Management Plan for public buildings and domestic properties will give further details of this (refer to section 4 for further information).

## **3.0 Policy aims and outcomes**

Renfrewshire Council is committed to conducting our business in a way that protects the health, safety and welfare of its employees, tenants, contractors and visitors. It recognises its responsibility to prevent exposure to the hazards associated with asbestos containing materials (ACMs).

Consistent with this, we will:

- Ensure that all ACMs are effectively managed and associated risks reduced

- to as low as reasonably practicable.
- Develop and implement an effective, robust and efficient Asbestos Management Plan so that appropriate measures such as monitoring, labelling, encapsulation, inspection or removal of ACMs is undertaken.
  - Maintain an up to date controlled Asbestos Register.
  - Promote awareness of the hazards associated with ACMs, the contents of this Asbestos Policy and the associated Asbestos Management Plan.
  - Freely provide information on ACMs to appropriate personnel and third parties.
  - Review this Asbestos Policy and Asbestos Management Plan annually.

The intended outcomes of this policy are to:

- Ensure asbestos does not become an unacceptable risk to staff, contractors and tenants by undertaking inspections and surveys.
- To maintain an asbestos register for all Council properties (domestic / non-domestic)
- Promote awareness of the hazards of ACMs and promote our asbestos register, policy and management plan.
- Regularly review policies and procedures
- Manage ACMs left in situ
- Meet or exceed legislative requirements
- Implement an effective management plan and ensure all persons who are required to work on, repair or remove asbestos are competent and/or licensed.

#### **4.0 Asbestos Management Plan**

The purpose of an Asbestos Management Plan (AMP) is to assist with the control and management of ACMs in the Council's properties and premises.

All properties constructed prior to 2000 will be subject to an AMP.

Due to the nature of the Council's properties and premises, there is a requirement to have two Asbestos Management Plans.

- Public Buildings and Common Areas – Prepared and managed by Property Services
- Domestic Properties - Prepared and managed by Housing Services

#### **Identification of Asbestos**

In order to understand the extent of asbestos material contained within Renfrewshire Council properties and premises under our control, various surveys will be used to gather relevant information, such as type, extent, location and condition. All surveys will be undertaken by a UKAS Accredited organisation.

Types of surveys that could be carried out are as follows:

- Refurbishment survey on void domestic properties built before 2000;
  - Refurbishment or Demolition survey on non-domestic properties due for major repairs or partial demolition works on properties built before 2000;
  - Targeted refurbishment and management survey on any properties requiring local repair or upgrade work as and when required;
-

- Demolition survey carried out on any property that will be completely demolished;
- Management survey (non- intrusive) will be carried out to monitor the condition of any ACM's, as necessary, in line with local AMP or when new properties are inherited/ purchased.

### **Determining Risk**

Each ACM is assigned a score to reflect its asbestos type, condition and surface treatment. This informs the categorisation of the potential for fibre release. The survey makes recommendations and assigns a priority category to the ACM. The asbestos register forms the basis of the asbestos management plan.

Survey results (including negative results) will be recorded on the relevant recording system by the Asbestos Officers (for Property or Housing Services). Within Property Services only public building information is logged within CAMIS (the Council's Corporate Asset Management Information System). Any information gathered by Housing Services (Domestic and common areas) will be saved on the shared drive under the property address. Where no information regarding ACMs is available e.g. areas that could not be accessed during a survey, it must be presumed that ACMs are present and the register will reflect this.

It is not the policy of the Council to remove ACMs that are in good condition and present insignificant risk to the health of the building occupants; however, we recognise the need for flexibility where there is a case made for specific removal.

If the Council decides to leave the asbestos in-situ, then it will:

- Log the details on the relevant property record, in order to be referred to by those that require the information and will include a floorplan of the property with ACM areas highlighted
- Ensure that all tenders for planned and cyclical works include reference to the Control of Asbestos Regulations 2012 and the relevant asbestos information.

Damaged ACMs will be made safe either by sealing, encapsulating or by removing the ACM entirely. The asbestos register will be updated to reflect the action taken.

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### **On-Going Monitoring**

All asbestos records and procedures must be regularly monitored and reviewed. It is imperative that all asbestos documents are kept up to date and are accessible.

The asbestos reports for relevant domestic properties are located on the shared drive, and this is monitored and managed by the Housing Services Asbestos Officer.

The asbestos reports for relevant to public buildings are located on CAMIS and this is monitored and managed by the Property Services Asbestos Officers.

Any changes to the condition and location of any known or suspected ACM's must be recorded on the asbestos register and associated files. Similarly, any removal work must be recorded.

### **Review of the Plan(s)**

The Council will review the asbestos management plan(s) regularly (unless significant changes) to ensure it is working effectively. This review will be linked to the corporate risk register and the risk adjusted as necessary.

## **5.0 Responsibilities**

In addition to the responsibilities contained within the Corporate Health and Safety Policy this section identifies specific responsibilities in relation to managing asbestos related activities. Where a specialist contractor is employed to carry out asbestos related works then they must be suitable qualified and accredited.

### **Finance and Resources Services - Property Services**

- Shall arrange for the identification of asbestos containing materials via an ongoing property survey programme for Public Buildings and common areas
  - Shall arrange for the compilation, and maintenance, of a council wide Asbestos information for Public Buildings and common areas
  - Shall arrange for a record of Premises having asbestos containing materials to be incorporated into CAMIS for Public Buildings
  - Shall arrange for a record of common areas having asbestos containing materials to be incorporated into the relevant address location on the shared drive
  - Shall be directly responsible for the appointment and vetting of competent contractors to undertake work on asbestos in for Public Buildings and common areas and for the monitoring of such asbestos work to ensure full compliance with relevant legislative provisions
  - Shall develop and maintain the Council's Asbestos Management Plan for Public Buildings and Common Areas, which shall be available on the intranet.
-

## **Communities, Housing and Planning Services – Housing Services**

- Shall arrange for the identification of asbestos containing materials via an ongoing property survey programme for domestic properties
- Shall arrange for the compilation, and maintenance, of a council wide record for domestic properties on a shared drive
- Shall arrange for a record of domestic properties surveyed as having asbestos containing materials to be incorporated into the relevant address location on the shared drive
- Shall be directly responsible for the appointment and vetting of competent Accredited Asbestos contractors to undertake work on asbestos in for tenanted houses and for the monitoring of such asbestos work to ensure full compliance with relevant legislative provisions
- Shall develop and maintain the Council's Asbestos Management Plan for Domestic Properties, which shall be available on the intranet.

## **Environment and Infrastructure Services – Building Services**

- Shall identify all work activities (both normal and emergency situations) that could result in the disturbance of ACM, in relation to the work activities carried out by all relevant trades
- Shall establish safe working practices (including risk assessments and method statements) for those work activities that Building Services are able to complete
- Shall establish a safe working practice for those works required by “out of hours” emergency calls to domestic properties, where access to asbestos register is not available to tradesman
- Shall establish what work activities require the use of specialist contractors only
- Shall be responsible for ensuring all relevant staff have received suitable and sufficient training on asbestos and the safe working practices to be followed
- Shall ensure information from the asbestos reports for the relevant properties being worked on are provided to employees prior to works commencing
- Shall ensure that employees know what to do if they suspect that asbestos has been uncovered or disturbed during the course of normal working activities that was not included in the property's asbestos reports

## **All Employees**

- All employees shall co-operate with Renfrewshire Council in the implementation of this policy
  - Only employees that have received suitable training and have been provide with suitable tools and equipment (including personal protective equipment) will be permitted to carry out any work involving ACM's;
  - They shall follow the Council's established procedures and generally working with due care and attention for their own safety and that of others
  - Any employee suspecting the likelihood of an asbestos hazard within a Renfrewshire Council property should immediately contact their immediate supervisor regarding any situation he/she would reasonably consider to represent a shortcoming in the Councils and/or Services protective arrangements for managing asbestos work.
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### **Finance and Resource Services - Health and Safety Section**

- Shall provide advice, guidance and assistance to services with regards to the implementation of this policy;
- Shall report any RIDDOR related incidents to the Health and Safety Executive (HSE)
- Shall, in conjunction with relevant services, review this policy and associated guidance and advise the Council and services of amendments.

### **Persons with duties in respect of the management and control of activities involving asbestos**

- All persons with duties in respect of the instruction, management and control of activities involving asbestos, including maintenance, contracting, technical, estates and health and safety section, will ensure that the Council's policy, management plan, guidelines and procedures are followed. In particular, they will:
  - (i) Ensure that no work shall commence without the assessment of the potential exposure of employees and others to asbestos as a result of the work and that a suitable plan for undertaking the work is made before the work commences.
  - (ii) Where work involving asbestos containing materials may be encountered, the responsible officer should consult the asbestos register prior to all building/refurbishment/ maintenance work.
- When information is not available from the asbestos register then a survey and sampling will be required for the property or land prior to work commencing. This will be the responsibility of the officer instructing the work.

### **Persons with ground clearing responsibilities**

When, during the course of ground clearing works, where asbestos or material suspected of being asbestos are uncovered, the local manager will ensure that:

- All work is stopped in the area;
- If it is Council land, restrict access and contact the property asset section to determine which service has control of the area and then advise the service controlling the land of the situation. They will require to have the material tested or removed by a specialist company.
- If it is not Council land, where possible make secure and the landowner should be contacted and made aware of the discovery of suspect material. They will require to have the material tested or removed by a specialist company.

The above may vary depending on the circumstances involved. Contractors should refer any queries to the Council at the earliest opportunity.

## **6.0 Communications with internal or external contractors**

Prior to any work being instructed and carried out in properties owned or managed by the Council, the Asbestos records for that property must be consulted.

Where a contractor is instructed to carry out a repair to properties they must be advised that ACMs may be present in the building.

External contractor's will be provided with a copy of the relevant asbestos

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information prior to works commencing, by those arranging and managing the contract. This will be issued in the form of a PDF email attachment or other suitable format. This will provide an opportunity for them to pass the information on to the relevant operatives that will be involved in the works on behalf of the Council.

Internal contractors will be advised of the property address and where the information is located on CAMIS or on the shared drives, where managers and supervisors will be able to access the information and then share with the relevant operatives, normally in the form of hard copies, prior to works commencing on site.

Any “near miss” situations associated with incomplete/incorrect asbestos survey information provided by appointed asbestos survey contractor shall be sent to Health and Safety Section, for review/action.

Where ACM's are discovered in premises, the relevant Asbestos Co-Ordinator for either Domestic or Non-Domestic properties should be contacted in order that suitable arrangements can be made to have the material disposed of correctly.

For further information on how these regulations are applied please refer to the relevant Asbestos Management Plan (see section 4)

## **7.0 Contractors Responsibilities**

Contractors (including sub-contractors) working for the Council are responsible for ensuring that all employees under their control reference the Asbestos Register and understand its content and actions required. They are also responsible for ensuring all employees under their control work in line with the Council's Asbestos policy and management plan.

Prior to starting a job if a contractor suspects the presence of asbestos they must not start it and contact their line manager for advice. If the property has not been previously surveyed and was constructed prior to 2000 the job must be postponed until a survey is carried out.

When, during the course of any work, asbestos or material suspected of being asbestos, not identified by the asbestos register is discovered, the contractor will ensure that:

- All work is stopped in the area;
- All persons are removed and kept out of the immediate vicinity without causing undue concern,
- The area is closed, sealed or locked off (where practicable)
- Any equipment or materials are left in place. These will require to be disposed of as special waste depending on the result of sampling.
- The Service Manager should be immediately notified. The Service manager will then contact the relevant Service Asbestos Officer to make them aware of the situation
- Arrangements will then be made for the suspected ACM to be sampled by a competent Asbestos Surveyor and analysed by a UKAS Accredited Laboratory.

The above may vary depending on the particular circumstances involved.

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Contractors should refer any queries to the Council at the earliest opportunity.

For further information on the selection and use of contractors, refer to the relevant AMP.

## **8.0 Applicable Legislation & Regulations**

### **Control of Asbestos Regulations 2012**

Control of Asbestos Regulations 2012, primarily remain the same and the changes will not make any difference to the standards of control for asbestos work.

The category of Notifiable Non-Licensed Work (NNLW) has been created which now gives a three-tier system:

- Licensed Work -high risk, high fibre release e.g. removing loose insulation
- Non-Licensed Work - low risk, low fibre release e.g. cleaning up small quantities of loose/ fine debris containing ACM dust
- New category (NNLW) – medium risk e.g. minor, short duration work to remove asbestos insulating board as part of a refurbishment project

The Asbestos Regulations also include the 'duty to manage asbestos' in non-domestic premises e.g. common areas in closes. Main provisions in the regulations include:

- Take reasonable steps to determine the location of materials likely to contain asbestos by implementing effective surveying strategies for domestic and non-domestic properties;
- Presume materials to contain asbestos, unless there are good reasons not to do so;
- Make and maintain a written record of the location of Asbestos Containing Materials (ACMs) and presumed ACMs;
- Assess and monitor the condition of ACMs and presumed ACMs;
- Assess the risk of exposure for ACMs and prepare a written plan of actions and measures necessary to manage the risk i.e. the 'management plan';
- Take steps to ensure the actions are carried out and recorded.
- Training is mandatory for anyone liable to be exposed to asbestos fibres at work.

Renfrewshire Council (the duty holder) must manage the risk in the following ways:

- Keep and maintain an up to date record of the location, condition, maintenance and removal of all the ACMs on the premises;
-

- Repair, seal or remove ACMs if there is a risk of exposure due to their condition or location;
- Maintain ACMs in a good state of repair and regularly monitor their condition;
- Have arrangements in place so that work which may disturb ACMs complies with the Control of Asbestos Regulations;
- Review the plan at regular intervals and make changes if circumstances change.

For further information on how these regulations are applied please refer to the relevant Asbestos Management Plan (see section 4)

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to assess health and safety risks to employees and third parties, such as residents who may be affected by our activities and make suitable arrangements to protect them.

Every public building and common area of domestic properties has an Asbestos Survey, has been undertaken which form part of the asbestos risk assessment of that location.

There is an ongoing process for carrying out asbestos surveys within Domestic properties, to help manage the risk assessment process.

For further information please refer to the relevant AMP.

As a manager, you may have employees working out with properties where they may uncover suspect material as part of their duties, such clearing spare ground. Therefore, local risk assessments, procedures and suitable training must be provided.

### **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

These regulations places duties on employers and people in control of work premises to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls, or where those controls fail – they often involve:

- use of power tools (to drill, cut etc.) on most ACMs
- work that leads to physical disturbance (knocking, breaking, smashing) of an ACM that should only be handled by a licensed contractor e.g. sprayed coating, lagging, asbestos insulating board (AIB)
- manually cutting or drilling AIB
- work involving aggressive physical disturbance of asbestos cement e.g. breaking or smashing

If these activities are carried out without suitable controls, or the precautions fail to control exposure, these would be classed as a 'dangerous occurrence' under

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RIDDOR and should be reported to the Health and Safety Executive (HSE) by the Council's Health and Safety Section.

### **Construction Design and Management Regulations 2015**

These stipulate that arrangements should be in place to deal with asbestos during construction, refurbishment and demolition. These arrangements must be site specific and available prior to work commencing.

Any works being carried out under CDM will also be reflected in the relevant AMP

### **Special Waste Regulation 2004**

These regulations class asbestos as hazardous waste and therefore must be disposed of only by authorised persons or businesses. The waste producer must keep disposal records for at least 3 years.

Refer to the relevant AMP for further details.

## **9.0 Additional Guidance**

The following Approved Code of Practice and guidance documents can be viewed to gain additional information where necessary:

- L143 ACoP – Managing and Working with Asbestos
- HSG 227 – Managing asbestos in Premises
- HSG 264 – Asbestos – The Survey Guide

## **10.0 Summary**

Asbestos containing materials are a potentially serious hazard to health. However, if their locations and risks are known and a robust system of control and communication is maintained, they do not pose a significant risk.

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Children's Services  
Cotton Street  
Paisley  
PA1 1TZ

**To: Heads of all Children's Services Establishments**

Dear Colleague

**The Safety and Supervision of Pupils (Scotland) Regulations 1990:  
Supervision of Pupils by Janitors**

**Provision of an Adult Presence**

The Safety and Supervision of Pupils (Scotland) Regulations 1990 places a statutory duty on Education Authorities to take reasonable care for the safety of pupils under their charge. It also introduces a statutory duty to provide adult supervision at break times. Definition of an "adult" - an adult means a person who has attained the age of 18.

Soft FM staff within schools comprise of Senior Facilities Operatives (SFOs) and Facilities Operatives (FOs). These staff are managed by the Soft FM Management Team within Environment & Infrastructure Service.

All SFOs and FOs have the responsibility of Adult Presence incorporated in their job descriptions. This involves:

- Provision of an adult presence in the playground or other areas of the school for a period before school opens for classes, during breaks between classes and after classes finish at the end of the school day.
- During periods of adult presence, direct all non-pupils with business in the school to the school office and direct others off the premises.
- If required, be on hand when pupils are alighting from or boarding contract buses to encourage pupils to act in an orderly manner.
- Whilst providing adult presence in the playground, direct all non-pupils with business in the school to the school office and direct others off the premises.

Guidance whilst carrying out adult presence, SFOs and FOs should:

- 
- look pleasant
  - always be polite and courteous

- remain distant when approached, i.e. be friendly if pupils approach you in a friendly way
- do not get too absorbed with what pupils are doing, e.g. games
- personal questions – answer within limits
- talking about school work – keep remarks very general
- talking about families – with caution. Do not pry
- never discuss teachers or other members of staff
- never touch a pupil
- never let a pupil touch you, e.g. cling to your arm

Things to look out for:

### **Smoking**

- in playground - report immediately to head teacher or nominee

### **Parental Confrontation**

- parent appearing at school gate or an angry parent - show to school office and report immediately to head teacher or nominee

### **Drug Abuse and Drunkenness**

- empty bottles, containers or syringes - be vigilant. Report any suspicions to head teacher or nominee immediately

In assisting Soft FM staff in the discharge of their responsibilities in this area they have a right to expect the following support:

Head teachers must satisfy themselves of their ability to meet the terms of the regulations. In the great majority of cases the arrangements set out in this circular would fulfil children's services obligations in terms of the regulations. However, head teachers may feel that, for some exceptional reason such as serious crime in the vicinity of the school and /or the geography of the playgrounds, the available resources are insufficient and may deploy additional resources to compliment arrangements.

In determining the deployment of the available supervisory resources the head teacher will have regard to a number of relevant factors

- reasonable supervision can be achieved by an adult circulating in the play areas as designated by the head teacher.
- particular attention has to be paid to areas close to gates and 'rights of way'.
- Persistent and / or troublesome trespassers should be reported to the police. It may be that an interdict forbidding access to school grounds is an effective way of deterring known offenders. Head teachers should discuss the matter fully with children's services if considering such action.
- Head teachers whose schools have extensive grounds may have to restrict the play areas to ensure reasonable supervision of the children. The school Parent Council and parents should be made aware of the designated play areas.

- e. The regulations do not differentiate between wet and dry weather. Thus supervision outside has to be maintained even if only a few pupils remain out in the wet. To maintain overall safety head teachers may have to look closely at their school arrangements.
- f. Local events may occasionally require special reinforcing of supervision.
- g. Secondary school, primary schools with less than 50 pupils, nursery schools, residential schools and residential education centres out with the scope of regulations should take cognisance of their provisions.

The Safety and Supervision of Pupils (Scotland) Regulations 1990 complements the Council's aim for all its schools that the safety and well-being of pupils has to be maintained at all times.

Yours sincerely

Steven Quinn  
Director of Children's Services

*IT/AG/JB*  
*August 2022*

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