



Perth & Kinross Seasonal Workers Accommodation Guidance

**Voluntary Code of Practice for Seasonal Workers'
Accommodation Standards**

INTRODUCTION

Perth and Kinross prides itself on the quality of our agricultural products, based on the innovation and care shown by our local farming community. The agriculture sector remains a key player in our rural economy, providing quality raw produce which is utilised by both local and national food processors.

Increasingly we have recognised the importance of in-coming migrant workers in maintaining and supplementing the local agricultural workforce, and we recognise that many farmers and other local businesses could not operate without this additional source of labour. However, with a shortage of local affordable accommodation this has meant many farmers have had to provide on-site farm-based accommodation.

In the summer of 2008 we became aware of the large rise in people being accommodated on farms across our area, and we were keen to ensure that reasonable standards of accommodation and support were being provided by employers. We are sure this is the aim of the agricultural community too. It is recognised that there were no common standards, statutory or otherwise, for employers to refer to. In order to achieve this common aim, we have drafted this guide for farmers and those providing on-site accommodation. If these standards are met, farmers will be able to achieve accreditation which they will be able to include in any advertisements for staff. This would create a positive effect on recruitment, with workers knowing what standards they could expect when they arrive.

For a number of years the Council have been keen to provide a warm welcome to new workers to the area, recognising their importance to the economy and to our cultural diversity. We have produced welcome booklets in various languages, increased our provision of English language classes, and worked with our partners to ensure improved access to local services.

In the autumn of 2007 the New Workers Partnership published the 2nd edition of the New Workers Welcome Booklet which is available in English, Polish, Czech and Russian. A 3rd edition will be produced in 2009. This is a free resource for businesses and individuals. Information on where to get copies of this booklet is included in Section 5 at the end of this guidance.

There is also an opportunity for various Council and partner agency services to visit your site and introduce your migrant workers to the area, providing information and support on a wide variety of topics including English language courses. If you think this would be a useful service then contact details are again included in Section 5.

As mentioned earlier, there are no common statutory standards for farmers to refer to. This guidance draws together a range of issues which are vital to ensuring the public health and the safety of the workers in relation to the accommodation and ancillary facilities provided for them. Certain areas are covered by legislation and this has been detailed at appropriate parts in the guidance. Other areas are not specifically detailed in legislation but we have used professional experience and judgement, following consultation with stakeholders, to adapt standards used from other similar uses.

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1 GENERAL SITE STANDARDS

1.1 Definition of “Site”

In this guidance document, the term “site” means the area of land used to provide accommodation units and other facilities for seasonal workers. Some businesses may have more than one site due to the geographical location of the accommodation units. A definition of “accommodation unit” can be found in section 2, (page 9).

1.2 General Site Legislation

1.2.1 Planning Consent

Planning legislation can be fairly complex and this is compounded at present with a period of change to new legislation. It is not the intention of this Code of Practice to make things more difficult, or for the agricultural community to incur unnecessary costs. The following information is for guidance only, but contact should be made with Planning to discuss individual circumstances.

Planning Consent is not required to create a caravan site for agricultural or forestry workers on land in the same ownership/ occupancy, provided

- The site is not permanently occupied, or
- The site is on a registered agricultural holding of over 5 acres and contains no more than 3 caravans that are on site for no longer than a total of 28 days in a calendar year, or
- The site contains only one touring caravan at any one time staying for up to 2 consecutive nights with a cumulative occupancy total of 28 nights in a calendar year.

Planning Consent is required

- To create a seasonal workers’ caravan site on land not in the same ownership as the land that the workers are employed on
- To convert a farm building into residential accommodation
- To house more than 5 workers in an existing dwelling house
- To site tents for workers in the open if the site is used for more than 28 days in a calendar year
- To site tents within an existing building
- To construct or site a toilet block or communal use building e.g. dining/ cooking, laundry, recreational facility etc
- To convert a farm building for communal use.

Where planning consent is required, you should have this consent approved before work commences on site. If you have any questions regarding this process please contact the Council’s Development Management using the number provided in Section 5 at the end of this guidance.

1.2.2 Building Warrants

A Building Warrant is not required

- To create a caravan site, or
- For the siting of individual accommodation units

A Building Warrant is required

- For the installation of any drainage system, including any private treatment plant serving an accommodation unit or ancillary facilities
- For the siting of any mobile unit that comprises sanitary facilities
- Where a group of accommodation units are linked to form a larger building
- For the conversion of a farm building to another use such as accommodation units, communal cooking, dining or leisure facilities
- For the conversion of a farm building to form an office
- In all cases where a building has more than one storey

Where a Building Warrant is required, you should have this consent approved before work commences on site and before you occupy the building, you must ensure a completion certificate has been issued by Building Standards. If you have any questions regarding this process please contact Building Standards using the number provided in Section 5 of this guidance.

1.2.3 Houses in Multiple Occupation

If any permanent building has been, or is intended to be, converted to provide living/habitable accommodation for 3 or more people (not of the same family), which includes shared sanitary and washing facilities, it is likely to require to be licensed as a house in multiple occupation in terms of the Civic Government (Scotland) Act. 1982. Further information on the standards required for such premises and the licensing process can be obtained from the Licensing Enforcement Officer, Legal Services, Perth & Kinross Council, 2 High Street, Perth. Contact details are in Section 5 of this guidance.

1.3 Site Boundaries

The site boundary shall be clearly discernible on the ground, preferably by fencing or as otherwise defined.

- The site shall be located such that it is clear of farm machinery, farm stores and also free from farm traffic and other commercial/vehicular activities.

1.4 Footpaths and Carriageways

Footpaths, and carriageways (if provided), should wherever practicable meet the following requirements:

- A carriageway not less than 3.7 metres wide should be provided within 45 metres of every accommodation unit and toilet block.
- Each accommodation unit and toilet block must be connected to the main carriageway by a footpath at least 0.75 metres wide, paved or surfaced with a suitable free draining material.
- Carriageways should be adequately surfaced to carry emergency vehicles with axle weights of 14 tonnes which may be permitted to use the site.
- Adequate turning space shall be provided at the end of any cul-de-sac.
- Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- There shall be no overhead cables less than 4.5 metres above the ground across roads. Warning notices regarding overhead electric lines should be displayed at the site entrance and on the supports for the lines.
- It is not expected that purpose-built refuse collection lorries will access through accommodation sites, but if they have to then specialist advice is available on carriageway construction (see section 5).

Emergency vehicle routes within the site must be kept clear of obstruction at all times

1.5 Water Supply

A water supply for the purposes of drinking, food preparation and personal hygiene activities, (e.g. brushing teeth, hand washing, etc) shall be provided. It should meet the relevant standards of the drinking water legislation for both mains and private supplies. The main statute is the Water (Scotland) Act 1980 and the regulations are The Water Supply (Water Quality) (Scotland) regulations 2001 for mains water and the Private Water Supplies (Scotland) Regulations 2006 for private water. Contact details for advice are in Section 5 of this guidance.

1.6 Drainage

- A drainage system that is designed in accordance with all relevant British Standards and for which Building Warrant has been obtained, should be provided for the complete and hygienic disposal of foul, waste, rain and surface water.
- In addition consent will be required from SEPA for the disposal of effluent into a water course or to ground.
- All drainage systems, including any soakaway shall be subject to inspection and testing by the Council's Building Standards prior to backfilling and again on full completion, prior to being brought in to use.
- Static caravans having their own plumbing system shall be connected to the foul drainage system. The connection shall be capable of being sealed when not in use.

1.7 Electrical Installations to Accommodation Units and Facilities

The site should be provided with an electrical supply sufficient in all respect to meet the reasonable demands of the units thereon. An approved electrical outlet shall be provided for each residential standing, if pitches are provided with mains electricity from a central supply point, the cables shall be laid in such a way as to minimise the risk to people tripping or having similar accidents. Any electrical installations other than Electricity Supplier works and circuits shall be installed in accordance with the requirements of BS 7671 (the **I.E.E. Wiring Regulations**) for the time being in force (and if relevant to the standard acceptable for the purposes of **Electrical Supply Regulations 1988, S1 1988 No. 1057**) and be properly maintained.

Electrical Installations should be inspected not less than once in every 12 months (or in the case of underground installation 3 years) by a qualified electrician who is a member of a recognised trade organisation which has UCAS accreditation. Currently the main recognised trade bodies in Scotland are NICEIC and SELECT, but others do exist elsewhere in the United Kingdom. Within one month of such an inspection, the person carrying it out shall issue an inspection certificate in the form prescribed in the **I.E.E. Wiring Regulations. BS7671 (the I.E.E. Wiring Regulations)**.

Portable electrical appliances (PAT) also require to be inspected not less than once in every 12 months. Due to the fact that the workers' own electrical equipment arrives on site at various times throughout the year, it may be more efficient to have an employee suitably trained for this purpose, rather than bringing in specialist contractors.

1.8 Litter and Refuse Provisions

- Provision must be made for the uplift of waste from the accommodation.
- Communal refuse receptacles and bins should be made of non-absorbent material and have a close fitting lid.
- Satisfactory arrangements shall be made for the regular emptying and cleansing of these receptacles.

Perth and Kinross Council offers a comprehensive range of waste management and recycling services for your business. In addition to commercial waste collection, your business can recycle a wide range of materials including cardboard, glass, paper and green waste through the recycling services that can be provided. Alternatively, private contractors can provide a waste uplift service, details are available in your local telephone directory.

For full details on the range of Council waste and recycling services available or to arrange a visit from a waste advisor, see Section 5 of the guidance.

2. **ACCOMMODATION UNITS AND ANCILLARY FACILITIES**

This section relates to the provision of habitable accommodation, including sleeping accommodation, cooking, sanitary and laundry facilities. In the section, an Accommodation Unit, can be a traditional caravan, a “portacabin” type unit or other adapted container. Each of these may be complete with cooking and sanitation facilities or have separate shared facilities.

2.1 **Accommodation Standards**

Each accommodation unit should be maintained in a wind and water tight condition and in a satisfactory state of repair and be provided with the following:

- Power supply with sockets, so far as is reasonably practicable
- Natural and artificial lighting
- Ventilation
- Heating
- Food/drink storage, including refrigerated storage (or access to, within a reasonable distance)
- Smoke & Carbon Monoxide detectors
- Locks openable from inside the unit without the need for a key
- Satisfactory access with sound, secure, non-slip steps each having a uniform rise and going.

2.2 **Spacing between Accommodation Units**

The minimum distance between any 2 units shall be 6 metres. The minimum distance between any unit and the site boundary shall not be less than 3 metres. The minimum distance from any part of a unit to a road shall not be less than 2 metres. These distances are required primarily to minimise the risk of fire spreading and provide escape routes in the event of a fire. These distances apply irrespective of whether there is gas in the unit or not.

- No vehicles should be parked beside units if it compromises the 6 metre space between units.
- The area underneath each unit shall be kept clear at all times and no combustible material shall be stored or left thereon.
- Every unit which is to remain permanently on the same stance shall be provided with a hard standing of suitable, free draining material extending over the whole area occupied by the unit and projecting not less than 0.9 metres outwards from the entrances of the unit.

2.3 Sleeping/Living Space Standards

In general the minimum area provided in an accommodation unit must be in accordance with the following table:

Unit Occupancy	Minimum area where fitted with individual beds	Unit Occupancy	Minimum area where fitted with Bunks
1 person	5.5m ²	2 persons	7.5m ²
2 persons	9.0m ²	4 persons	13.0m ²
3 persons	12.0m ²	6 persons	18.0m ²
4 persons	16.0m ²	8 persons	24.0m ²
5 persons	20.0m ²	10 persons	30.0m ²
Each extra bed	+4.0m ²	Each extra bunk	+6.0m ²

However, a typical touring caravan is considered acceptable for up to 2 persons.

2.4 Kitchen Facilities

In general, the minimum requirements are:

Cooking Facilities	Minimum
Cookers	1 per 10 persons
Sinks	1 per 10 persons
Food Storage	Dry – 0.3m ³ per person Refrigerated – 0.15m ³ per person

A cooker is generally considered to be an oven with four burners/elements and grill, although these can be provided separately.

Where accommodation units contain cooking facilities, they must meet the following criteria –

- A suitable, readily cleansable, non slip floor covering should be provided in kitchen areas
- Sufficient activity space for food preparation should be provided around cookers and hobs
- A stainless steel sink with drainer should be provided. This should be connected with a constant supply of hot and cold water and connected to a suitable drainage system
- There must be sufficient cooking utensils, crockery and cutlery supplied for the number of persons resident
- If communal facilities are provided, then consideration should be given to a microwave oven in each accommodation unit

Communal kitchens should be kept clean, thus, units/buildings to be used as kitchens must be carefully selected and adapted as necessary to achieve this aim. In general, communal kitchens should meet the following points

- The premises should be well constructed and in good repair. As far as may be practicable they shall offer no entrance or harbourage for rodents or insects.
- The floor should be non-slip, impervious and readily cleansable or have such a floor covering. Ordinary concrete is not impervious and therefore must have a covering or be painted with a suitable floor paint.
- The internal surface of the walls should be constructed of smooth and non-absorbent materials, and capable of being cleaned without damage to the surface.
- The undersurface of the roof/ceiling shall provide a smooth surface that permits safe, efficient and thorough cleaning.
- The lighting should be of sufficient intensity to enable cleaning of the premises and safe food preparation. Sufficient activity space for food preparation should be provided around cookers and hobs
- A stainless steel sink with drainer should be provided. This should be connected with a constant supply of hot and cold water and connected to a suitable drainage system
- There must be sufficient cooking utensils, crockery and cutlery supplied for the number of persons resident
- Natural or mechanical ventilation, shall be provided
- Toilets or bathrooms should not be accessed directly from a kitchen.

2.5 Sanitary Facilities

In general, the minimum standards are:

Facilities	Minimum
WCs – men	1 per 10 residents
Urinals – men	1 per 15 residents
WCs – women.	1 per 10 residents
Wash hand basins (WHB)– men	1 per 10 residents
WHB – women	1 per 10 residents
Shower/bath	1 per 10 residents

Sanitary and washing facilities should be provided for each sex in suitable weatherproofed buildings or units of durable construction, for the use of occupants of accommodation units that are not provided with their own facilities. If facilities are provided in each accommodation unit, then communal facilities are not required. All sanitary facilities should be designed as follows:-

- The position of the sanitary and washing facilities on the site should be no more than 90 metres from any accommodation unit.
- Where practical, WCs and whb should be separate from shower/bath facilities
- The walls and floor of any WC compartment should be reasonably smooth, non-absorbent and capable of being easily cleaned
- Shower cubicles should have curtains or doors
- Each bath/shower/whb shall be provided with a constant freely available supply of hot and cold water
- All WC/urinal facilities must have a wash hand basin within the immediate vicinity
- Provision must be made for the hygienic disposal of sanitary dressings at female WCs
- Each bath/shower room should have adequate drying/changing space
- Toilets or bathrooms should not be accessed directly from a kitchen
- Bath/ shower rooms must be ventilated by mechanical extraction capable of 15 litres per second. WC's must be ventilated by natural or mechanical means
- Each WC, WHB, bath/shower must be connected to a suitable drainage system
- If the site is used November – March, then adequate frost precautions should be in place as necessary to ensure that the sanitary and washing facilities are functional and also provide an adequate level of comfort at all times.
- The Manager / Supervisor will ensure the shower facilities and the related plumbing system is designed, installed, cleaned, disinfected and managed in accordance with the Health and Safety Commission Approved Code of Practice titled "Legionnaires disease: the control of legionella bacteria in water systems" {ISBN 978 0717 617722} and this shall include obtaining satisfactory sample results from a UKAS accredited laboratory before the showers are first used or at the start of each season and monthly thereafter

2.6 Laundry Facilities

Unless other suitable laundry services are provided then the minimum standards are:

Facilities	Minimum
Washing Machines	1 per 20
Drying Facilities	Internal and/or External

- Consideration must be given to the storage and drying of wet weather protective clothing if employees are expected to work during wet weather conditions

2.7 Natural and Artificial Lighting

- All habitable rooms shall have an adequate level of natural lighting provided via a clear glazed window or windows, the glazed area equivalent to at least one fifteenth (1/15) of the floor area.

- All staircases, passageways, kitchens, bathrooms and WCs are to be provided, where practicable, with a glazed window, obscured for bathrooms and WCs.
- Adequate electric lighting points are to be provided to all habitable rooms, stairs, landings, passageways, bathrooms and WCs.
- Lighting to staircases, landings and passages shall be controlled from a sufficient number of appropriately placed switch outlets.
- If a time switch system is used, the time period shall be reasonable and appropriate to the circumstances of the occupants.

2.8 Ventilation

- All habitable rooms shall be ventilated directly to the external air by a window which has an openable area not less than one thirtieth (1/30) of the floor area. The minimum height to the top of the opening part of the window must be 1.75m
- All kitchens, bathrooms and utility rooms must be ventilated by mechanical extraction capable, in a kitchen and utility room of 30 litres per second if above a hob or 60 litres per second elsewhere and in the case of a bathroom 15 litres per second
- A WC compartment shall be ventilated directly to the external air, either by a window the openable area of which shall be equivalent to at least one twentieth (1/20) of the floor area of the room or by suitably sited mechanical ventilation. In bathrooms or WCs, mechanical ventilation should provide a minimum of three air changes per hour operated from the lighting circuit of the room and fitted with a 20 minute overrun.
- Suitable and sufficient permanent ventilation shall be provided and maintained in any room in which there is a gas heating appliance.

2.9 Heating

- A suitable and safe method of heating should be provided for each accommodation unit and communal facilities.
- Adequate frost precautions and interior heating shall be in place as necessary to ensure that the sanitary, washing facilities and food preparation sinks are functional and also provide an adequate level of comfort at all times.

2.10 Soft Furnishings

Any upholstered furniture should comply with the **Furniture and Furnishings (Fire) (Safety) Regulations 1988**. The Regulations are applicable to

- All types of upholstered seating including chairs, settees, padded stools and sofa beds
- Mattresses, padded bed bases and padded headboards
- Scatter cushions and pillows

3. FIRE SAFETY

3.1 Risk Assessment

Prior to occupation a Fire Safety Risk Assessment must be carried out in accordance with Section 54 and Schedule 2 of the **Fire Scotland Act 2005** and the **Fire Safety Scotland Regulations 2006**.

3.1.1 Buildings

New, extended or converted premises must conform to the **Building (Scotland) Regulations 2004** and possess completion certificates. These standards determine many of the fire safety measures required including — Restriction of the Spread of Fire and Smoke, Means of Escape and Means for Fire Detection and Giving warning.

The Fire Safety Risk Assessment results may require a higher standard and the relevant guidance document for the specific premises type should be used; i.e. Sleeping Accommodation Premises Guides or Places of Entertainment and Assembly Guide available at — www.infoscotland.com/firelaw. In an HMO all circulation areas and kitchens should have walls and ceilings which are no worse than Class 1 for the surface spread of flame as set out in BS 476: Part 7: 1987.

3.1.2 Accommodation Units

Windows to all accommodation units shall be readily openable in the event of an emergency and shall not be secured by way of bars or grills that will hamper means of escape.

Please note that the term “accommodation unit(s)” has the same meaning as defined in Section 2.

3.2 Fire Alarms and Detection

3.2.1 Buildings

The requirement for a fire alarm system will be determined by the use of the premises and the Fire Safety Risk Assessment. In buildings not providing sleeping accommodation, a system using only manual call points may be sufficient, if required at all. It is recommended that only heat detection should be used in communal kitchen areas as smoke detection will give repeated false alarms, creating an attitude of complacency regarding the sounding of the alarm. There are specific requirements where buildings are used for sleeping and advice should be sought from appropriate services (see section 5).

3.2.2 Accommodation Units

Domestic Smoke Alarms are deemed suitable for use in such premises but care must be taken in the selection and siting of the devices. Mains powered units are preferable or sealed battery 10 year units, both of which prevent tampering. Alarms using an optical detection sensor (as opposed to the ionisation type) are preferable as these are not so prone to false alarm by fumes. This is especially relevant where cooking takes place in the accommodation unit.

The alarm units must be sited away from the cooking facilities, close to the sleeping areas.

3.3 Means of Escape

3.3.1 Buildings

Any fire exit must not be secured with a locking device requiring use of a key from the inside. In larger premises push bar devices should be fitted. In smaller premises, ironmongery fitted with a turn button may be acceptable. Where fire exits are not obvious, clear signs must be conspicuously displayed.

3.3.2 Accommodation Units

Doors must not be secured by devices requiring a key to open from the inside. A 'Yale' type lock may be an acceptable solution.

3.4 Emergency Lighting

3.4.1 All Premises

"Accommodation units", as defined in this guidance, do not require specific emergency lighting. Specific requirements exist for HMOs and advice sought from appropriate services (see section 5). Appropriate lighting shall be included to the external areas in and around caravans and portacabin type units. The requirement for other communal buildings to have emergency lighting will be dependant on various factors such as layout, separation of lighting circuits, etc. And advice sought from the appropriate services (see section 5).

3.5 Firefighting Equipment

3.5.1 Training

Fire Safety awareness training including the use of the firefighting equipment provided is essential, to ensure its safe use and to make potential users aware of the limitations of extinguishers. The input should also include – contacting the emergency services (and the required information), evacuation procedures and assembly areas.

3.5.2 Buildings

All buildings must be provided with fire extinguishers in compliance with B.S. 5306. The types and location of extinguishers required will be determined by the Fire Safety Risk Assessment.

3.5.3 Accommodation Units

Each accommodation unit should be fitted with a fire blanket. This should be wall mounted at the exit door at approximately 1.5 metres above floor level.

3.6 Fire Points

No accommodation unit should be more than 30metres from a Fire Point. Each Fire Point must be **conspicuously** marked and contain at least –

1 Water or Foam extinguisher

1 CO2 Extinguisher

Means of raising a general alarm (gong, air horn etc.)

Actual requirements will be dependant on the outcome of the risk assessment and the occupational profile of the site, e.g. if occupied in winter then frost protection for extinguishers will be required.

3.7 Emergency Notices and Telephones

Notices must be displayed on the site indicating the action to be taken in the event of an emergency. They shall show the emergency number for the police, Fire Brigade, and Ambulance and it is recommended that details are shown regarding direct or telephone contact of a competent person to take control. The notices should also show the full address of the premises and if possible the OS map reference. The notices should be copied into the first language of the residents and best practice is to display a notice in each residential unit.

There should be a telephone available for emergency use on each residential site but it is probable that many of the residents will have personal mobile telephones. The manager must check that there are enough personal phones and sufficient signal strength to give reliable emergency cover.

3.8 Gas Safety

Any building or accommodation unit with gas appliances must be fitted with a Carbon Monoxide (CO) Alarm. Combination units containing both Smoke and CO detection may prove a cost effective solution. The siting and location of bulk storage tanks or cylinder compounds should be in accordance with LPGA guidance. Useful advice is available at www.calor.co.uk. LPG cylinders, when connected to premises, should be secured in the upright position, preventing them being toppled and liquid LPG entering the gas system.

3.9 Maintenance

Fire Alarms – Tested weekly, serviced six monthly with certification issued.

Smoke and CO alarms – Tested weekly, Cleaned and battery changed at least annually.

Emergency Lighting – Monthly, serviced annually with certification issued.

Extinguishers (inc. Fire Points) – Visual check weekly, serviced annually.

3.10 Housekeeping

Refuse to be stored remotely or in non-flammable containers and regularly disposed of. Grass and vegetation should be cut regularly to prevent fire spread around and beneath caravans. Storage beneath caravans should not be permitted. Barbeques should be restricted to designated areas and open fires prohibited.

4 SITE MANAGEMENT

4.1 Site Manager/Supervisor

It is important that there is a named person charged with the responsibility of managing the accommodation and facilities used by the resident employees. Any break-downs or breakages should be reportable to this person and they should be dealt with as soon as practical.

4.2 First Aid

First aid equipment should be available for the site accommodation area. Provision of such facilities should be in line with the requirements of the Health and Safety (First Aid) Regulations. In addition, it is recommended that the Site Manager/Supervisor, or another employee, as a minimum is trained to "first aider" standards.

4.3 Training/induction

Training/induction should be given to employees on arrival regarding health and safety issues, fire safety and the actions that should be followed if an emergency were to occur. The locations of emergency telephones and other facilities should also be given at this time.

4.4 Pest Control

It is important that the site is kept free from pests (rodents, insects and birds). Infestation of pests can have implications for the health of the workers living there. All accommodation units and ancillary facilities should be inspected regularly by suitably trained people to ensure they are pest free. If any pests are found then it is advised that professional assistance be obtained to eradicate the infestation and advise on measures to prevent a recurrence.

4.5 Register of employees

A register of employees should be kept on site by the Site Manager/Supervisor. This should include information such as

- Personal information relevant to the employee
- Home address and contact telephone number
- Any relevant medical information (e.g. conditions, allergies, etc.)
- Next of kin and emergency contact details

4.6 General Health/Dental care for employees while on site

If employees are to be in the area for up to 3 months they can attend a GP as a temporary patient without having to register. It is advisable for the employee to take their passport with them to appointments. If the duration of employment is to be

longer than 3 months, it is advisable to register with a local practice (passport should be taken at time of registration).

Dental services for emergencies are available from Community Dental Services, North Methven Street, Perth. Telephone 01738 564261. For details of the nearest doctor's surgery call 01382 423000. For details on NHS dentist call 01382 667082

4.7 Shopping

Unless a supermarket or good public transport to a supermarket is available close to the accommodation site, transport facilities should be made available.

4.8 Recreation

Consideration should be given to the provision of recreation facilities for when employees are not working but are still on site. This should include indoor facilities for poor weather conditions. Any areas used for recreation should be located so as to minimise noise nuisance to others.

SOURCES OF INFORMATION

General advice regarding anything in this guidance can be obtained through the Environmental Health team and they can be contacted on 01738 475000. If you require specialist advice on any aspect of the guidance then use the contacts listed below.

Information Required on:	Contact	Telephone Number/ Email Address
Accommodation Units and ancillary facilities	Perth & Kinross Council Environmental Health	01738 475000
Building Standards/Warrants	Perth & Kinross Council Building Standards	01738 475000
Caravan Sites – Planning	Perth & Kinross Council Development Management	01738 475000
Caravan Sites – Licensing Standards	Perth & Kinross Council Environmental Health	01738 475000
Drainage	Building Standards SEPA	01738 475000 SEPA: 01738 627989
Fire Safety	Tayside Fire & Rescue	01738 622226
Furniture Safety	Perth & Kinross Council Trading Standards	01738 475000
Houses in Multiple Occupation	Perth & Kinross Council Legal Services	01738 475000
Migrant Worker Support Services	Perth & Kinross Council Economic Development	01738 475000
General Planning Issues	Perth & Kinross Council Development Management	01738 475000
Waste Issues	Perth & Kinross Council Waste Services	01738 475000 recycle@pkc.gov.uk
Water Standards	Perth & Kinross Council Water Team	01738 475000