

**Our Ref:** JH/

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Dear Headteacher

### **Coronavirus (Co-vid 19) Update: Temporary Arrangements for NYCC Hard FM Contractors**

Following a consideration of the guidance that has been issued by the Government in respect of the control of the Co-vid 19 virus the County Council is implementing the following temporary measures **with immediate effect:** -

1. During the course of the current restrictions the **only** works that will be commissioned via the County Council's own Hard FM Framework Contractors will be: -
  - Building Services and Property Compliance work to essential buildings that will enable those buildings to continue to be occupied or re-occupied if required; and
  - **Essential** responsive maintenance works that addresses building failures that would otherwise prevent an essential building from remaining open, or that would represent a Health and Safety risk to building users.

It should be noted that during this period of time it is important that essential servicing and maintenance activity is undertaken to ensure that properties remain as safe to occupy and use. I would be grateful for your continued co-operation in ensuring that access is provided for these works to be undertaken.

The County Council's Framework Contractors continue to monitor the guidance that is issued by the Government and are taking all recommended action.

In order that building users and contractors' staff are able to observe the guidance on social distancing whilst visiting properties to undertake these works the following will also apply: -

2. NYCC Framework Contractors **will not** be required to complete the usual *Authorisation to Work on Site* documentation upon reporting to a property.

Contractors will, however, be required to review the available asbestos information within the Concerto Asset Management System prior to visiting. If this is not available, then they will contact the client property **in advance of the visit** and ask that asbestos records are made available for inspection at an agreed location on arrival.

The contractors' staff will be required to make a dynamic risk assessment prior to undertaking the required work and ensure that they complete works in a safe manner.

3. NYCC **will not** be required to have the usual Customer Satisfaction Survey forms to be completed following the completion of works.

The County Council remains committed to ensuring that all works are undertaken in a safe manner and to providing high levels of customer satisfaction. These temporary measures will, however, ensure that all repair and maintenance activity is undertaken in accordance with Government guidance.

**These temporary measures will be kept under review and revised or withdrawn when required.**

In the event that you would like to discuss this advice, or experience issues during the course of repairs and maintenance activity then please contact the Maintenance Office for your area whose contact details are: -

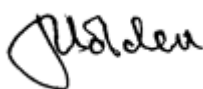
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Yours sincerely



Head of Property Service