





## **GUIDANCE NOTES - OCCUPIED PREMISES**

### **General**

Working in occupied or partially occupied buildings and adjacent to the general public calls for particular care, and special precautions need to be taken to protect the occupants and their visitors. Their means of access and escape must be maintained at all times and additional temporary measures may be necessary to ensure this. Measures must also be taken to protect them against falls, falling materials, dust, vibration, fumes and other hazards.

Where possible, the work site is to be completely segregated from the occupied section of the building by hoarding panels. If this is not a practical option, then working areas should be clearly marked and access denied to non-construction personnel.

A fire alarm system, if in place, must be maintained, although part of a smoke/heat detection system may have to be temporarily disconnected or isolated when hot works, such as burning or welding operations, are carried out. A hot work permit system should be imposed for such work.

There can also be major problems with noise levels and vibration, which affect not only the worker but also the occupants of the building. Where it is reasonably practicable, noise-reduced compressors and other machinery is to be used to reduce the inconvenience. Where noise levels are specified in the conditions of the contract, it will be necessary to carry out noise monitoring to ensure compliance.

### **Services**

Services should be inspected prior to commencement of the work. Arrangements must be made before the starting date to ensure that services to the occupied part of the building are not compromised and that any supplies to the work area are sufficient to cope with demand. Consideration should be given to fitting RCD breakers on services to the occupied section that could be damaged by contractors' activities.

It is sometimes necessary to enhance services to meet the needs of modern information technology and environmental requirements. This can entail breaching fire stopping in services, recesses, ducts and voids where fire can spread rapidly. Care should be taken that occupants are not put at risk during such work.

Where work is to be carried out on the drainage system, it must be done in such a way as to leave the drainage to the occupied section in a working condition and protected from rodent infestation.

