



Scottish & Southern
Electricity Networks

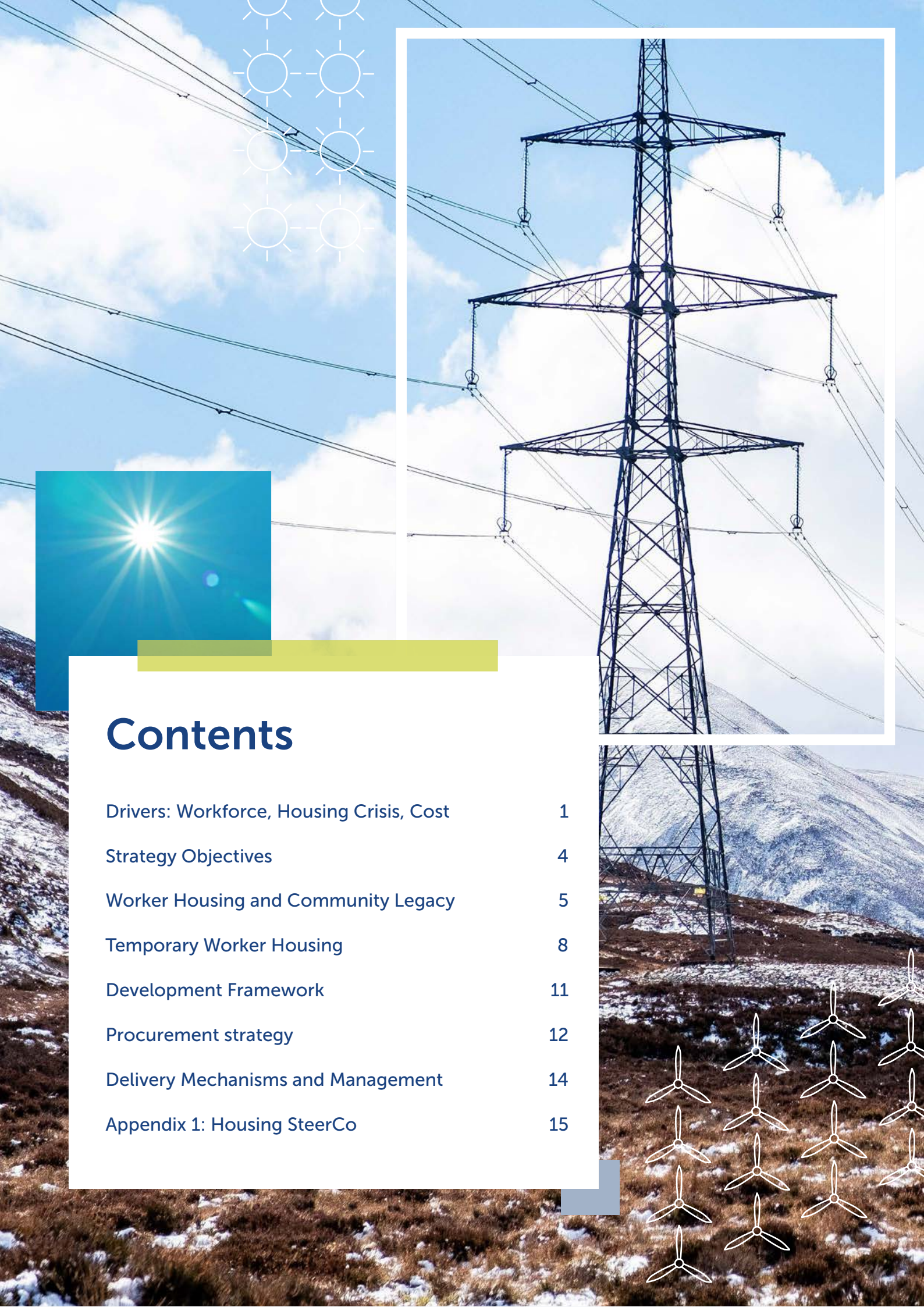
TRANSMISSION



Housing our workers

Strategy

2024



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1. Drivers: Workforce, Housing Crisis, Cost

The decarbonisation of the UK energy supply involves a programme of investment in renewable generation in the North of Scotland that requires transmission projects of a scale not seen in a generation. With these projects SSEN Transmission faces a unique set of challenges because of the rural nature of the geographical area in which we operate. One of the significant challenges SSEN Transmission must overcome is the ability to house the workforce required to deliver these projects in a cost-effective way while positively impacting the communities in which we operate.

SSE has a proud tradition of housing in the areas where we operate. Near to many SSE historical projects, housing that was originally built for an SSE (Hydro Board) workforce still exists today. SSEN Transmission aims to build on this legacy and develop its worker housing strategy for these major projects in a way that will enable project delivery, but also support the housing needs of the communities where we operate over the long term.

In early 2024, SSEN Transmission acknowledged the significant challenges of housing workers in rural northern Scotland amidst a housing crisis and committed to developing a comprehensive strategy for worker accommodation and housing legacy. To achieve this, a Housing Strategy Steering Committee was formed, and a Housing Strategy Manager was appointed. This document forms the strategy developed by the Steering Committee and is designed to provide direction to all SSEN Transmission projects associated with our "Pathway to 2030" to ensure a consistent approach to housing workers and providing a housing legacy for the communities in which we operate.

1.1 Scale of the Workforce

The chart below shows the scale of the challenges across the ASTI and LOTI projects. The workforce size varies by project and location, but when it peaks in 2027, it will have one of the largest construction workforces of all major infrastructure projects in the UK. While there is a desire to maximise the local labour mix in the workforce, the remote nature and scale of the Projects means it is likely that local labour will make up a relatively small percentage of the overall workforce.

Our site workforce estimated to peak in 2027 at around 5,000 workers. These numbers are current estimates with some projects that are early in the development phase having a significant margin of error. While more accuracy will be achieved as the projects are refined, this does give an appreciation of the order of magnitude of the workforce anticipated to be on our project sites. These numbers do not include Joint Venture projects' workforces based in England.

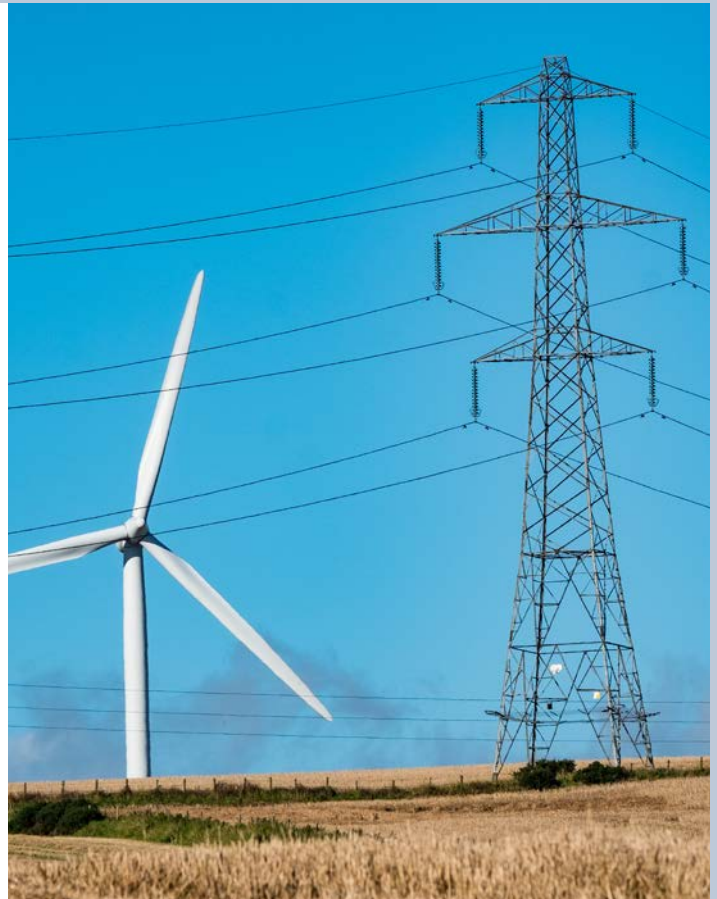


Figure 1.1 : Net Zero Accelerated Programme: Estimated Workers on Site (prepared Oct '24)

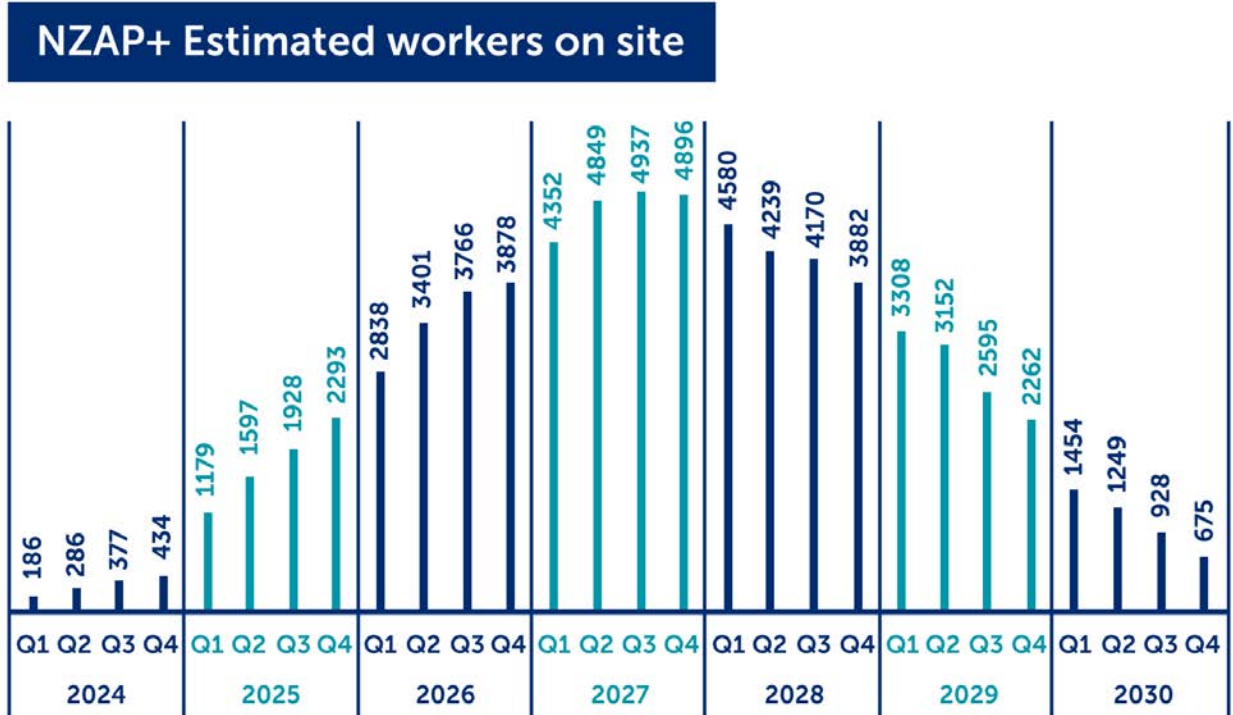
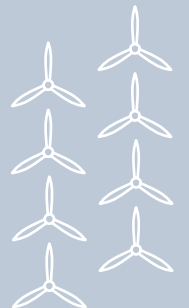
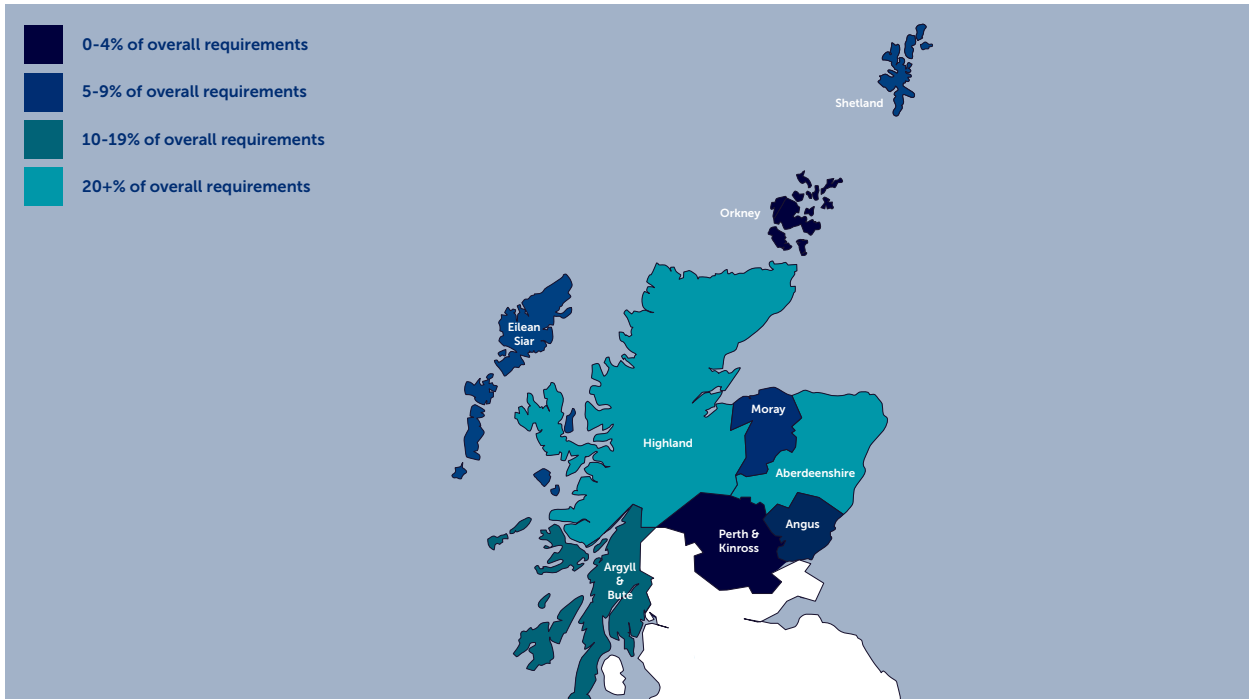


Figure 1.2 : Worker Requirements by Local Authority

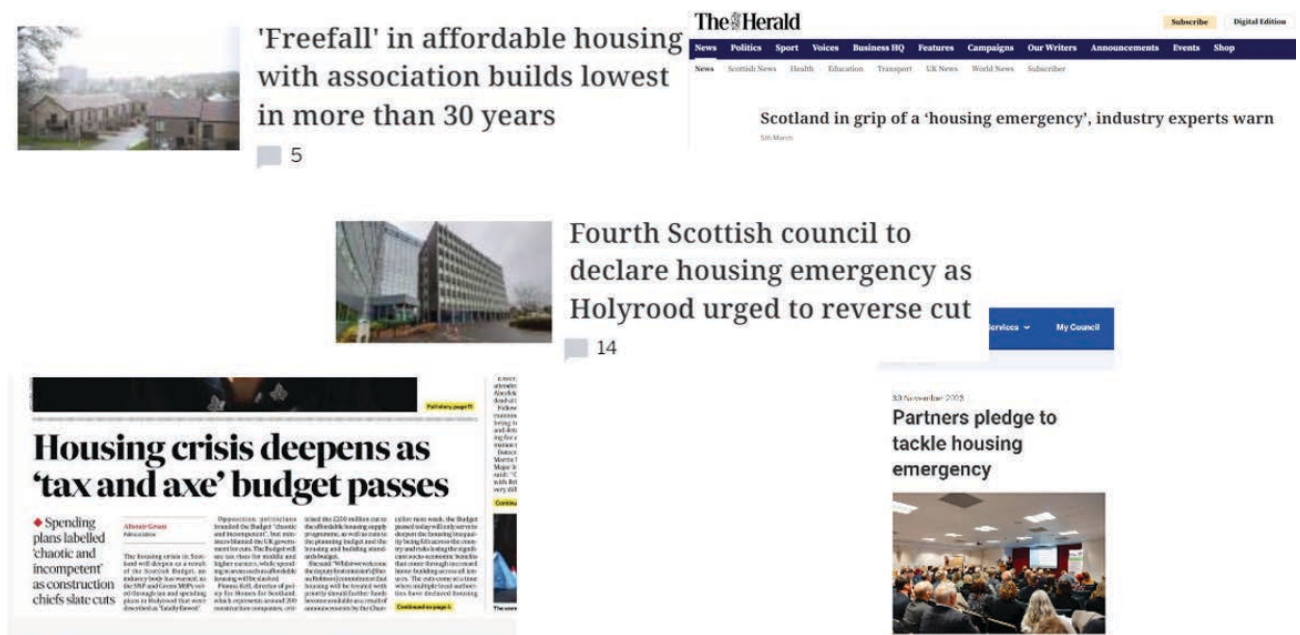


1.2 Implications of the Housing Crisis

Unlike other transmission operators, SSENT's area is characterised by twin challenges of depopulation and a housing crisis. This means there are challenges in sourcing local labour and in housing transient labour. Stakeholders are understandably concerned about the negative impacts transient workers could have on a system already under pressure.

Capacity in the tourism economy is also limited across our license area, with a compounding impact – neither the tourism economy nor housing sector can absorb the large demand we could place on it if worker accommodation is not sensitively managed. Local authorities and communities may see SSENT worker mobilisation as a threat to their already pressurised housing environment.

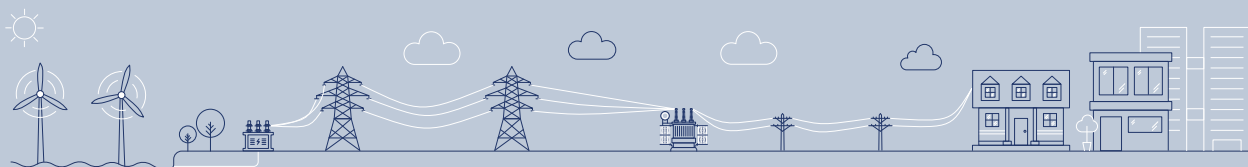
Figure 1.3: Scotland's Housing Emergency



Worker accommodation constraints also have the potential to impact the delivery programme for our projects and so we must have a proactive approach to housing our workers.

1.3 Cost

Principal Contractors are refining their resource profiles and estimating the cost for temporary accommodation, and the timeframe for its establishment. Other costs are being considered, including facilities management, transportation, land rental, and so on. We anticipate the costs being significant, and a proactive approach to ensuring value for money for energy bill payers is being pursued.



2. Strategy Objectives

Because of the unique combination of challenges highlighted above, SSENT is not like any other Transmission Operator – it has a different set of drivers for mobilising the workforce. We need a proactive approach to housing our workers with objectives that address the significant risks posed by the scale of workforce deployment, the housing crisis and cost challenges.

Figure 2.1 : Housing Strategy Objectives



The strategy to deliver these objectives is set out in the sections that follow:

- Worker housing and community legacy
- Temporary worker housing - options, mobilisation and standards
- Development framework - approaches and guidance on consenting
- Procurement strategy
- Delivery mechanisms and management



3. Worker Housing and Community Legacy

Although Ofgem’s investments in the Pathway 2030 projects are not direct government spending, they do align with government policy objectives and have a significant public interest component. It is crucial, therefore, to capture opportunities to create public benefit from this investment efficiently and with a strong balance between cost and benefit. With this in mind, we are committed to creating housing legacies from our worker accommodation investments. The goals of leaving a community legacy from worker housing solutions are:



Preventing Exacerbation of Rural Housing Challenges: Ensuring that our demand for accommodation does not worsen the Scottish rural housing crisis.



Building Institutional Support: Generating support for our projects among stakeholders in areas affected by our large numbers of transient workers.



Contributing to Local Communities: Making a positive impact on the communities that host our transient workers.

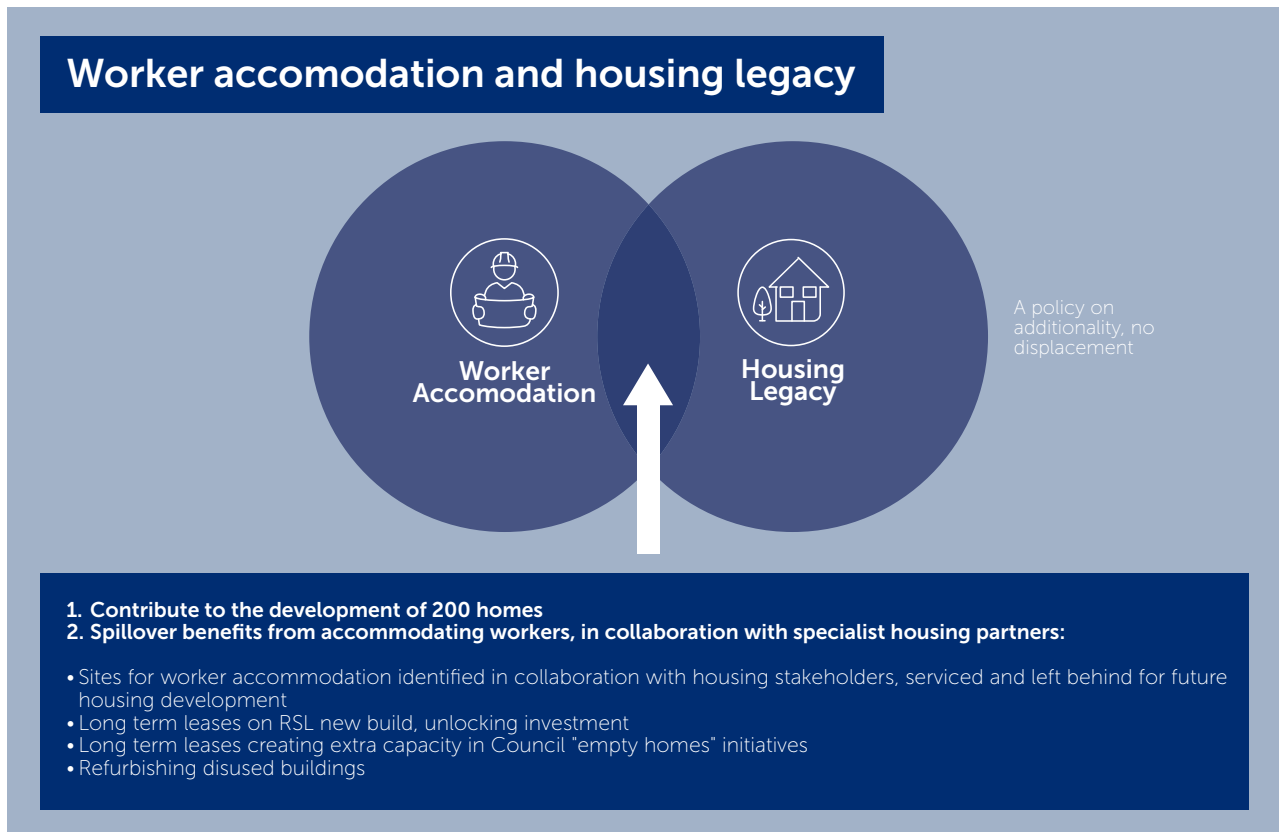


Supporting a Just Transition: Aligning with our company’s goal of contributing to a sustainable and fair transition to a net-zero economy.

Examples of potential housing legacies across SSEN Transmission’s area are illustrated in the figure and detailed in subsequent sections. Key challenges include fitting these initiatives within our regulatory framework, ensuring legal and financial due diligence, and managing deliverability across a complex supply chain.



Figure 3.1 : Worker Accommodation and Housing Legacy

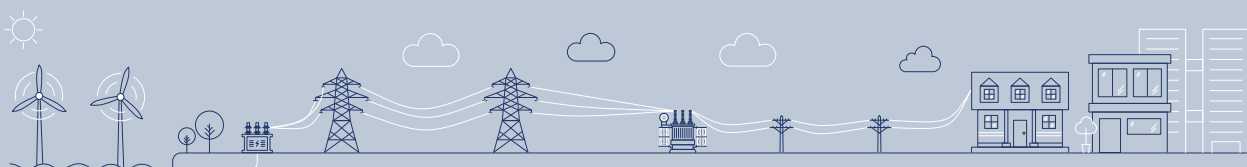


3.1 Contributing to 200 Affordable Homes

SSEN Transmission made a commitment in 2023 to contributing to the development of 200 homes across its license area. We anticipate significantly exceeding this commitment by making informed and collaborative decisions about where and how to house our workers. This means our housing legacy objectives will be met through the Project Assessment (PA) process, with each PA highlighting the value and benefits to the Project of leaving a legacy.

3.2 Spillover Benefits from Accommodating Workers

These opportunities have been discussed internally through the Housing Steering Committee and with colleagues in Regulation, Legal, and Finance. Externally, they have been developed further and tested through individual discussions with local authority housing strategy, economic development, and regeneration teams, several local and national Registered Social Landlords, housing developers and other housing stakeholders, and Scottish Government. Two round tables have been hosted convening group discussions by these stakeholders – one for the East Coast council areas and one for the Highlands and Islands.



3.2.1 Serviced Sites

A key legacy initiative involves identifying worker accommodation locations in collaboration with housing stakeholders, where utilities and other services can be left for future housing development. Our previous approach to mobilising temporary accommodation involved securing suitable land and reinstating it after use, incurring significant costs.

A more efficient use of investment would involve providing serviced sites that can deliver future value to the community after worker accommodation has been de-mobilised. This can be achieved by working with local authorities to identify sites within the Council's Strategic Housing Investment Plan (SHIP) that face investment barriers. Engagement with local authorities and other housing stakeholders indicates strong support for this approach.

3.2.2 Unlocking Development Through Leases on New Builds

In collaboration with housing stakeholders, this initiative aims to unlock investment through long leases on new build homes associated with permanent housing that has been specified as needed within local authority housing plans. This approach has garnered significant interest from local authorities and could serve as a model for infrastructure developers across Scotland.

By unlocking investment through long leases, this proposal not only addresses the immediate housing needs of transient workers but also leaves a lasting, positive legacy for the local communities. This is a pathfinder investment mechanism for unlocking housing development. SSENT has been a convener and driver of action from stakeholders. With details of how this will operate in each area, and for each development, the common themes are:

- SSENT is the 'customer', providing security of income to bring finance to the table to unlock development
- This will be cost competitive for bill payers/Ofgem in comparison to historical worker accommodation model
- This will focus on houses and sites that are 'stuck' and need intervention to be delivered, so are not displacing members of our host communities
- In collaboration with housing stakeholders, we aim to have 1,000 new build houses unlocked by this mechanism by 2030

3.2.3 Empty Homes Initiatives

Scottish local authority empty homes initiatives are part of a concerted effort to address the issue of unoccupied properties and bring them back into use as affordable housing. The Scottish Empty Homes Partnership (SEHP) plays a central role in this initiative, with a vision that privately-owned empty homes should not remain empty for 12 months or more without good reason. SEHP aims to support the Scottish Government's commitment to bringing empty homes back into use, aligning with the Housing to 2040 strategy and the National Acquisition Plan. The objectives include encouraging local authorities to adopt strategic approaches, supporting the network of empty homes officers, and running the Scottish Empty Homes Advice Service. A Strategic Empty Homes Framework guides local authorities in creating action plans and strategies to manage empty homes.

By taking out long leases on empty homes, SSEN Transmission would support the Scottish local authority empty homes initiatives at the same time as providing a quality home-from-home for workers.

3.2.4 Refurbishing Disused Property

SSEN Transmission could contribute to community revitalisation and address the need for worker accommodation by refurbishing disused buildings. This proposal outlines the potential for transforming buildings such as disused hotels, care homes, and other properties into quality living spaces for SSEN Transmission workers, and possibly in the future, the local community.

4. Temporary Worker Housing

Temporary worker housing is a critical component of SSEN's projects, ensuring that skilled workers have access to safe and comfortable living arrangements close to their work sites. This section describes the process from conceptualisation to mobilisation of temporary worker accommodation, emphasising design, standards, engagement, and operational logistics. It sets out standards for major worker accommodation villages and caravan sites.

4.1 Temporary Worker Housing Options

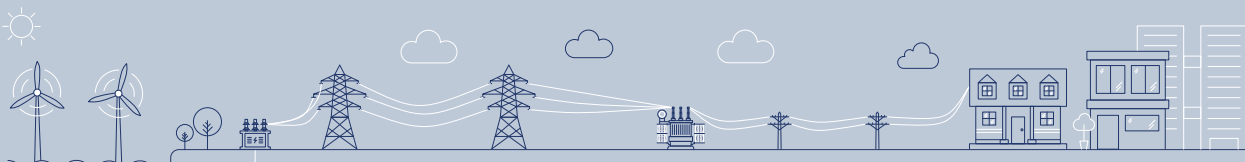
Worker housing requirements vary significantly across our projects and each location will need a solution that is specific to its own unique requirements. Factors that influence workers' housing solutions include:

- Availability of existing accommodation options.
- Cyclical nature of tourist industry in some of our project locations.
- Percentage of local population employed on our projects.
- View of the Local Authority and Town & Country Planning consent requirements.
- Views of the local communities at our project locations.
- Accommodation preference of our supply chain.
- Opportunities for leaving a legacy as part of the workers housing solution.
- Cost – providing evidence of value for money for energy bill payers (Ofgem).

Accommodation options include:

- **Accommodation Villages:** Purpose built temporary accommodation built to house an appropriate proportion of workers for the duration of the works. Can be modularised to expand/contract as the work force requirements change. Up front planning is required to ensure necessary consents are obtained in advance and quality standards need to be agreed to ensure wellbeing needs of the workforce are met. A legacy benefit can be leveraged here, presented in Section 3, in leaving services sites and supporting value for money by reducing the cost to the UK Consumer by avoiding re-instatement works.
- **New Build Housing:** Investing in local housing schemes could provide accommodation that could be used for the duration of the project and then released into the housing market. Provides an opportunity to leave a legacy, discussed in Section 3.
- **Local hotels & rentals:** Could have a negative impact on tourism and local rental market but can also help sustain tourism businesses in the offseason. Councils are likely to object to this at some locations, and in others these volumes will not be available. In many locations it is likely that hotels and rentals will be used to manage peak demand above other worker accommodation provisions as well as accommodating infrequent workers / visitors to sites. A balance for each area must be achieved that supports the project but not to the detriment of the local economy and community.
- **Re-development of existing buildings:** Renovate or re-opening an existing hotel or other properties to house workers for the duration of the project, legacy benefits are discussed in Section 3.

It is likely that a mixed accommodation solution will be required and each area will develop a model with a blend of accommodation solutions that fits local circumstances. For example, where accommodation villages may be required, these could be used alongside local hotels and rentals at volumes appropriate to the local area.



4.2 Guidance on the Provision of Major Accommodation Villages

We expect suppliers to deliver a consistent standard of accommodation for workers across our network area. We aim to provide high levels of worker accommodation to support the wellbeing of our workforce and ensure that we are a good neighbour to the communities nearby. Opportunities for sharing benefits should be explored – these might be facilities or services that can be of use for workers and communities alike. We will look to provide opportunities to support local businesses that could supply our worker accommodation facilities and balance this demand so that we do not inflate prices or put pressure on availability of supply for local communities. We will achieve this by working in collaboration locally with businesses, communities, Councils, and other stakeholders.

In some instances, there will be a need for large accommodation villages. These sites should cater for the full life cycle requirements of the projects in the area and include consideration of the legacy agreements made. Elements in the list below should be considered. Some of these elements will be applicable to all accommodation villages, irrespective of size or required duration. However others may be preferentially chosen based on the number of people being accommodated, the required duration of the accommodation and the physical footprint of the land in which the welfare is being constructed. There should be a balance between worker well-being, project efficiency, and legacy benefits. All accommodation must be to a good standard and agreed by the PC with the relevant SSEN Transmission Project Team.

Transportation Requirements:

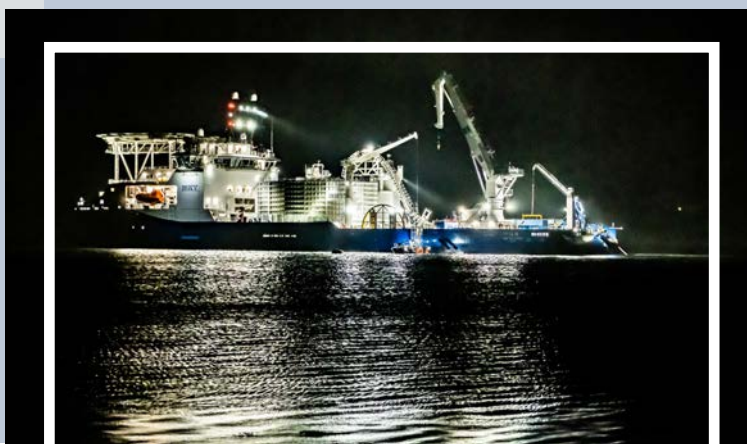
- How will mobile workforce arrive – parking facilities, EV charging, segregated van parking, segregated pedestrian walkways, sheltered bus stop.
- If accommodation remote from work site – buses required. Number of buses determined by number of sites and workforce to transport & distance to sites. Villages and sites need bus stop and turning facilities for multiple buses

Accommodation Village Grounds:

- Path/Running Track area clear of vehicle routes
- Sports Pitch
- Area Lighting
- Security cameras
- Delivery Van Access
- Muster Points – safe areas to consider numbers accommodated and staff.

Utilities & Services Delivery:

- Power for Facility – Require DNO Supply with Packaged Substation(s)
- Power supplies need to consider village load requirements as well as any future legacy requirements
- Expectation is that site will be all electric
- Potable Water Supply
- Grey Water Management
- Drainage (Foul and Storm)
- Fire Fighting Capability
- SUD's



Village Central Hub (Restaurant, Welfare & Recreation)

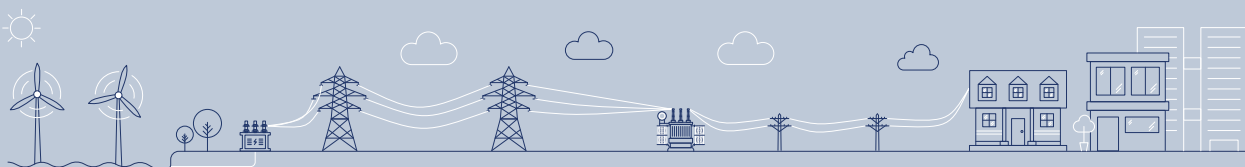
- Reception and information desk, waiting area
- Interview/Security Search area
- Reception cash loader stations (if cashless vending is required)
- Reception guest PC & printer access (Controlled via reception)
- Administration and security office
- Access to central facilities and accommodation – access controlled & CCTV Monitored
- Kitchen to service restaurant (kitted out appropriately for peak numbers – needs to include storage for supplies)
- Restaurant seating to cater for on site numbers
- Social area comprising bar with recreation facilities (SKY Sports/Pool/Darts/Table Tennis)
- Central Toilets (Ladies/Gents/Accessible)
- Laundry
- Shop
- TV Lounges
- Gym Facility
- Wireless Internet access throughout communal areas
- Will ensure that essential facilities are provided while using local facilities where available depending on location and agreement with community stakeholders

Accommodation Blocks

- Maximum Two Storey Blocks
- Accommodation rooms with a presumption of access from internal corridors only and access controlled, unless external access is required for specific reasons
- Accommodation blocks linked to central hub from internal link corridors
- Sheltered emergency escape stairs from all areas
- Appropriate number of accessible rooms will be provided in each block
- Shelved bag storage facility for appropriate numbers for changeover days
- A kitchenette comprising fridge, microwave, cooking facility on each level.
- Laundry comprising two washing machines and two tumble driers.
- Each block provided with adequate laundry/cleaner storage.
- Lifts for transportation of housekeeping supplies
- Bedrooms comprising the following: Single Bed (all single ensuite rooms); Wardrobe/clothes hanging space; Drawers/shelves for storage of clothing; Desk with Chair; Mini-fridge; Thermostatically controlled electric heating; Ventilation/extract to enable adequate air changes; TV Connected to village infotainment system offering TV & Internet services; Kettle for Tea & Coffee making; Fan for air movement in summer months; Window which can be opened for ventilation (restricted opening); Shower; Toilet; Wash hand basin; Overhead light; Desk Light; Bedside light

4.3 Caravan Standards

The use of caravans to support worker accommodation is a long-established method. This continues to be an acceptable means of worker accommodation and there are several good examples where this approach can be used to provide a high quality of worker accommodation for our workforce. One example is a caravan site at Edzell being used as worker accommodation as part of our east coast upgrade project. This is considered a high standard by contractors and workers alike. The workers based there contributed to a focus group on our developing standards during summer 2024. The site has a mix of caravan and bunker bin accommodation. The Balfour Beattie standards are attached at the appendix and are to be adopted for all SSEN caravan accommodations.



5. Development Framework

SSEN Transmission is responsible for the development of transmission infrastructure projects and ensuring a good planning consent is a key part of that work.

Our Principal Contractors are responsible for mobilising and running worker accommodation, including securing planning consents for worker accommodation villages and other types of sites. There needs to be co-ordination of this process, ensuring local authorities see a joined-up process on planning issues between our transmission infrastructure and the infrastructure required to mobilise the workforce.

To support this, SSEN Transmission will work with Principal Contractors to ensure a robust approach to the planning process. The Consents and Environment team have established a Development Brief to support this process. This outlines the approach to developing high-quality worker accommodation that will also benefit the community after decommissioning. It details the strategic planning areas, including masterplanning, logistics, infrastructure, environmental considerations, and stakeholder engagement, all essential for creating sustainable and compliant accommodation solutions.

The objectives focus on efficient site selection, robust infrastructure assessment, minimising environmental impacts, and proactive stakeholder involvement to ensure the project meets requirements and provides long-term value. The Brief also emphasises the importance of social value and outlines the deliverables and processes necessary for obtaining detailed planning consent.

Works information has been prepared and includes a RACI (Responsible, Accountable, Consulted, and Informed) chart to clearly delineate who does what in the consenting process. This ensures that all parties understand their roles and responsibilities, facilitating smooth operations and accountability.



6. Procurement strategy

A strategic SSENT specific procurement strategy for each area working group is required due to the scale and complexity of Projects which are located across the most remote and rural parts of Scotland. The approved strategy must demonstrate efficiency of expenditure as well as minimising risk, ensuring timely delivery, and leveraging contractor expertise. Agreement of the procurement strategy is a key priority of and challenge for the housing strategy. Its objectives are:

- **Cost Efficiency:** Utilise contractor-led approach to manage costs and provide necessary evidence to effectively demonstrate Value for Money (VfM) and efficient expenditure to Ofgem.
- **Quality and Compliance:** Ensure accommodation meets standards and regulatory requirements to attract and retain a skilled workforce to deliver ASTI and LOTI projects.
- **Legacy:** Ensure accommodation solutions provide lasting benefits to the community, delivering a long-term legacy post-project completion.
- **Innovation and Improvement:** Encourage innovative accommodation solutions through collaboration with contractors and stakeholders.
- **Risk Management:** Minimise risks associated with accommodation provision by leveraging contractor expertise and ensuring timely delivery. Additionally, manage reputational risk to SSENT by addressing and mitigating any potential issues related to workforce conduct.

6.1 Models Considered

Various procurement models have been considered in the development of this housing strategy. The contractor led approach will be implemented as it provides the solution that best meets the objectives of the procurement strategy set out above. This will be delivered differently at single contractor sites and sites with multiple contractors.

6.1.1 Single Contractor Accommodation Facilities

Contractors will choose the best accommodation model based on project needs and planning conditions. The Housing Strategy will be applied via the guidance described in Section 4, and Development Framework described in Section 5.

6.1.2 Facilities for Multiple Contractors

In Hubs where multiple contractors are present, the lead principal contractor will collaborate with other contractors to deliver temporary accommodation within shared boundaries, addressing both project requirements and peak periods. Projects at these Hubs will see contractors working jointly to devise optimal accommodation solutions that deliver on this strategy and that meet the Hub's needs and manage on-site peaks effectively.



6.2 Supplier Relationships and Collaboration

A Supplier Day was held on 6th June '24 where there was broad agreement from principal contractors to a collaborative approach and to establish a cross-supplier working group to identify potential gains and collaboration opportunities.

The Housing Strategy Supplier Forum aims to enhance collaboration among Principal Contractors across the SSENT license area to improve efficiencies, standardise processes, and optimise shared infrastructure for worker accommodation. Key objectives include identifying collaboration opportunities, generating an alliance approach to their supply chain, shaping standard specifications, exploring resource-sharing contracts, and considering legacy benefits. Membership includes SSENT and Principal Contractor representatives, with fortnightly meetings.



7. Delivery Mechanisms and Management

This strategy was developed by a dedicated Housing Strategy Steering Committee that operated from January 2024. While the Steering Committee was responsible for crafting the strategy, implementation is the responsibility of the delivery teams for the projects.

The housing challenges described at the beginning of this document necessitate a shift in how delivery teams operate. A collaborative approach is crucial due to the overlapping nature of several projects and the involvement of multiple principal contractors. Effective collaboration across internal and external stakeholders will be facilitated through Area Working Groups.

7.1 Area Working Groups

The highest concentration of projects and worker numbers are in three geographic areas: Caithness and Sutherland, Beaulieu, and Netherton. Dedicated groups to manage location-specific planning and coordination of worker accommodation have been established in each of these areas along with other areas with complex mixes of projects, such as Western Isles and the East Coast. These groups include:

- Project delivery teams
- Principal contractors
- SSEN housing project management specialists
- Other SSEN Transmission teams, including corporate services and stakeholder engagement

They work closely from the earliest opportunity with:

- Local authorities
- Community stakeholders

This structure ensures a collaborative approach to worker accommodation and housing legacy specific to each location, with local authorities supporting our understanding of housing need and demand and the priorities for legacy. Each Area Working Group will agree a collaborative approach to stakeholder engagement, using the Area Working Group meetings to update and report on stakeholder conversations and issues. A stakeholder engagement plan will be prepared by that team's representative on the group.

There is a need for enhanced skills within SSEN Transmission. A new position, Housing Strategy Manager, is being appointed to steer strategic housing efforts. This role will oversee delivery of worker accommodation and housing legacy, collaborate with national stakeholders, and ensure our local housing strategies are in sync with wider organisational objectives. In addition, housing project managers will offer support to projects, providing a resource for area-based housing working groups and supporting other projects.



8. Appendix Caravan Standards

Some of these elements will be applicable to all caravan facilities, irrespective of size or required duration. Others may be preferentially chosen based on the number of people being accommodated, the required duration of the accommodation and the footprint of the land. There should be a balance between worker well-being, project efficiency, and legacy benefits. All accommodation must be to a good standard and agreed by the PC with the relevant SSEN Transmission Project Team.

This document has been prepared to provide recommendations for the safe and proper establishment of caravan facilities on Company construction sites. It should be used in conjunction with the following:

- Health and Safety at Work Act 1974
- CDM Regulations 2015
- Electricity at Work Regulations 1989
- The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972
- The Dangerous Substances and Explosive Atmospheres Regulations 2002

8.1 Design and Planning

Caravan parks should be established having regard to the fact that they can become the home for employees and their families and as such, standards should be introduced and maintained with this in mind.

It is essential that project management plan and design the caravan park with the same care as any other major site operation. The following points must be considered:

1. Selection and Duties of Personnel - At the time the decision is taken to provide a caravan park, a responsible person should be appointed in writing to consider the needs and design a satisfactory scheme. Consideration should be given to the needs of sub-contractors and the possible increase in need as the project progresses.
2. Location - The caravan park should always be separated from the site/office compound to ensure there is no interface between construction activities and caravan use. It should be noted that planning permission is not required if the caravan park is established adjacent to the contract Works.
3. Density - It is advised that only 30 to 35 units should be established per acre, calculated on the area that is usable, rather than a total site area.
4. Spacing - Caravans must be no less than 6 metres from any other caravan and no less than 3 metres from a site boundary. Any barriers erected between units must be of non-combustible material. Parking between units should be discouraged and a separate car park provided.
5. Access/Egress - Good access and egress must be provided for emergency vehicles in the event of an accident. Emergency vehicles should be able to secure access to within 30 metres of any unit on the park at all times.
6. Services - All services should be properly installed and their location marked on the park. Electrical installations must be made by a competent person and comply with the Electricity at Work Regulations 1989. Each caravan must be individually fitted with an RCD device. Trailing caravan cables shall be no more than 6 metres long. All temporary installations must be tested every three months by a competent person in compliance with BS 7671 Requirement for Electrical Installations (the IEE Wiring Regulations). Where used, domestic electricity supply meters for each caravan must be installed securely. Owners of caravans will need to read their meter cabinets: therefore they should be designed with a viewing facility but must be fully lockable at all times.

7. Contractors - There should be adequate provision in the planning of the size of the caravan park for the needs of subcontractors. In order to maintain standards and ensure that legislation is complied with, facilities should be provided to subcontractors rather than allowing them to set up their own parks, over which the Company would have little or no control.

8.2 Maintenance of the Park

A senior member of staff should be appointed to ensure that all aspects of this section (maintenance) are complied with.

1. Caravan Procedures The caravan occupants should be issued with a set of procedures applicable to the park in question. Such procedures will have regard to this Code of Practice.
2. Refuse Disposal Adequate provision should be made for storage, collection and disposal of refuse (it is expected that park operators should normally be able to meet their responsibilities by making arrangements with the local authority). Strict enforcement of the use of facilities provided should be imposed.
3. Use of LPG Arrangements for the use and storage of Liquefied Petroleum Gas (LPG) on the caravan park should be in strict accordance with the current Code of Practice and Liquefied Petroleum Gases Regulations 1972). All caravans must have high and low level ventilation and be gas tested and inspected by a competent person on arrival at the park and then an annual inspection thereafter. A maximum of two cylinders per caravan are allowed. Particular attention should be paid to connection to the cylinder and appliance and to the safe storage of used cylinders. Hose connections to cylinders and appliances must be "crimped type fittings" – jubilee clips are not acceptable.
4. A system should be introduced to ensure that there is adequate and regular cleaning / servicing of facilities.
5. Routine Inspections. The appointed responsible person should carry out, or arrange to have carried out, routine inspections of every aspect of the caravan park and take immediate steps to rectify any fault that is discovered.

8.3 General Information

1. First Aid It is recommended that consideration be given to the identification of First Aiders in residence on the caravan park to be used in the event of an emergency. Access to first aid equipment should be available outside normal working hours. Emergency procedures should be established giving contact names and telephone numbers of responsible people.
2. Fire Risk / Control Considerable risk exists on a caravan park. The main areas of concern are:
 - Misuse of LPG
 - Temporary units stored too close to each other or to ancillary equipment
 - Vegetation providing means of fire spreading

The following procedures should be introduced:

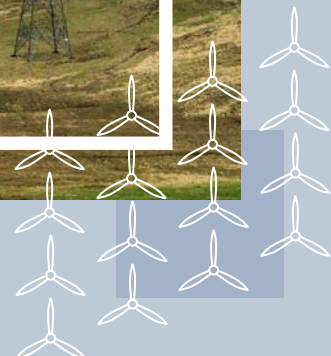
- All occupants to be registered to assist the fire service for accountability in the event of an emergency evacuation
- Assembly point to be designated, clearly marked and easily accessible
- No caravan unit should be further than 50 metres away from a fire point
- An independent risk assessment and survey should be conducted to determine the fire appliances to be provided and where fire points are to be located
- A means of raising an alarm in the event of a fire must also be provided e.g. a manually operated sounder, gong or hand operated siren. A test to ensure it is audible is essential
- Weekly Fire Alarm tests should be carried out and recorded

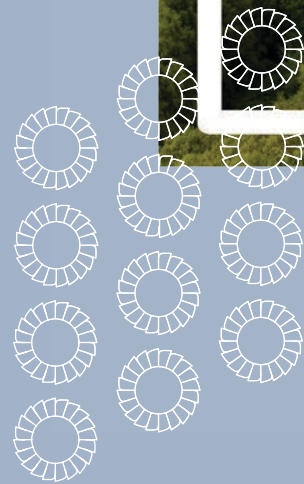
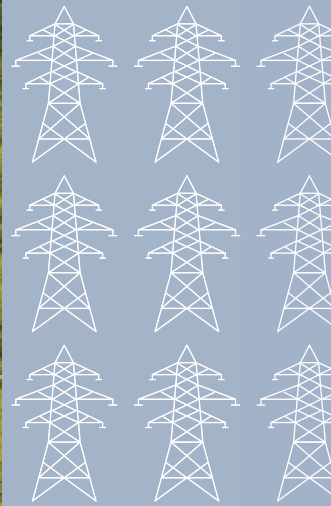
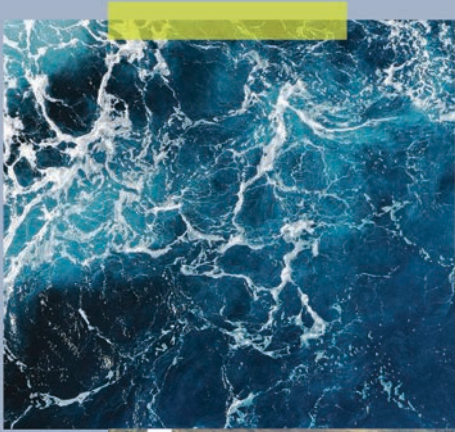
- All equipment should be periodically serviced and recorded
- Where there is a likelihood of fire spreading due to vegetation, suitable beaters should be provided as used by the Forestry Commission at each fire point
- A notice should be erected at each fire point indicating the action to be taken in case of fire and the location of the nearest telephone.

It is advised that the notice should include the points as indicated below:

ON DISCOVERING FIRE

- Raise the alarm
 - Ensure the affected area is evacuated
 - Call the Fire Brigade (Telephone 999)
 - If practicable and safe to do so, attack the fire using fire fighting equipment provided
3. Park Register: A Register of occupants of the caravans should be kept up to date and available at an agreed location, preferably at the Caravan Park for inspection by visiting health and safety advisers or enforcement agency inspectors.
 4. Reporting of Defects To encourage caravan users to report faults, and to provide a system for fault rectification, a defects book (it would be reasonable to use the Health, Safety, Environment and Quality Report Book (Unsafe Conditions Report Book)) should be established and kept in the possession of the person responsible for maintenance.
 5. Accident / Emergency Procedures Notices should be prominently displayed indicating the action to be taken in the event of an emergency and detailing how the police, fire brigade and ambulance can be contacted. The location of the nearest public telephone should also be provided, and, with the authority of the relevant person, the owners of Company mobile telephones who are resident on the caravan park could also be listed.





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