

Guidance note setting out what schools should consider / action if they are embarking on projects

Updated 03/08/2021

This guidance note has been developed to assist schools that are considering embarking on projects. Please note that it is only guidance and specific advice should be sought from Education, Cultural Services, Procurement, Finance and Corporate Building Services. **Please read this guidance carefully and in full.**

Landlords Consent process

If you propose to make any changes to your school building/site, or intend to undertake any works utilising an external contractor you must complete a Landlord's Consent Application Form. This guidance is accompanied by a **Flow Chart** for schools to follow to help with this, but please note that should not be read in isolation.

This is required for all construction work (construction work as defined in the Construction (Design and Management) Regulations 2015*), such as *internal* remodelling, building alterations & extensions, refurbishment works and replacement windows; *external* works such as groundworks, fencing, play equipment, all weather pitches, highway infrastructure within school boundaries, bird boxes, planting beds, trim trails, shelters, gazebos etc.; and *all ICT works*.

It is also required if you plan to change the way that a particular space is used; both internally and externally. So for example if a withdrawal room is proposed to be changed to a classroom, or if a hard play area is planned to be used for parking.

Schools are advised to submit an application before investing in the detailed scoping and design of any works, and well in advance of when the works are planned to be undertaken. This will enable the authority to provide timely advice, and avoid the school incurring abortive costs.

Furthermore, each application will be considered on a case by case basis. **Some larger or more complex projects will not be approved unless Corporate Building Services are employed for the design, procurement and management of the project from project inception to completion, on health and safety grounds.**

You can submit an initial or final application depending on the stage you are; if you are submitting an initial application at an early stage then you may not have all of the detailed information. However before you enter into a contract for the works, you must have submitted a full final application and had it approved.

The applications forms and more information can be found at:

<http://www.swansea.gov.uk/staffnet/schoolbuildingconsent>

Please note we are streamlining this process and in the near future instead of two separate forms there will be a single online form for completion.

This process is intended to support schools and ensure that any proposals are subject to a robust business case, and enable schools to ensure compliance with statutory and authority requirements.

Consideration should be given to;

- Impact on the site / buildings
- Impact on capacity
- Impact on the operation of the site and buildings
- Impact on safeguarding
- Health and Safety and safeguarding requirements
- What alternatives have been considered ie have options been explored and is the preferred way forward the option that best delivers the aims, and provides value for money?
- The initial and ongoing revenue costs – do those estimated costs include everything?
- What are and how will the initial costs be funded?
- How will the ongoing revenue costs be funded?
- Identification of funding

Funding strategy

Consider carefully how will the initial project costs be funded?

- Grant funding (ensure Swansea Council grant procedures are followed see section below on reporting)
- Schools delegated budget – note the school cannot use its budget to fund non-school items that do not benefit pupils
- Other?
- Play Fund – A new and cash/time limited fund for play and recreation projects that is available in each Ward of Swansea, exclusively via elected ward members and supported by a Project Manager within Property Services. The Project Manager will liaise with relevant Departments and stakeholders to manage individual projects as required. These funds will be managed centrally and invoices paid directly.

Technical advice and requirements

Employer's Requirements

Swansea Council has a set of Employer's Requirements for new school build / refurbishment and remodelling. These set the standards for special requirements, mechanical and electrical installations, and security requirements for example. Advice should be sought from Corporate Building Services with regard to requirements.

Workstreams and resourcing

The school generally has a choice as to whether it wants to outsource the technical consultancy and build, or utilise Corporate Building Services for any project.

However, some larger or more complex projects will not be approved unless Corporate Building Services are employed for the design, procurement and management of the project from project inception to completion, on health and safety grounds.

If you wish to utilise Corporate Building Services please note that the work would have to be programmed and would require a lead in time – this may vary depending on the scale and complexity of a project, and current workloads and priorities at the time.

If a project requires planning or Sustainable Drainage (SuDs) approval there are specific time lines for those processes that should also be considered.

Initially a survey and concept design would be required to establish that a scheme is feasible, followed by initial costings to establish viability, prior to full design, planning etc.

This would be required even in the case of demountable provision for example to establish ground conditions, ground works required, service requirements and planning and SuDs requirements.

The potential workstreams which link to resources required are listed below. However please note this list is not prescriptive and individual projects will vary according to individual circumstances, and each required activity will have an inherent cost which should be built into any project.

If a project is being delivered directly through Corporate Building Services then the services provided would include these requirements. If you wish to utilise an external consultancy or contractor then you would need to ensure that the required services were included and financially accounted for (including any elements Corporate Building Services may be subsequently requested to assist with – time and resources dependent). **You would also need to ensure that any consultant team had the appropriate professional accreditation and indemnity insurances.**

The workstreams should be phased so for example the initial surveys and concept designs and cost planning are undertaken first and the Landlords Consent process undertaken before progressing to the next stage.

- Site condition surveys, both desktop and potentially intrusive
- Property survey and reports, e.g. detailed R&D asbestos survey implication
- Assessment of impact on electrical specification of the site – potential replacement and improvement of lighting together with internal/external lighting and related electrical provision – need to determine whether there is capacity within existing distribution boards or if potential replacement/upgrade is required – it should be presumed that any changes (even if small) could have an impact
- Assessment of impact on heating system (maybe electrical or mechanical) – whether existing heating circuit can deliver heating to the level required

- Ensure other services – e.g. toilet or water – are sufficient and that drainage is available (see SuDs above)
- Assessment of impact on smoke, fire detectors and alarms - fire safety zones and evacuation procedures
- Potential ecological, environmental survey to determine if potential or perceived habitat disturbance
- **Fulfilment of obligations under the Construction (Design and Management) Regulations 2015* and in particular the Client Role.** More information by way of background can be found at:
<https://www.hse.gov.uk/construction/cdm/2015/summary.htm>
- Preparation of schedule of requirements
- Concept design of the proposed project consistent with the Council's Employers Requirements
- Traffic management / travel plan including consideration of access and egress to the site, on site traffic management and safeguarding and any off site highways requirements
- Planning guidance, both initial enquiry and managing any planning requirements and application as required, see guidance at
<https://www.swansea.gov.uk/planningapplications>
- Sustainable Drainage Solutions (SuDs) design and approval – following detailed percolation tests, see guidance at
<https://www.swansea.gov.uk/sustainabledrainage>
- Building regulation applications, see guidance at
<https://www.swansea.gov.uk/buildingregulationsguidance>
- Procurement process from specification stage, through tender process, assessment, checking of contractor to contract letting – Procurement advice should be sought at an early stage to establish the procurement route and requirements to comply with the **Accounting Instructions and Contract Procedure Rules**
<http://www.swansea.gov.uk/staffnet/accountinginstructionsforschools>
<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=546&MIId=7394&Ver=4&Info=1&LLL=0>
- Project and contract management – Clerk of Works/Project Manager
- Snagging of works
- Implementation and management of a maintenance regime that fulfils any warranty requirements

***The Construction (Design and Management) Regulations 2015**

The regulations apply to all construction work defined as follows;

“construction work” means the carrying out of any building, civil engineering or engineering construction work and includes—

(a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), decommissioning,

demolition or dismantling of a structure; (b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

(c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;

(d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;

(e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure

“Contractor” means any person (including a non-domestic client) who, in the course or furtherance of a business, carries out, manages or controls construction work.

If you are undertaking work defined as construction work, and you are not intending to employ Corporate Building Services to do this, then you must assign a suitably competent person to:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
 - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
 - allowing sufficient time and resources for each stage of the project
 - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project
 - making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

Advice should be sought from Corporate Building Services as to these requirements BEFORE the design stage is commenced so that if required a suitably competent person can be employed to fulfil this role.

Technical advice specifically for all weather pitches and how can this be obtained

Previous projects have enlisted technical and procurement support from specialist consultants to assist in the development of a specification preparation and tendering/evaluation. Some specialists will act as client support through the project to completion and defects period. Depending on the scale of the project and level of support needed, the cost range for services is between £10k-£30k. It is likely that support of this nature would need to be tendered for, and Cultural Services can provide contacts if this option is to be pursued.

However this would still require a client project manager to ensure that the council's responsibilities and requirements were fulfilled.

Reporting

Compliance with **Financial Procedures Rules** is required.

Once any scheme is developed and final costs established, then an FPR7 report will be required for any schemes with a cost of more than £150,000.

If more than one project is being undertaken at the same time, and each is less than £150,000, an FPR7 will still be required if the combined total is more than £150,000.

If a scheme exceeds £1 million it requires Cabinet approval. If a scheme is less than £150k an email to the Principal Accountant Capital explaining the scheme, how it will be funded and approval from HOS / Director is sufficient, with the Cabinet Member being informed.

Please note that in some instances where the project value is less than £1m it still may be referred to Cabinet for decision, which if that occurs would extend the timescale for the report approvals process.

The FPR7 report is a report seeking approval to commit funding to the capital programme and so this should be drafted at an early stage to ensure that approvals are in place in good time ahead of the commitment of funding.

An approved FPR7 MUST be in place BEFORE approval can be given to commit funding and commence works.

More information can be found at;

https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=547&MId=7396&Ver=4&Info=1&LLL=0#Bookmark_6

Education will be able to advise and support with the preparation of reports.

In addition if any grants are applied for then the **Accounting Instructions** must be complied with. More information can be found at

<http://www.swansea.gov.uk/staffnet/article/26508/Accounting-Instruction-16---Administration-of-Grants-Claims-and>Returns>

In the first instance please seek advice from Finance before applying for grants. Please contact Michelle Thomas (michelle.thomas@swansea.gov.uk), in the first instance for this advice.

Grants always come with terms and conditions and expectations as to outcomes.

Before any grants are accepted the terms and conditions must be fully reviewed to understand if the obligations can be met and if any residual liabilities could be incurred in the event of a breach, and an NGA1 completed before application and an NGA2 before acceptance.

Estimating Capital Costs

This should include the pre-construction phase costs and fees for example

- Ground investigations
- Professional fees
- Planning, SuDs and Building Control fees

If you are using Corporate Building Services then an initial budget costs for the works will be provided; however it is emphasised that this is a budget cost and is subject to detailed surveys, ground investigations and procurement. The construction market can be volatile and tendered costs can be variable; in 2021 construction costs are rising as the supply chain is affected and there is high demand.

If intending to procure directly then care must be taken to ensure that tenders and quotations are for clearly specified works, are comparable and include all works.

Revenue costs

Please consider the initial and ongoing revenue costs – do those estimated costs include everything? How will the ongoing revenue costs be funded?

For all weather surfaces, guidance on this is included in the document Indicative 3G running costs from Sports Wales attached as appendix B – Please note this is based on a full sized floodlit facility so economies of scale need to be factored in. However, the type of spend that needs to be considered will still apply.

If it is available for community use detailed consideration should be given to what the impact will be on running costs and what the hire charges should be for example.

Depending on the type of surface, allowance should be made to replace the surface at the recommended intervals. Consideration should be given to establishing a sinking fund for this purpose. See below.

Advice specific to the provision of Artificial Sports Surfaces

Considering options for artificial sports surfaces

The matrix attached as appendix A is a good starting point and one you have developed your thinking you can discuss and seek further advice from; David Rhys Jones, Sport and Health Manager, 07976 885663, david.jones3@swansea.gov.uk

Developing the business case for artificial sports surfaces

Things to consider include;

1. What is the size?
2. Will it be floodlit?
3. Will it be available for community use? The facility would need to be floodlit to have any significant community use impact. This would affect any planned income from hire charges.
4. Does the demand exist for community use, what is the demand and how much?
5. Will it be used for general recreation during school breaks?
6. Where will it be situated?
7. What is the current surface on the intended area?

Sinking Fund for replacement of artificial sports surfaces

The Local Authority can hold a sinking fund on its balance sheet for the replacement of artificial sports surfaces on behalf of a school. In order for this to be approved, the school must email Michelle Thomas (michelle.thomas@swansea.gov.uk) in the planning stages of the project who will seek agreement from the S151 Officer. Specific details of the sinking fund must be included (total amount required, the term and annual payments). Once agreed, the school will be invoiced annually for the agreed sum. The terms of agreement would be that the Council will hold these payments on its balance sheet for the agreed term, invoices must be paid regardless of a change in the schools financial position, the fund would only be released for the replacement of the pitch, under no circumstances will the reserve be released sooner or for any other purpose.

Appendix A: Artificial Surface Options

	2G (Astroturf Pitch) 'ATP'	3G
General Comments and description	<ul style="list-style-type: none"> • Hardwearing surface, extremely weather resistant. • Hard feel to surface with sand embedded to assist grip and protect the surface. • Standard sports footwear or footwear with "dimpled" bottoms preferred. Studded footwear not recommended • Requirement to put away a sinking fund for carpet replacement 	<ul style="list-style-type: none"> • Newest surface type on the market. Excellent weather resistance. • Softer underfoot embedded with a rubber "crumb" to fill between blades and protect surface. • Shock pad (various thickness) underpins the surface to offer impact protection for participants. The various surface specifications are reflected in costs. • It is essential that studded (moulded) footwear should be used where possible to stop the flattening of individual grass blades over time. This could lead to warranty issues and early replacement if not adhered to. • Rubber crumb can be carried into school in footwear • Requirement to put aside a sinking fund for carpet replacement
Curriculum Activities	<ul style="list-style-type: none"> • Fundamental physical literacy for all primary key stages. • Majority of outdoor PE and games curriculum could be catered for, see below for competitive sport aspect 	<ul style="list-style-type: none"> • Fundamental physical literacy for all primary key stages. • Significant parts of PE and games curriculum could be catered for, see below for competitive sport aspect • Essential use of appropriate recommended

		footwear being worn, may cause accessibility issues for some pupils. (see notes below)
Community Activities	<p>Multi-sports activities, best for:-</p> <ul style="list-style-type: none"> • Hockey – ideal surface, preferred by clubs and National Governing Body. Surface area would allow for games and training, goals would need to be purchased as an extra. • Football –Good for training but not preferred for fixtures. The proposed surface area would allow for 2/3 mini football (u7/8) game at a time. Hardwearing mini football goals would be satisfactory for both mini matches and training up to adult. <p>Could also have some use for:-</p> <ul style="list-style-type: none"> • Netball –appropriate line markings would be required. Not the preferred surface for the sport but perfectly adequate for community and junior activity levels. • Rugby – Non contact and skills based training only • Surface also acceptable for various court based activities such as Basketball and Volleyball, but appropriate line markings and equipment would obviously be required. 	<p>Multi-sports activities, best for:-</p> <ul style="list-style-type: none"> • Football – Ideal surface for both training and fixtures. The type and level of fixture would depend on total playing area, but as a product 3G is an excellent surface for football. • Rugby – If the chosen surface is compliant with World Rugby safety standards, full contact rugby can be played. This surface would allow for rugby matches and training for all ages and abilities dependant on area size. • Not suitable for other community or curricular sports sports. (Eg, Netball, Hockey, Tennis)

Community Demand	<ul style="list-style-type: none"> • Football – there are a large number of junior teams for boys, girls and adults within the catchment area. Assuming that an ATP surface would be priced lower than a 3G which would be usual practice, it may be attractive for training purposes for teams of all ages. • There would be very little regular demand for fixtures although there may be some “emergency” ad hoc demand during particularly wet periods of the year. • Rugby – Although acceptable for non-contact and skill based sessions, ATP surfaces are not popular for rugby teams. There would be limited demand due to this and the fact that there are more appropriate surfaces and clubs with their own facilities in close proximity. • Hockey – Although the surface is ideal for Hockey, demand needs to be considered as the local clubs are very well established at Swansea Uni sports complex and the Elba sports complex. Although there may be interest from NGB to run fun camps for beginners. Or if hockey is delivered as part of a multisport initiative 	<ul style="list-style-type: none"> • Football - The fact that the surface could offer fixture opportunities to mini teams (if small sided) or all football up to seniors (if full sized) would make the facility more popular than the ATP for football. Fixtures would also necessitate weekend opening (Usually Saturday morning) usage. • Clubs or local leagues may wish to book the surface as a regular venue for mini football fixtures if full size although demand for this is less than it was a number of years ago due to the major developments that have been completed, although generally the Junior league operates a 'round robin' system requiring 2 pitches. • Rugby – In order to play or play full contact rugby, the surface will need to be accredited by the World Rugby head impact assessment. This includes additional shock pad cushioning which would increase costs. This surface would still be perfectly acceptable for football. • Please note –the head impact assessment usually needs to be checked after two years, then annually to ensure the pitch continues to meet these standards for insurance purposes. This is carried out by
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	<ul style="list-style-type: none"> • Other sports – Limited local club/ activity in other sports that would potentially use such a surface. Potential usage from youth groups, cubs, scouts, brownies etc, of which there are several in the catchment area. 	<p>independent accredited service. If it falls below this standard it will no longer be able to be used for contact rugby unless rectified.</p> <ul style="list-style-type: none"> • Other sports – Limited local club/community activity in other sports that would potentially use such a surface. Potential usage from youth groups, cubs, scouts, brownies etc, of which there are several in the catchment area.
Maintenance	<ul style="list-style-type: none"> • A relatively straight forward maintenance programme would need to be followed with non-specific materials and machinery. Depending on the specifications of the surface, there may need to be some replacement and spreading of sand where necessary. • Contractors will provided detailed maintenance schedules bespoke to each surface on request and often offer their own services or that of a preferred partner to carry out this work. 	<ul style="list-style-type: none"> • To ensure longevity the surface needs a specialist maintenance programme including tools and machinery especially designed for 3G surfaces (e.g. Mini tractor and brushes). • There may be an opportunity to share surface repair machinery and costs with nearby similar surfaces at a cost • The schedule would need to reflect regular hourly usage with machinery treating the surface up to twice a week if full supplier recommendations are to be adhered to in relation to warranty. • Contractors will provided detailed maintenance schedules bespoke to each surface on request and often offer their own services or that of a preferred partner to carry out this work

Other considerations:-

Community Use - Without floodlights neither surface type can be considered a meaningful resource for community use. The majority, if not all of the sports that area likely to be played on the surface are winter based and training takes place typically from 4.30 onwards. During lighter months, clubs tend to use public open green spaces where there is no charge, that is if they train at all. Typically similar facilities take on club block bookings from the end of September to mid-April.

In regard to 3G's, unless the facility is full size there would be no usage for fixtures above mini football and mini rugby levels. Most rugby clubs would use their club facilities for fixtures anyway to generate income on site, that's not to say there would not be any use by rugby and football for mini fixtures on occasions where weather is particularly poor and grass surfaces are unplayable. Without a regular staffing structure add hock, weather dependant bookings are often difficult to manage.

This needs to be factored into ongoing running costs and lifespan considerations as there would be no, or very little income to support issues such as sink finds and regular maintenance. Countered to this would be the fact that wear and tear would be considerably less.

Day time school usage – if the area is critical for general recreation use by pupils during break times 3G surfaces are not recommended. As touched on above in order to maintain the desired life span of the surface flat footwear should not be used.

This together with issues like chewing gum, sweets, etc can drastically reduce the surfaces life expectancy, increase remedial and emergency maintenance charges and potentially invalidate the warrantee. ATP ("2G") are more resilient in this regard, but are still not designed for such usage. The most waring sports surface for this type of use would be a Tarmac facility.

Footwear – as mentioned above the lifespan of the surface is critically linked to the type of footwear used by participants. The diagrams below indicate the current typical industry requirements for use although certain products will differ slightly depending on the manufacturer:-

For 3G (With Rugby accredited shock pad):-



For 3G (Without Rugby Accredited shock pad)



For ATP/Astroturf (2G)



Appendix B Sports Wales indicative running costs

Sport Wales Indicative 3G running costs – based on All Wales Collaboration report

This is the document Sport Wales use for reference purposes, as stated in the Revenue Cost section of the main document, it is based on a full sized surface, so there would be scale modifications as well as other considerations like overall usage linked to maintenance and lifespan, etc. Even though it's based on a full sized project, all the individual elements within the indicative expenditure section are probably still relevant to each project, particularly if it is to be used by the community.

Indicative Expenditure	Estimate Costs
Routine pitch maintenance and annual pitch surface maintenance contractor; 5 year rejuvenation; contribution to utilities, buildings, cleaning; floodlighting say September to April approximately 300 hours; marketing and promotion; replacement equipment costs; other costs including insurance;	£25,000
Sinking fund for carpet replacement, shock pad, fencing, floodlighting assuming life expectancy of 10 years depending on usage and maintenance £20,000 -£25,000	£20,000
Allowance for supervision costs including taking a bookings e.g. a part time supervisor	£10,000
Estimated Total Running Cost	£55,000

Notes

- ☐ No account is taken in respect of business rates or vat recovery

Indicative Income Sources

Winter uses i.e.: club training and matches; small sided competitions both adults and juniors, academies and training; Sunday leagues and other club matches; minis and junior leagues; education and learning through sport; holiday camps; festivals; women and girls development; disability sport; coaching programmes; School and College use up to 4pm free of charge

Summer uses i.e.: participation programmes; holiday camps; development centres; summer leagues; women and girls programmes

Target Income	£50,000
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Appendix C Contacts

Education

Please contact education@swansea.gov.uk

With any enquiries in the first instance.

Cultural Services

David Rhys Jones

Sport and Health Manager

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Procurement

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<http://www.swansea.gov.uk/staffnet/contactprocurement>

Finance

Michelle Thomas

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Corporate Building Services

See matrix below

Corporate Building Services

