



Return invoice to:
Housing & Property Services
 Property Section
 Council Offices, High Street
 Dingwall IV15 9QN
 Tel. 07721 948834
 Fax. 01349 868573

Contractor	Order No.	241,522
Joe Bloggs Contractor The Street Dingwall		

Job number must be quoted on invoice and all correspondence

Work to	Maryburgh Primary - Old Building Hood Street Maryburgh IV7 8EB				
Issued	27/Apr/2007	Priority	High Priority	Work to be Completed by:	01/May/07
Location	HC 00149B	MRO No.		Issued By	AMG
Access	DAY HOURS	Charge Code	01.06.28CN006.000.BA6000		
Inspector	HMO	Job Source	HEAD TEACHER		
Customer Complaint	Replace broken glass to windows in canteen old building and hut 2 (CARRY OUT WORK LISTED BELOW)				

Category of repair

Job to be completed by this Date

Asbestos and other hazard warnings shown here

The Highland Council recognises it's obligations under Sections 2&3 of the 'Health & Safety at Work Act' and Regulation 3 of the 'Management of Health & Safety at Work Regulations' to ensure the safety of Council employees & other persons who may be affected by the works instructed below. This risk assessment highlights information to be considered by the Contractor receiving this instruction.

***** HAZARD WARNING *****

Asbestos present or suspected present. Check with CofW + Occupier before commencing work.

Item	Work To Be Carried Out & Risk Assessment	Q'ty
		0.00
		0.00
UC	Replace broken glass to windows in old building 1 no and canteen 3no. Police No G21862. Also replace broken glass to window of hut 2 1no Police No G018404. Confirmation to phone call on 25/4/07	1.00
HS029	Health & Safety HAZARD - Vision Damage	1.00
HS027	Health & Safety HAZARD - Skin Contact	1.00
HS024	Health & Safety HAZARD - Musculo Skeletal	1.00
HS023	Health & Safety HAZARD - Moving Parts	1.00
HS020	Health & Safety HAZARD - Infection	1.00
HS019	Health & Safety HAZARD - Hidden or Undisclosed Services	1.00
HS008	Persons at Risk - Contractor / Workforce / Employees.	1.00
HS006	Persons at Risk - Occupants / Public	1.00
HS003	Health & Safety RISK LEVEL - LOW RISK	1.00

Description of work and other information

Health and safety information

Risk level

CONTROL MEASURES - The following Control Measures MUST be implemented where appropriate as part of the repair works:
 The working area must be secured at all times to prevent unauthorised access; Evacuate the working area, remove all non essential personnel; Ensure fire escape routes are kept clear at all times; Use suitable access equipment; Isolate services safely; Ventilate the working environment; Use appropriate Personal Protective Equipment; Consider working after normal occupancy hours; NO CHEMICALS TO BE USED WHEN DRAIN CLEANING; Erect safety/site rules signage; Consider other site specific control measures.
 Health & Safety Hazard - Lone Working, Vehicle Accident

Please return this order with your invoice showing labour & material costs to the above address within 7 days of completing the work. Also give details of work carried out & fault.

All Properties - Please contact the Building Occupier BEFORE and on ARRIVAL at the Building.