

Phase 1 Works  
May 2021 - May 2022



## Phase 1 Works Action Plan

Priority 1 – Road Access			Timescale – up to 54 weeks	
<p>The access road at the side of A block will be decommissioned from 10<sup>th</sup> May and will effectively be a building site. There will be no access to any part of the road beyond the boundary point. All existing car parks within the boundary will not be use. Alternate parking will be in the overflow car park.</p>				
Tasks	By Whom	Resources	Time	Notes
Distribute site plan Morrisons Construction	D Young C Irvine	Scan of A Block site map to be issues	By Wednesday 5 <sup>th</sup> May	On going with updates from Morrisons Construction
School Deliveries	C Irvine	Co-ordination of various services as they arrive	On going	Services will have to be informed of new protocol

## Priority 2 – Catering and Kitchen Facilities

## Timescale – up to 30 weeks

The West Dining Areas and Community Café are to be decommissioned from the 10<sup>th</sup> May following the site visit on the 26<sup>th</sup> April. There will be no access to any part of the school at this time as the works access and subsequent wiring affects many areas. A new dining area and servery will have to be installed in the community hall with additional dining space in Conference Room 2.

Access and egress will have to be established from the playground as there will be no access from A Block

Tasks	By Whom	Resources	Time	Notes
Clear and clean Community Hall	FM Staff Leisure Staff Cleaning staff	Staff	By Friday 7 <sup>th</sup> May	Check status on Thursday 6 <sup>th</sup> May
Decant appropriate furniture from WDA to Community Hall to maximise space for dining	FM Staff	Staff	By Friday 7 <sup>th</sup> May	On going
Set up servery in Community Hall	Catering staff FM Staff J Strandberg	Check power/IT requirements for servery	By Friday 7 <sup>th</sup> May	On going
Comms to all stakeholders	D Young/ Carol Irvine	Share action plan	By Wednesday 5 <sup>th</sup> May	On going

**Priority 3 – Admin office & School Entry****Timescale – up to 20 weeks**

The admin corridor will be decommissioned from week beginning 10<sup>th</sup> May and the school office will revert to its old location in the ST corridor. A new entry system and signage will have to be created using the disabled entrance at the gable end wall. The main entrance will be decommissioned for safeguarding purposes and the side door in the main foyer will be the only access/egress for staff and pupils during the school day. The green gate function will need to be used more in an operational sense at lunchtimes.

<b>Tasks</b>	<b>By Whom</b>	<b>Resources</b>	<b>Time</b>	<b>Notes</b>
Clear existing TAG room and check IT status	J Strandberg FM Staff	Staff Check power and IT	By Friday 7 <sup>th</sup> May	On going
Decant office to old Centre Office	All admin staff FM staff	IT requirement and COVID set up Set up front facing work station	By Friday 7 <sup>th</sup> May	Check status on Thursday 8 <sup>th</sup> May
Set up new entry and signage	R Brown C Irvine	Mobile barriers Signage for office and entrance into playground Signing in protocols	By Friday 7 <sup>th</sup> May	Set up must ensure that safe guarding is a priority
Access into Playground	FM Staff R Brown C Irvine	Main entrance securely locked with signage advising use entrance way	By Friday 7 <sup>th</sup> May	

**Priority 4 – WDA Toilets****Timescale – up to 20 weeks**

The WDA toilet block will be decommissioned from 10<sup>th</sup> May and pupils will have no access to the toilet block. There are two essential considerations that will impact on current facilities.

During class time – B/C block beside the entrance to HE (these were previously staff toilets)

At social times – the Gallery toilets will be used.

<b>Tasks</b>	<b>By Whom</b>	<b>Resources</b>	<b>Time</b>	<b>Notes</b>
Exit door beside Boys Toilet to be decommissioned	Morrisons Construction FM Staff C Irvine	Staff	By Friday 7 <sup>th</sup> May	
Establish new pupil toilet facilities during class time	Cleaning staff S Kerr	Two disabled toilets beside medical room Cleaners	By Friday 7 <sup>th</sup> May	
Use of Gallery toilets during social times	ST Teaching Staff	Cleaners	By Friday 7 <sup>th</sup> May	
Comms to all pupils	ST Pupil Support Admin Staff	e-mails appropriate signage	By Friday 7 <sup>th</sup> May	

**Priority 5 – PE Department****Timescale – up to 45 weeks**

Due to SQA there will be a delay to the decommissioning of the PE Department. From 11<sup>th</sup> June all areas will be decommissioned for differing periods of time requiring us to completely decant the PE department for a prolonged period of time, A new base for staff and an area for changing facilities will have to be established to allow the PE curriculum to function.

This will impact significantly on existing space across the school and will impact on existing CEC users.

<b>Tasks</b>	<b>By Whom</b>	<b>Resources</b>	<b>Time</b>	<b>Notes</b>
Access/egress through fire exit at WDA door to PE	FM Staff PE Staff C Irvine	Ensure doors remain open at all times during the school day	From Monday 10 <sup>th</sup> May	
Establish new base and changing facilities in C block	PE Staff C Irvine D Young	Use of any existing areas within school campus	By Friday 14 <sup>th</sup> May	Any subsequent service users to be informed as soon as possible
Decant all appropriate PE resources	PE Staff FM Staff R Brown C Irvine	Staff	By Friday 4 <sup>th</sup> June	
Decommission of PE Department	FM Staff C Irvine Morrison Constructions		By Friday 11 <sup>th</sup> June	