

# Construction Works Isolation Guidelines

## Ministry of Education Requirements

These guidelines outline the Ministry of Education's expectations in providing assurance that the set up and interaction between construction works and school activities are sufficiently managed. The main objective is to prevent or minimise the risk of all school attendees (i.e. students, staff, and visitors) being exposed to hazards associated with the construction works.

As a person conducting business or undertaking (PCBU), it is the contractor's responsibility to assess their individual site-specific conditions and take reasonably practicable steps to ensure controls are suitable and sufficient. This may mean adopting a combination of control measures to manage the risks. Refer to [WorkSafe NZ's guidelines](#) for best practice on managing work site traffic.

A construction works isolation plan should be established in consultation with the school. The school can provide known information on school vehicle and school attendee movements, while the contractor can provide details based on expected construction activities. Together, they can establish a work site isolation plan to manage the identified risks. This will be part of the **Site Specific Safety Plan (SSSP)** and used in conjunction with the **SSSP Contractor Checklist** (these documents can be found on the Ministry [website](#)).

### Key elements to look for in the contractor's construction works isolation plan:

1	The desired flow of site movement and construction vehicle access and egress.	<ul style="list-style-type: none"> <li>Plan for school attendee movements to be separated from construction zones and vehicle routes.</li> <li>Avoid vehicle routes that cross public parking and known school attendee movement areas.</li> <li>Identify parking area requirements.</li> <li>Avoid the need for vehicle reversing, ensure unobstructed visibility, and plan for a spotter to be in place. Refer to <a href="#">WorkSafe NZ's guidelines</a> for safe reversing and spotting practices.</li> </ul>
2	The expected timing and frequency of possible interactions between school attendees and construction activities or vehicle movements, and plans on how they will be managed.	<ul style="list-style-type: none"> <li>Restrict construction vehicle movements during school drop off and pick up times, lunch breaks, after school activities and any other known school attendee movement periods.</li> <li>Identify and allow for construction vehicle queuing or waiting areas that may be required.</li> <li>Identify if any planned activities trigger the requirement for an approved <a href="#">Waka Kotahi NZ Transport agency temporary traffic management plan</a> (i.e. frequent heavy construction vehicle movements onto roads, services connections).</li> </ul>
3	The requirements for isolation of construction zones and vehicle movement with fencing or barriers, access gates (vehicle and pedestrian), security, and clear consistent signage.	<ul style="list-style-type: none"> <li>Ensure site isolation fencing is sturdy and safe with the level of bracing as recommended by construction and/or supplier guidelines.</li> <li>Consider environmental conditions, such as strong winds, for the use of shade cloth (scrim) or screen material.</li> <li>Ensure fencing is a minimum of 1.8 metres in height and is positioned to ensure surrounding structures and ground levels do not compromise security.</li> </ul>
4	Multiple site plans as required for staged construction work activities, temporary hazards, and mobile work.	<ul style="list-style-type: none"> <li>Illustrate location of site fencing, access and egress points, walkways, signage (speed/parking), and emergency services routes.</li> </ul>
5	Crane lift planning.	<ul style="list-style-type: none"> <li>The plan should clearly illustrate the exclusion zone around the crane. The exclusion zone should account for the multi-dimensional slew area (including crane, boom, and load dimensions) and provide a safe zone in the unlikely event of crane failure. Refer to <a href="#">Worksafe NZ's guidance</a> on the safe use of cranes on construction sites.</li> <li>Ensure the lift will not occur over an occupied school building or grounds (i.e. school must be part of the exclusion zone).</li> </ul>