



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

# **HEALTH & SAFETY POLICY**

## FOREWORD

This Health & Safety Policy represents a continuing commitment by the Joint Board to its standards of Health & Safety. It requires action at all levels of the organisation.

Management will be responsible for demonstrating that they have encouraged a positive attitude towards Health, Safety and Welfare amongst all employees and service users for whom they are responsible. Everyone working for us shares in that responsibility within his or her own working environment.

This document is central to the Management of Health, Safety and Welfare within our organisation. It requires the support and commitment of every employee to achieve the benefits of good Health and Safety management.

David C. Thomson  
 Assessor and Electoral Registration Officer  
 Dunbartonshire and Argyll & Bute Valuation Joint Board

<b>Title</b>	Health & Safety Policy
<b>Owner</b>	R Hewton
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## HEALTH AND SAFETY POLICY

### DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

#### 1. STATEMENT OF HEALTH AND SAFETY POLICY

It is the policy of Dunbartonshire and Argyll & Bute Valuation Joint Board to take all reasonable and practicable steps to ensure the health, safety and welfare at work of all its employees. The Board also acknowledges its responsibilities in respect of persons other than its own employees.

A high standard of health and safety performance is an integral part of service delivery.

This standard will be achieved by:

- (a) Creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all employees.
- (b) Meeting our responsibilities to employees, to other people and to the environment, in a way which recognises that legal requirements are the minimum standard.
- (c) Adopting a planned and systematic approach to the implementation of our Health and Safety Policy to ensure:
  - (i) the provision and maintenance of equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
  - (ii) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - (iii) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of The Joint Board's employees;
  - (iv) so far as is reasonably practicable, as regards any place of work under the Board's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
  - (v) the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- (d) Identifying and assessing the risks associated with all activities of the Board with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

- (e) Allocating resources to meet the requirements of our Health and Safety Policy.
- (f) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
- (g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained.
- (h) Developing a system(s) of consultation through the Health and Safety Groups in both office locations and representatives of employee safety, where appointed, providing them with facilities and assistance to enable them to carry out their functions.
- (i) The Board expects all employees to comply with the terms of this health and safety policy. Failure to do so may lead to disciplinary action.

## **2. ORGANISATIONAL RESPONSIBILITIES**

To ensure that the Joint Board's Safety Policy is effectively implemented, the health and safety responsibilities of senior management and certain key personnel are specified in this section.

### **2.1 ASSESSOR AND ELECTORAL REGISTRATION OFFICER (ERO)**

The Assessor and ERO, so far as is reasonably practicable, shall be responsible for:

1. Ensuring the health, safety and welfare at work of all our employees and other persons who may be affected by the Board's undertakings in accordance with our Health and Safety Policy.
2. Establishing and maintaining the Health and Safety Policy and the organisation and arrangements to ensure its effective implementation, monitoring and review.
3. Arranging for resources to be allocated to meet the requirements of the Health and Safety Policy.
4. Ensuring that health and safety is an integral part of the overall management culture, and developing a positive attitude to Health and Safety among employees by visibly demonstrating commitment to improving our health and safety performance.
5. Implementing a Health and Safety Management System, which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks.
6. Devising a plan, which will outline any identified health and safety objectives with realistic timescales for their achievement.
7. Providing and maintaining equipment and working conditions which are safe and without risk to health.
8. Ensuring that facilities are made available and arrangements are made for the provision of adequate information, instruction, training and supervision for all employees.
9. Developing a system of joint consultation through the Health and Safety Group and representatives of employee safety, where appointed, and providing them with facilities and assistance to enable them to carry out their functions.
10. Preparing any reports considered necessary to evaluate our health and safety performance.

## 2.2 DEPUTE ASSESSOR AND ERO

The Depute Assessor and ERO will assume the responsibilities of the Assessor and ERO in his/her absence.

The Depute Assessor and ERO will be responsible, so far as is reasonably practicable, for:

- (a) Implementing the arrangements of the Safety Policy and ensuring that all relevant statutory requirements are met.
- (b) Developing a positive attitude to health and safety among employees by visibly demonstrating his/her commitment to improving the health and safety performance of the Organisation.
- (c) Assisting the Assessor and ERO in preparing and achieving the objectives of the Health and Safety Plan.
- (d) Ensuring that all employees are made aware of the policy and procedures for ensuring its implementation.
- (e) Detailing the organisation through which the policy will be implemented and where necessary allocating specific health and safety responsibilities to key personnel.
- (f) Monitoring and reviewing the effectiveness of the policy.
- (g) Arranging for:
  - (i) The assessment of risks identified.
  - (ii) Action to be taken to eliminate or control the risks, so far as is reasonably practicable.
  - (iii) The establishment of procedures identified as required by risk assessment to deal with situations presenting serious and imminent danger and ensuring that a sufficient number of competent persons are nominated to implement those procedures.
- (h) Providing machinery and equipment which is safe and without risk to health and ensuring that all such machinery and equipment is properly maintained.
- (i) Ensuring that prompt and appropriate action is taken to remedy any defects and/or deficiencies reported by employees.
- (j) Ensuring that systems of work are safe and without risk to health.
- (k) Arranging the safe use, handling, storage, conveyance and disposal of articles and substances.

- (l) Ensuring that information on all relevant safety matters is supplied to employees, in particular, information about hazards which may be encountered in the course of their duties and precautions which must be taken to avoid them.
- (m) Ensuring that employees receive sufficient instruction and training to enable them to undertake their duties in a safe and competent manner.
- (n) Ensuring adequate supervision of employees by competent personnel.
- (o) Ensuring that workplaces are safe, without risk to health, and are regularly inspected to ensure that safe conditions are maintained.
- (p) Ensuring a working environment which is safe and without risk to health.
- (q) Providing adequate facilities and arrangements for welfare.
- (r) Ensuring adequate arrangements are made for the consultation and involvement of employees which meet or exceed the relevant statutory provisions and in particular:

Co-operating with safety representatives and representatives of employee safety where appointed, and providing such representatives with sufficient facilities to enable them to carry out their function.

Co-operating fully in establishing Health & Safety Groups

- (s) Ensuring the investigation of all incidents and reporting of such incidents in accordance with the procedure for the Reporting of Accidents, Injuries and Dangerous Occurrences recommended by West Dunbartonshire Council, and adopted by the Valuation Joint Board.
- (t) Ensuring the reporting of all major accidents, dangerous occurrences and instances of industrial disease involving personnel under their control to the WDC Health and Safety Adviser (Contact name and telephone number – Stephen Gallagher, 01389 737551, 07505381132) and the Health and Safety Executive (Contact telephone number 0345 300 9923) in accordance with the adopted accident reporting procedure.

## 2.3 DIVISIONAL ASSESSORS & PRINCIPAL ADMIN. OFFICER

The Divisional Assessors and Principal Admin Officer will be responsible for the implementation of the Board's Health and Safety Policy within their area of control and, so far as is reasonably practicable, for:

- (a) Implementing the Health and Safety Policy and ensuring that all relevant statutory requirements are met.
- (b) Developing a positive attitude to health and safety among employees by visibly demonstrating their commitment to improving the health and safety performance of their section.
- (c) Ensuring that the relevant objectives and timescales of the Health and Safety plan are met.
- (d) Monitoring the effectiveness of the policy within their area of control.
- (e)
  - (i) Identifying and assessing the risks within their area of control.
  - (ii) Taking action to eliminate or control the risks so far as is reasonably practicable.
  - (iii) Ensuring the implementation of procedures identified as required by risk assessment to deal with situations presenting serious and imminent danger including nominating a sufficient number of competent persons to implement those procedures.
- (f) Ensuring machinery and equipment is safe and without risk to health and properly maintained.
- (g) Taking appropriate action to remedy any defects or deficiencies reported to them by employees.
- (h) Arranging the safe use, handling, storage, conveyance and disposal of articles and substances.
- (i) Ensuring that information on all relevant safety matters is supplied to employees under their control, in particular, information about hazards which may be encountered in the course of their duties and precautions which must be taken to avoid them.
- (j) Ensuring that employees under their control receive sufficient instruction and training to enable them to undertake their duties in a safe and competent manner.
- (k) Ensuring adequate supervision of employees by competent personnel.

- (l) Ensuring that the workplace and the working environment under their control are safe, without risk to health and are regularly inspected to ensure that safe conditions are maintained.

Regular inspections should be conducted by the health and safety groups and any issues discovered brought to the attention of the Depute Assessor. These inspections and any findings or actions should be recorded at group meetings.

- (m) Ensuring facilities and arrangements for welfare are adequate.
- (n) Co-operating with Safety Representatives and representatives of Employee Safety, where appointed.
- (o) Investigating all incidents to persons under their control and the reporting of such accidents in accordance with the procedures recommended by West Dunbartonshire Council.
- (p) Acting as the responsible person, **defined in part 3, Section 3.13(c)** of this policy, for the reporting of accidents, dangerous occurrences, and instances of industrial disease to personnel under their control, to West Dunbartonshire Council's Health and Safety Adviser and the Health and Safety Executive (see 2.2(t) above).

## 2.4 EMPLOYEES

All employees will be expected to co-operate in the implementation of the Safety Policy by:

- (a) Familiarising themselves with the health and safety arrangements, thereby ensuring not only their own health and safety but also that of those persons who may be affected by their acts or omissions.
- (b) Acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work.
- (c) Co-operating, so far as is necessary, to enable us to perform any duty or comply with any requirements, as a result of any Health and Safety legislation which may be in force.
- (d) Using correctly, and for the full duration of the operation for which they may be necessary, all work items provided by the Organisation in accordance with the training and the instructions they receive to enable them to use the items safely.
- (e) Reporting any incident, accident, injury, disease, dangerous occurrence, or damage to property or equipment to their immediate supervisor to enable the matter to be investigated, recorded and reported where necessary.

- (f) Bringing to the attention of their immediate supervisor any defect they observe or become aware of in respect of our health and safety arrangements.
- (g) Attending any Health & Safety related training courses for which they have been nominated.

## SECTION 3 – ARRANGEMENTS FOR IMPLEMENTATION

This section of the Health and Safety Policy contains the arrangements which detail the means by which the aims listed in the Health and Safety Policy Statement will be met.

### 3.1 SAFETY CULTURE

We will seek to develop a positive attitude to health and safety among employees by ensuring that health and safety is an integral part of the overall management culture. This will be achieved by the Assessor/ERO and the members of the Management Team.

- Visibly demonstrating a clear commitment to maintaining our health and safety performance
- Establishing and maintaining a **Health and Safety Working Group** both in Clydebank and in Campbeltown, to review and develop our health and safety requirements. The Health and Safety Working Groups will report all meetings and actions to the Management Team.
- Promoting co-operation by recognising that all employees have an important contribution to make to effective health and safety management and providing opportunities for participation and involvement in health and safety activities e.g. health and safety groups and risk assessment.
- Ensuring the communication of relevant information throughout the Organisation.
- Securing the competence of employees by:
  - Including health and safety in recruitment / induction procedures
  - Implementing systems which will identify health and safety training needs arising from recruitment or changes in procedures, systems of work or staff.

### 3.2 PLANNING

The Assessor & ERO will, where appropriate, undertake planning which will outline specific health and safety objectives with realistic timescales for their accomplishment. These objectives will be developed in consultation with employees, their representatives and the Health and Safety Adviser (see 2.2 (t) above).

The objectives will be set out following an annual review which will compare existing arrangements against:

- (a) Requirements of relevant legislation dealing with health and safety management issues.
- (b) Current guidance on health and safety management.
- (c) Best practice and performance.

Thereafter:

- Establish performance standards after a thorough analysis of the needs of the Organisation and of existing and possible future risks (see also 3.4, Risk Management).
- Assess the effectiveness of existing resources devoted to health and safety.

Any safety plan which has been compiled will be reviewed as part of the annual review of the Organisation's Health and Safety Policy.

In order to provide a facility for the reporting of hazards/repair requirements on an ad hoc basis, a formal Notification of Hazard/Repair Form (see Appendix 1) has been devised, for completion by employees at any time. Once completed with details of the hazard/repair item, the notification should be forwarded to the Depute Assessor.

### **3.3 MONITORING**

The effectiveness of the Safety Policy will be monitored in the following way:

- (a) Accident Analysis with a view to determining and eliminating their cause.
- (b) Legal compliance by way of regular (quarterly) and systematic inspections by management. The Organisation will, where considered necessary, publish a report which will evaluate its safety performance.

### **3.4 RISK MANAGEMENT**

The Organisation will develop and implement a risk management strategy in relation to health and safety.

The Health & Safety Groups will arrange for the effective completion of appropriate risk assessments, and may co-opt members of staff to assist in the process. Any training considered necessary will be provided to enable them to conduct annual risk assessments, which will be carried out on all activities to identify possible hazards, evaluate the risks from these and implement control measures to minimise the risks.

### **3.5 EMERGENCY PROCEDURES**

These have been established in accordance with the Management of Health and Safety at Work Regulations, and the guidance contained in appendices 2 and 3 to this Policy. The procedures set out the role and responsibilities of competent persons nominated to implement the detailed actions and ensure that other employees know who the competent persons are and understand their role. They also contain special action required for the evacuation of disabled persons.

### **3.6 PROVISION AND MAINTENANCE OF PLANT AND EQUIPMENT**

Legal standards as required by the Provision and Use of Work Equipment Regulations and the Electricity at Work Regulations will be the minimum requirement of the Organisation.

Where appropriate, prior to purchasing new types of equipment or modifying existing equipment, consultation will take place within the Organisation and where necessary with West Dunbartonshire Council's Section Head, Health and Safety, to ensure that the equipment meets the required standards.

Arrangements will be made to ensure that equipment is regularly maintained. All defective equipment must be reported to their immediate supervisor by the user. Equipment which is unsafe must not be used.

All employees will use work items provided by the Board in accordance with the training and the instructions they receive to enable them to use the items safely.

### **3.7 HANDLING, USE AND STORAGE OF ARTICLES AND SUBSTANCES**

#### **(a) Manual Handling**

Legal standards required by the Manual Handling Operations Regulations will be the minimum requirement of the department. Manual handling activities, where there is a risk of injury, should so far as is reasonably practicable, be eliminated. Where it is not reasonably practicable to avoid risk of injury, assessments shall be carried out and control measures implemented.

Manual handling training will be provided as required.

#### **(b) Substances Hazardous to Health**

Legal standards required by the Control of Substances Hazardous to Health Regulations will be the minimum requirement of the Organisation. Before any new substance likely to constitute a hazard is used a material safety data sheet will be obtained. Where necessary relevant health and safety information will be communicated to all employees.

Where appropriate substances which come under the Regulations will be assessed and control measures implemented where necessary.

(c) Storage

All materials will be stored in accordance with relevant legislation (e.g. Highly Flammable Liquids and L.P.G. Regulations), Codes of Practice, HSE Guidance Notes and Health and Safety Group guidance.

### **3.8 DISPLAY SCREEN EQUIPMENT**

Legal standards required by the Health and Safety (Display Screen Equipment) Regulations will be the minimum requirement of the Organisation.

All employees who meet the definition of 'users' of Display Screen Equipment (D.S.E.) and require an eyesight test/examination for using computer or VDU equipment are entitled to free-eye screening tests, any further necessary examinations and, where prescribed for the purposes of Display Screen Equipment use, a contribution towards corrective spectacles.

Full details of the Board's provision for this safety issue are contained in a separate document, which will be made available to all existing staff and to all new members of staff as part of their induction process.

### **3.9 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

(a) Information

Management will ensure that necessary information is provided to all employees. The content and form of this information will be appropriate to the level of risk and will be reviewed in the light of experience and new guidance from Health and Safety Executive or other bodies.

(b) Training

Each employee of the Organisation will be provided with adequate Health and Safety Training:

(a) On recruitment

(b) On their being exposed to new or increased risks as a result of transfer or alteration to the work activity, environment, work equipment or systems of work in use.

The training needs of each employee will be assessed regularly by their manager or supervisor and suitable arrangements made. Induction, refresher or specific training to deal with changes in technology, methods of work etc. will be provided as necessary.

(c) Supervision

Supervisors will ensure that employees for whom they are responsible are competent to deal with the tasks which they are required to undertake.

Supervisors should consider the hazards involved in the work and should communicate these and necessary precautions when giving instructions. The degree of supervision required will depend on the complexity of the task and the experience of the person carrying it out.

All employees on becoming aware of a hazard which has not been previously identified should immediately inform their supervisor of the circumstances.

**3.10 SAFE PLACE OF WORK, SAFE ACCESS AND EGRESS AND SAFE ENVIRONMENT**

Legal standards as required by the Health and Safety etc. at Work Act and detailed in the Workplace (Health, Safety and Welfare) Regulations and any other relevant regulation made under the Health and Safety at Work etc. Act, will be the minimum requirement for all places of work.

A policy on access and security for visitors ensures a secure office environment.

**3.11 WELFARE FACILITIES**

Legal standards as contained in the Workplace (Health, Safety and Welfare) Regulations and the Health and Safety at Work etc. Act, will be the minimum standard provided by the Organisation.

**3.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Employees, where appropriate, will be provided with PPE, including emergency contact/tracking devices when out on survey. All employees are required to use such clothing and equipment in accordance with training and/or instructions.

PPE will only be supplied where it is not reasonably practicable to control the risks by other means.

It will be supplied, maintained and stored in accordance with the Personal Protective Equipment at Work Regulations.

Employees must use PPE as and where necessary and in all circumstances where required to do so by organisational procedures, or in adherence with procedures in place at other premises being visited in the course of their employment (canvass, or survey for example), or by law.

Failure to use or wear PPE provided for the protection of employees in the conduct of their business will constitute misconduct and may result in disciplinary action being taken.

Employees are also obliged to report any loss of, or defect in, PPE to their line manager.

Employees who are engaged on survey work and lone working are provided with safety equipment and instruction, and are required to comply with the Board's requirements at all times.

### 3.13 ACCIDENT INVESTIGATION AND REPORTING

To ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the following will apply:

(a) Investigation

Every serious accident will be investigated by the injured person's line manager and an online report must be submitted to the Health and Safety Executive by a Responsible Person (as defined below). The web address to report the incident is <http://www.hse.gov.uk/riddor/report.htm>

The West Dunbartonshire Council Section Head, Health and Safety, will assist, where appropriate, in the investigation of serious incidents.

(b) Notification and Recording

Every employee who suffers personal injury at work must give notice of such accident to their line manager as soon thereafter as is practicable. A Responsible Person (as defined below) must ensure that details of the accident are entered on the online form at <https://www.hse.gov.uk/riddor/report.htm>. A copy of the form should be forwarded to the Depute Assessor for review and any necessary actions including updating of Risk Assessments or Procedures.

(c) Appointment of Responsible Persons

The Assessor, Depute Assessor, Divisional Assessors or Principal Admin Officer will act as the person, or designated responsible person, who will notify the Health and Safety Executive and the West Dunbartonshire Council Health and Safety Adviser of accidents, dangerous occurrences and diseases which are within the scope of RIDDOR 2013 and who will keep a record of them. A single accident file covering the whole organisation will be maintained by the secretaries and is held in [N:\Business Support\Working Groups\Health and Safety WG\Accident File](#).

(d) Action Required in the Event of a Death, Specified Major Injury or Condition, or a Dangerous Occurrence

If any person, as the result of an accident arising out of or in connection with the work of this Organisation, dies or suffers a specified major injury or condition, or where there is a dangerous occurrence, the responsible person should be informed immediately. He/she will then notify the Health and Safety Adviser in the first instance and thereafter, the Health and Safety Executive via the online form in the first instance. For fatal/specified and major incidents only, there is a telephone contact number available (0345 300 9923 for the Incident Contact Centre).

(e) Action required if, as a result of an Accident at Work, an Employee is off work for more than Three Consecutive Days

If, as the result of an accident at work, an employee is off work for more than 3 consecutive days (excluding the day of the accident but including days which would not have been working days, i.e. weekends and/or holidays), the responsible person will send an online report within 10 days of the accident to the Health and Safety Executive. The Health & Safety Executive will then send a copy of the information recorded which will allow correction of any errors or omissions. This record should be retained in the electronic Accident File, along with a copy of the HS1 form which should also be sent to the Section Head, WDC Health and Safety.

Reports are also accepted via email or post to the Incident Contact Centre.

**How to contact the Incident Contact Centre?**

By phone: 0345 300 99 23

Online: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

By Post: RIDDOR Reports  
Health and Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

(f) Action Required in the Event of a Minor Accident or Non-Reportable Dangerous Occurrence

The responsible person will ensure that the incident is recorded in the Accident File at N:\Business Support\Working Groups\Health and Safety WG\Accident File.

(g) Fire Fighting Equipment

Adequate fire fighting equipment will be situated throughout the premises. This will be checked regularly and when used or found to be faulty will be

replenished or replaced. All fire fighting equipment will be inspected annually under contract. The secretaries have responsibility for ensuring that this equipment has been tested at the appropriate intervals. A label on the equipment will usually be marked with the date when this was carried out and the signature of the person concerned. The annual inspection in Clydebank is carried out on the instruction of West Dunbartonshire Council's maintenance personnel, and in Campbeltown on the instruction of Argyll & Bute Council's maintenance personnel.

Fire alarms will be tested weekly (a different call point should be used in rotation), with the call centre contacted to ensure that the signal has been received. Tests should be recorded in the logbook.

### **3.14 FIRST AID**

The standards laid down in the Health and Safety (First Aid) Regulations, and the associated Code of Practice and Guidance Note, will be the minimum standard provided.

All employees will be informed of the arrangements for first aid at their place of work, which will include the location and the name of the first aider or appointed persons, and the location of the first aid box and associated equipment. This information will be posted on notice boards in both buildings, and also noted on the Boards Intranet site.

### **3.15 EMPLOYEE CONSULTATION**

#### **SAFETY REPRESENTATIVES, REPRESENTATIVES OF EMPLOYEE SAFETY AND/OR EMPLOYEES**

Relevant representatives and/or employees, where appointed, will be consulted with regard to:

- (a) Introduction of measures which may substantially affect the Health and Safety of employees.
- (b) Arrangements for appointing competent Health and Safety Adviser and persons to implement emergency procedures.
- (c) Provision of health and safety information required under the relevant statutory provisions.
- (d) Provision of health and safety training required under the relevant statutory provisions.

#### 4. PRESENTATION AND REVIEW

This document will be provided to all employees of the Valuation Joint Board, and the policy will be reviewed annually and revised as required.

#### 5. WEST DUNBARTONSHIRE COUNCIL PROCEDURES

On the WDC Intranet, there are a number of Health and Safety related procedures which the Valuation Joint Board recognise as forming a complementary part of this Policy. In due course, these individual procedures may be altered to suit the circumstances of the Board's identity and practices but for the time being they are adopted as written, on the understanding that some references to 'the Council' should read 'the Board', and that other presentational changes may be required to suit our circumstances.

The procedures in question are as follows:-

- Fire Manual Procedure and Guidance
- Accident Reporting and Investigation
- First Aid
- Personal Protective Equipment
- Infection Control
- Managing Asbestos
- Portable & Transportable Electrical Equipment
- Mobile Communication Equipment
- Noise at Work

#### 6. RISK ASSESSMENTS

Risk assessments help to protect the Joint Board's employees and are required by law. It helps us to focus on the risks that really matter – the ones with the potential to cause real harm.

A risk assessment is a careful examination of what in our work could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm. The law does not expect us to eliminate all risk, but we are required to protect people 'so far as is reasonably practicable'.

To this end, we have carried out the following Risk Assessments:

- Manual Handling/Working
- Slips, Trips and Falls
- Pregnant Workers
- Working With VDUs
- Violence At Work
- Lone Working
- Fire
- Young Persons – Work Experience

- Fire
- Covid-19

These are available to all staff via the Joint Board's Intranet site.

Few workplaces stay the same and what we are doing will be reviewed on an ongoing basis. The Health and Safety Groups will formally review the Risk Assessments on a regular basis to make sure we are improving and reacting to change.

**APPENDIX 1**

*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

**NOTIFICATION OF HAZARD/REPAIR**

**Details of Hazard/Repair**

**Location**

**Signature**

**Date**

**Received**

**Date**

**Action Taken**

Once completed please pass to the Depute Assessor and ERO.

**IF THE HAZARD/REPAIR REQUIRES IMMEDIATE ATTENTION PLEASE NOTIFY A MEMBER OF THE HEALTH & SAFETY GROUP IMMEDIATELY.**

**APPENDIX 2**



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

# **EMERGENCY EVACUATION PROCEDURES**

**For**

**Offices, Kilbrannan House  
Bolgam Street  
Campbeltown PA28 6HZ**

LIST OF PERSONNEL AND TELEPHONE EXTENSIONS

<b>BUILDING EMERGENCY OFFICER:</b>	<b>FIONA GILLIES</b>	<b>305</b>
SUBSTITUTE:	DAVID WALLACE	310
SUBSTITUTE:	MHAIRI MACPHERSON	<u>303</u>
<b>FIRE MARSHAL:</b>	MHAIRI MACPHERSON	303
<u>Substitute</u>	FIONA BROWN	311
<b>FIRE MARSHAL</b>	DAVID WALLACE	310
<u>Substitute</u>	DREW MACKINNON	307
<b>FIRST AIDERS:</b>	FIONA GILLIES	305
	KATHLEEN NELSON	301

<b>ALARM PROVIDER</b>	CHUBB INTRUDER ALARM	24 Hour Service 0344 879 1770
	<u>CHUBB</u> <u>FIRE</u> <u>ALARM</u>	<u>24 HOUR SERVICE</u> <u>0344 879 1666</u>

**PROCEDURES FOR THE EMERGENCY EVACUATION OF  
VJB OFFICE, KILBRANNAN HOUSE, BOLGAM STREET, CAMPBELTOWN**

## **1. RAISING THE ALARM**

### **1.1. REPORT OF FIRE**

(a) Any employee discovering, or being advised of a fire, should raise the alarm by breaking the glass of the nearest Fire Alarm call point that will cause a continuous sounding of the Fire Alarm. The employee should then proceed to the designated Evacuation Assembly Point (see 2.2. below) and notify the Building Emergency Officer of the location of the fire.

(b) Sounding the fire alarm system automatically alerts the Chubb Control room who immediately contact Scottish Fire Service, although changes to the model of response by Scottish Fire and Rescue may not result in automatic attendance by the Fire Service.

(c) As a result, and as a back-up to the automatic alert, the Building Emergency Officer will telephone 999 to report that the fire alarm has sounded.

### **1.2. REPORT OF OTHER EMERGENCY**

With the possibility that the need to raise the alarm may result from something other than fire, e.g. bomb scare or some other cause, it is not practical to legislate for every possibility, and so the procedure outlined at 1.1 above should be followed where anyone becomes aware of a potential hazard/danger. Further details relating to the reason for the emergency can be given to the Fire Officer in charge on arrival.

## **2. EVACUATION PROCEDURE**

2.1. On hearing the continuous alarm, all employees shall proceed to the Evacuation Assembly Point. Employees outwith their own workspace should proceed directly to the Evacuation Assembly Point where they shall make their presence known to the Supervisor and/or person responsible for taking the roll call (i.e. next in line in the absence of the supervisor).

The evacuation procedures for employees and disabled persons are indicated in **Appendices A and B** respectively.

### **2.2. Evacuation Assembly Points**

The Evacuation Assembly Point for employees and visitors evacuating the building is the area to the front of the JIG Joinery on Burnbank Place.

Employees will only enter or re-enter the building on the instructions of the Building Emergency Officer or Fire Service/Police Officer in Charge.

**Your attention is drawn to the BLUE evacuation notices posted in prominent positions throughout the building.**

### **3. DUTIES FOR EVACUATION TEAM**

#### **3.1 BUILDING EMERGENCY OFFICER**

**The Building Emergency Officer will wear a high visibility yellow vest and will carry out the following duties:-**

1. Have overall control in event of any emergency and will be positioned at the Evacuation Assembly point.
2. On being advised of the detail of the incident, liaise with the Emergency Services on their arrival and during the incident as required.
3. Note when advised by each Fire Marshal that their section is clear and ensure that reports have been received from all Fire Marshals.
4. Check the Visitors'/Fire Book for names of visitors in the building at the time when the alarm sounded, and ensure that they are present along with the member of staff they were visiting.
5. In consultation with the emergency services, instruct the return of employees to the premises.
6. Once the incident is over, ensure that any fire escape doors which have been opened to permit staff to exit the building have been closed again.

#### **3.2 FIRE MARSHALS**

**The Fire Marshals will carry out the following duties:-**

1. On hearing the fire alarm, Fire Marshals should check all empty rooms within their allocated section (see Appendix C1 and C2) if it is safe to do so, and then proceed to the Evacuation Assembly Point.
2. At the Evacuation Assembly Point, conduct a roll call of employees under their control.
3. Report to the Building Emergency Officer that the roll calls have been completed, informing him/her of any irregularities noted.

## Kilbrannan House Fire Procedures - APPENDIX A

### EVACUATION PROCEDURES

These procedures have been compiled in the interests of the safe and speedy evacuation of the building.

For your safety and security, it is important that you read this notice and familiarise yourself with the procedures for evacuating the building and when required, that you conform to the procedures outlined.

All employees have a statutory duty to comply with these procedures. Failure to do so may endanger not only your own life, but also that of your colleagues and could also result in disciplinary action being taken against you, in accordance with the Joint Board's disciplinary procedures.

Reception staff should remember that all visitors to the building are required to enter their details in the Visitors'/Fire Book and read the fire procedures contained therein. In the event of evacuation, the senior member of staff present in the reception area when the alarm sounds should take the Visitors'/Fire Book to the designated Assembly point and give it to the Building Emergency Officer.

A blue notice is displayed at prominent positions throughout the building outlining the emergency evacuation procedures to be followed at all times and you should familiarise yourself with the contents. You should also familiarise yourself with all emergency exits for the rest of the building. This could be particularly important if smoke obscures your vision.

You should have been advised of these procedures at your health and safety induction. If you have any doubts speak to your line manager.

- The fire evacuation alarm is recognisable by its continuous sounding.

If you have to evacuate the building the following rules will apply to all employees:

- 1. Leave the building as quickly as possible by the nearest emergency exit.**  
You are asked not to run so there is less likelihood of tripping or slipping. If you are the last person to leave the room, close the door behind you.
- 2. Do not stop or return to your office to collect your personal items.**  
Your personal belongings should be left in the office. No one will be allowed to enter before the all clear is given, other than the Incident Controller and members of the emergency services.
- 3. Do not use the flexitime terminals on the way out**  
Stopping to use the flexitime terminals on your way out causes congestion in the emergency routes.
- 4. Proceed to your designated Evacuation Assembly Point** in front of JIG Joinery on Burnbank Place, where you should report to your supervisor/stand in.
- 5. Do not re-enter the building until the Building Emergency Officer or the Fire**

**Service / Police Officer in charge gives the all clear.**

**6. Do not carry food or drinks out with you**

If food is dropped or spilled on staircases or emergency exit routes, it may impede the safe evacuation of the building.

**7. If the alarm sounds either early in the morning or late in the day, it may be that the designated members of the evacuation team have either still to arrive or have already left for the night. In such cases, the senior member of staff present should assume the role of Building Emergency Officer and follow the procedures as detailed above.**

## Kilbrannan House Fire Procedures - APPENDIX B

### **EVACUATION PROCEDURES FOR DISABLED PERSONS**

Evacuation procedures must consider the needs of disabled persons and have regard to the fact that their disability may not necessarily be obvious, e.g. a deaf person. Suitable arrangements should be put in place to ensure any visitor who may experience difficulties in the event of an evacuation is paired with an employee who is able to provide assistance.

For any visitors to the building who suffer from mobility issues, arrangements should be made to allow them to conduct their business on the ground floor, thus facilitating their safe evacuation in the event of the alarm sounding.

In the event of the Fire Alarm indicating that evacuation of the building is necessary and assuming that it is safe to do so, any person requiring additional assistance for mobility or any other issues should be assisted to evacuate the building.

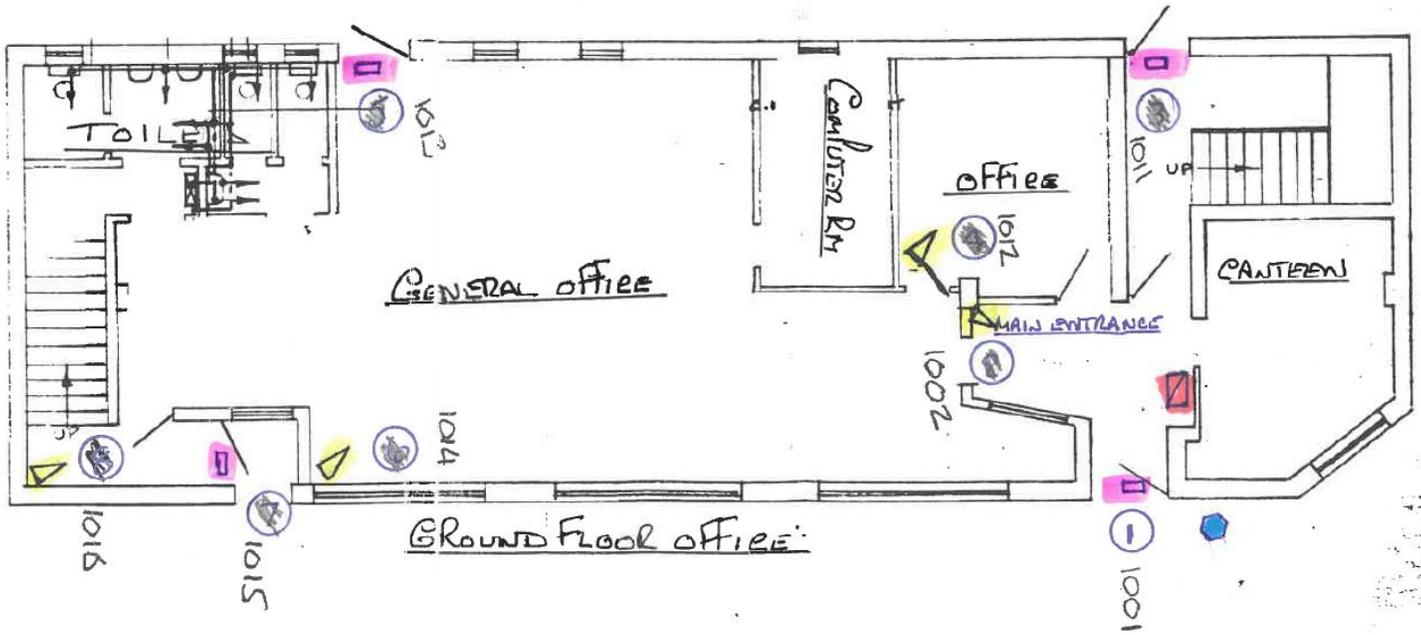
**Part 3 of the Fire (Scotland) Act 2005 as amended and the Fire Safety Scotland Regulations 2006 advise that the evacuation of disabled persons cannot be left to the Fire and Rescue service.**

Where the person with a relevant disability is ambulant such assistance may only require employees to ensure they are aware that the alarm has sounded, and to accompany or guide them along the evacuation route, or in the case of the visually impaired, to guide them through the evacuation route.

**If it has not been possible to safely evacuate all personnel from the building, that information must be conveyed to the Building Emergency Officer, who will in turn advise the Scottish Fire Service of the person's whereabouts.**

Managers should know if there are any employees with relevant disabilities within their Section and should ensure that Personal Evacuation Plans have been completed which will detail procedures to be followed in the case of an evacuation.

**Fire Marshall Area of Responsibility – Ground Floor (Campbeltown)**

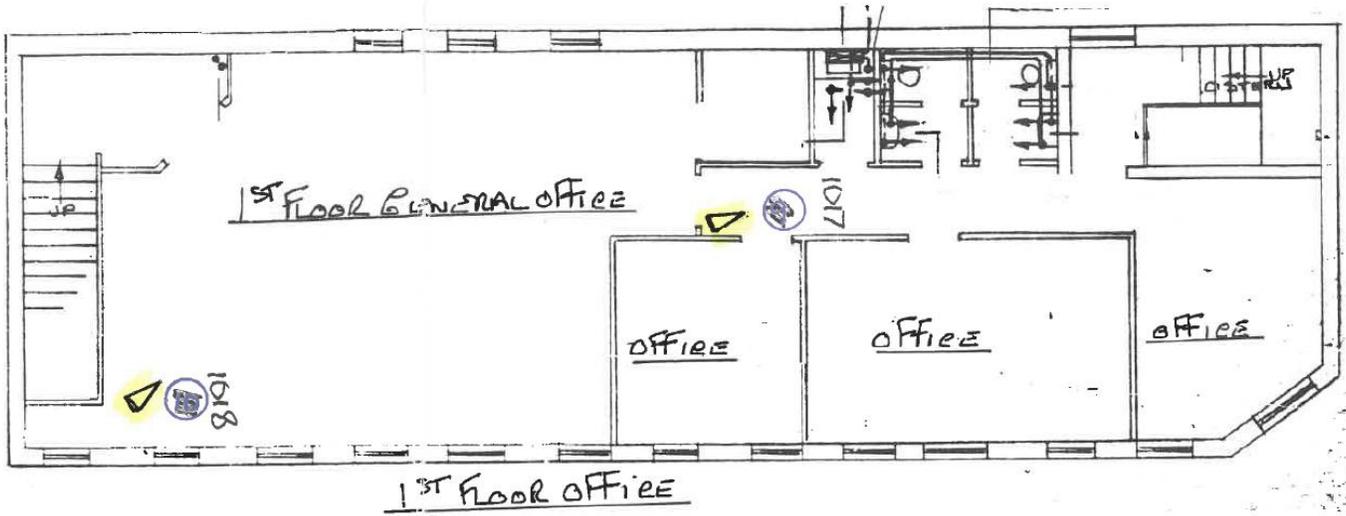


<b>GROUND FLOOR RESPONSIBILITY</b>		
Fire Marshall	MHAIRI MACPHERSON	303
Substitute	FIONA BROWN	311

(SHADED PINK ARE ALL EXIT POINTS)

Kilbrannan House Fire Procedures - APPENDIX C(2)

**Fire Marshall Area of Responsibility – First Floor (Campbeltown)**



<b>FIRST FLOOR RESPONSIBILITY</b>		
Fire Marshall	DAVID WALLACE	310
Substitute	DREW MACKINNON	307

**APPENDIX 3**



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

# **EMERGENCY EVACUATION PROCEDURES**

**For**

**Offices, 235 Dumbarton Road,  
Clydebank, G81 4XJ**

**LIST OF RELEVANT PERSONNEL AND TELEPHONE EXTENSIONS**

<b>BUILDING EMERGENCY OFFICER</b>	CAROLINE SHAW	261
Substitute	ABIGAIL TARBERT	279
<b>FIRE MARSHALS</b>		
Fire Marshal	ANTHONY JORDAN	248
Substitute	DENISE PARRY	284
Fire Marshal	GEMMA KNOX	247
Substitute	AILIDH MacFADYEN	277
Fire Marshal	DEBRA STUART	203
Substitute	BETH PARRY	201
Fire Marshal	KAREN DOCHERTY	218
Substitute	ANNE HALE	219
<b>FIRST AIDERS</b>	GEMMA KNOX (from May 2016)	247
	LORRAINE BRADY (from Sept 2017)	251

<b>ALARM PROVIDER</b>	BROOKFIELD ALARMS (EAST MIDLANDS CENTRAL STATION LTD (EMCS)	CONTROL ROOM NO. 0844 809 9980
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**PROCEDURES FOR THE EMERGENCY EVACUATION OF****THE VALUATION JOINT BOARD OFFICE****235 DUMBARTON ROAD, CLYDEBANK****1. RAISING THE ALARM****1.1 REPORT OF FIRE**

- (a) Any employee discovering, or being advised of a fire, should raise the alarm by breaking the glass of the nearest Fire Alarm call point.

That will cause a continuous sounding of the Fire Alarm. The Employee should then proceed to the designated Evacuation Assembly Point (see 2.2. below) and notify the Building Emergency Officer of the location of the fire.

- (b) Sounding the fire alarm system automatically alerts the Alarm Provider Control room who immediately contact Scottish Fire and Rescue Service, although changes to the model of response by Scottish Fire and Rescue may not result in automatic attendance by the Fire Service.
- (c) As a result of this, and as a back-up to the automatic alert, the Incident Controller will telephone 999 to report that the fire alarm has sounded.

**1.2 REPORT OF OTHER EMERGENCY**

With the possibility that the need to raise the alarm may result from something other than fire, e.g. bomb scare or some other cause, it is not practical to legislate for every possibility, and so the procedure outlined at 1.1 above should be followed where anyone becomes aware of a potential hazard/danger. Further details relating to the reason for the emergency can be given to the Fire Officer in charge on arrival.

**2. EVACUATION PROCEDURE****2.1 Fire Alarm**

On hearing the continuous alarm, all employees shall proceed to the Evacuation Assembly Point. Employees out with their own workspace should proceed directly to the Evacuation Assembly Point where they shall make their presence known to the Supervisor and/or person responsible for taking the roll call (i.e. next in line in the absence of the supervisor).

The evacuation procedures for employees and disabled persons are indicated in **Appendices A and B** respectively.

## 2.2 **Evacuation Assembly Points**

The Evacuation Assembly Point for employees and visitors evacuating the building is the car park area at the rear of the building. Should the Fire Service require access to the rear of the building the Building Emergency Officer will ask the assembled employees/visitors to move onto the grass area at the South West corner and to keep well back from the building.

Employees will only enter or re-enter the building on the instructions of the Building Emergency Officer or Fire Service/Police Officer in Charge.

**No one should attempt to enter or leave the car parking area in any vehicle during an incident.**

Your attention is drawn to the BLUE evacuation notices posted in prominent positions throughout the building.

## 3. **DUTIES FOR THE EVACUATION TEAM**

### 3.1 **THE BUILDING EMERGENCY OFFICER**

The Building Emergency Officer will wear a high visibility vest and will carry out the following duties:-

1. Have overall control in event of any emergency and will be positioned at the Evacuation Assembly point.
2. Check the caretaker's office and store in basement on exiting the building during an evacuation.
3. On being advised of the detail of the incident, liaise with the Emergency Services on their arrival and during the incident as required.
4. Note when advised by each Fire Marshal that their section is clear and ensure that reports have been received from all supervisors.
5. Check the Visitors' Fire Book for names of visitors in the building at the time when the alarm sounded, and ensure that they are present along with the member of staff they were visiting.
6. In consultation with the emergency services, instruct the return of employees to the premises.
7. Once the incident is over, ensure that any fire escape doors which have been opened to permit staff to exit the building have been closed again.

### 3.2 **FIRE MARSHALS**

The Fire Marshals will carry out the following duties:-

1. On hearing the fire alarm, should check all empty rooms within their allocated section (see Appendix C1 and C2) if it is safe to do so, and then proceed to the Evacuation Assembly Point
2. Conduct a roll call of employees under their control.
3. Report to the Building Emergency Officer that the roll calls have been completed, informing him/her of any irregularities noted.

## 235 Dumbarton Road – Fire Procedures - APPENDIX A

### EVACUATION PROCEDURES

These procedures have been compiled in the interests of the safe and speedy evacuation of the building.

For your safety and security, it is important that you read this notice and familiarise yourself with the procedures for evacuating the building and when required, that you conform to the procedures outlined.

All employees have a statutory duty to comply with these procedures. Failure to do so may endanger not only your own life, but also that of your colleagues and could also result in disciplinary action being taken against you, in accordance with the Valuation Joint Board's disciplinary procedures.

Reception staff should remember that all visitors to the building are required to enter their details in the Fire Book and read the fire procedures contained therein. In the event of evacuation, the senior member of staff present in the reception area when the alarm sounds should take the Fire Book to the designated Assembly point and give it to the Building Emergency Officer.

A blue notice is displayed at prominent positions throughout the building outlining the emergency evacuation procedures to be followed at all times and you should familiarise yourself with the contents. You should also familiarise yourself with all emergency exits for the rest of the building. This could be particularly important if smoke obscures your vision.

You should have been advised of these procedures at your health and safety induction. If you have any doubts speak to your line manager.

- The fire evacuation alarm is recognisable by its continuous sounding.

If you have to evacuate the building the following rules will apply to all employees:

1. **Leave the building as quickly as possible by the nearest emergency exit.**  
You are asked not to run so there is less likelihood of tripping or slipping. If you are the last person to leave the room, close the door behind you. When leaving by the front door of the building, press the emergency button to open the door permanently. (The closure mechanism will be reset upon re-entry to the building).
2. **Do not use the lifts.**  
The use of lifts is prohibited due to possible power failure. Lift shafts are also particularly hazardous during a fire outbreak.
3. **Do not stop or return to your office to collect your personal items.**  
Your personal belongings should be left in the office. No one will be allowed to enter before the all clear is given, other than designated personnel and members of the emergency services.
4. **Do not carry food or drinks out with you**

If food is dropped or spilled on staircases or emergency exit routes, it may impede the safe evacuation of the building.

5. **Do not use the flexitime terminals on the way out**  
Stopping to use the flexitime terminals on your way out causes congestion in the emergency routes.
6. **Proceed to your designated Evacuation Assembly Point** at the car park area at the rear of the building, where you should report to your supervisor/stand in.
7. **Do not re-enter the building until the Building Emergency Officer or the Fire Service / Police Officer in charge gives the all clear.**
8. **Do not attempt to remove a vehicle from the car park**  
It is important that the access routes to the building remain clear to allow emergency vehicles to approach without hindrance. Any attempt to remove your vehicle could result in an accident or delay the arrival of the emergency services.
9. **If the alarm sounds either early in the morning or late in the day, it may be that the designated members of the evacuation team have either still to arrive or have already left for the night. In such cases, the senior member of staff present should assume the role of Building Emergency Officer and follow the procedures as detailed above.**

## **EVACUATION PROCEDURES FOR DISABLED PERSONS**

Evacuation procedures must consider the needs of disabled persons and have regard to the fact that their disability may not necessarily be obvious, e.g. a deaf person. Suitable arrangements should be put in place to ensure any visitor who may experience difficulties in the event of an evacuation is paired with an employee who is able to provide assistance.

For any visitors to the building who suffer from mobility issues, arrangements should be made to allow them to conduct their business on the ground floor, thus facilitating their safe evacuation in the event of the alarm sounding.

In the event of the Fire Alarm indicating that evacuation of the building is necessary, use of the elevator within the Building is deemed unsafe. In such circumstances, and assuming it is safe to do so, any person requiring additional assistance for mobility or any other issues should be assisted to evacuate the building.

**Part 3 of the Fire (Scotland) Act 2005 as amended and the Fire Safety Scotland Regulations 2006 advise that the evacuation of disabled persons cannot be left to the Fire and Rescue service.**

Where the person with a relevant disability is ambulant such assistance may only require employees to ensure they are aware that the alarm has sounded, and to accompany or guide them along the evacuation route, or in the case of the visually impaired, to guide them through the evacuation route.

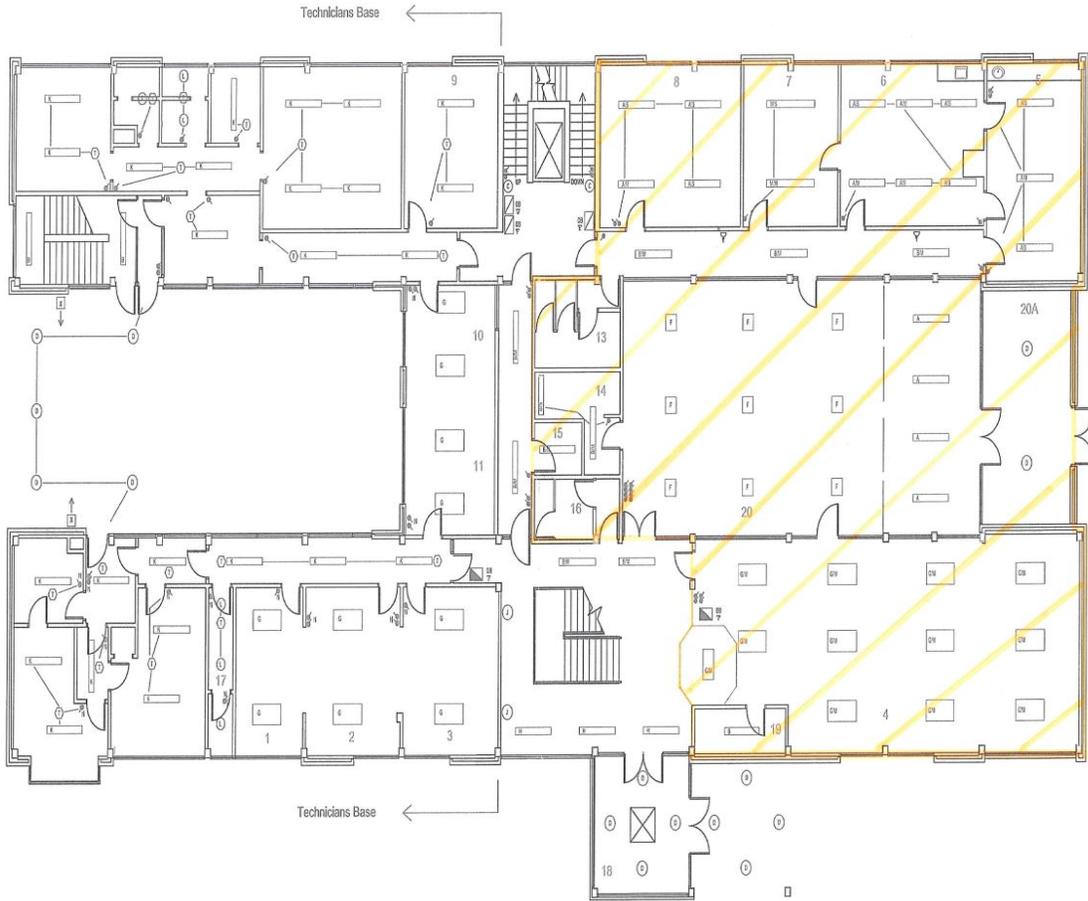
**If it has not been possible to safely evacuate all personnel from the building, that information must be conveyed to the Building Emergency Officer, who will in turn advise Scottish Fire and Rescue Service of the person's whereabouts.**

Managers should know if there are any employees with relevant disabilities within their Section and should ensure that Personal Evacuation Plans have been completed which will detail procedures to be followed in the case of an evacuation.

**235 Dumbarton Road – Fire Procedures - APPENDIX C(1)**

**Fire Marshal area of responsibility – ground floor – 235 Dumbarton Road.**

Appendix C (1)

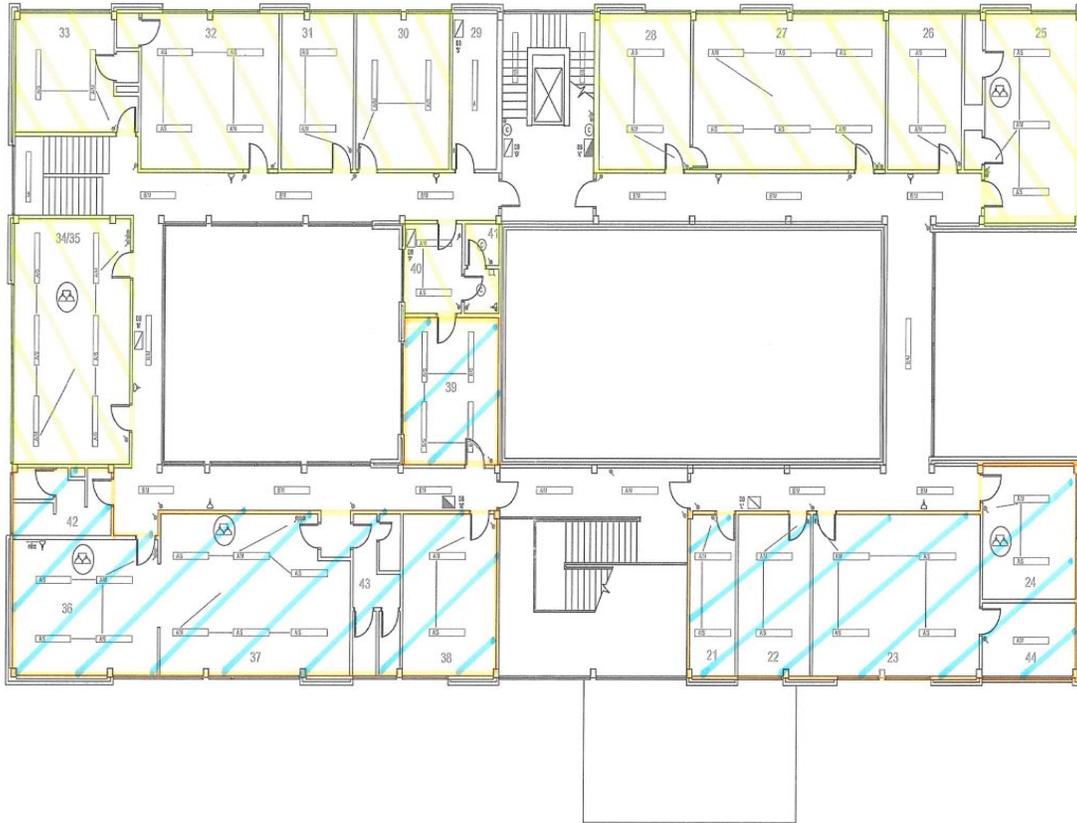


**The following people cover all areas of the ground floor with the exception of those in the yellow hatched box.**

Fire Marshal	DEBRA STUART – 203
Substitute	BETH PARRY - 201
Fire Marshal	KAREN DOCHERTY - 218
Substitute	ANNE HALE - 219

235 Dumbarton Road – Fire Procedures - APPENDIX C(2)

**Fire Marshal area of responsibility – first floor – 235 Dumbarton Road**



<b>For the part hatched in Blue</b>		
Fire Marshal	ANTHONY JORDAN	248
Substitute	AILIDH MacFADYEN	277
<b>For the part hatched in Yellow</b>		
Fire Marshal	GEMMA KNOX	247
Substitute	DENISE PARRY	284