



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

RAAC Management Plan

Appendix 5

Risk Assessment

Version	Originator	Summary of Changes	Date
0.1	R Hewton	New Risk Assessment	07/03/2025
0.2	R Hewton	MT Reviewed and updated	10/03/2025
0.3	R Hewton	Updated following completion of some actions	12/03/2025
0.4	R Hewton	Updated following completion of some actions	13/03/2025
0.5	R Hewton	Updated following completion of some actions	17/03/2025
0.6	R Hewton	Updated following completion of some actions	20/03/2025
0.7	R Hewton	Residual Risk Scores revised to reflect current risk following completion of a number of actions	21/03/2025
0.8	R Hewton	Updated following a number of completed actions, and some additional actions added.	02/06/2025

Methodology

In keeping with the Board Risk Management Procedures, the Risk Matrix used for this assessment is as follows:

SEVERITY	3	3	6	9
	Significant	(Significant & Unlikely)	(Significant & Possible)	(Significant & Probable)
	2	2	4	6
	Moderate	(Moderate & Unlikely)	(Moderate & Possible)	(Moderate & Probable)
	1	1	2	3
	Minor	(Minor & Unlikely)	(Minor & Possible)	(Minor & Probable)
		1 - Unlikely	2 - Possible	3 - Probable
	LIKELIHOOD			

‘**Current Risk**’ represents the extent of the **real** risk to the Joint Board.

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
1	Injury to staff from falling planks/ceilings (Initial Phase).	Immediate direction to all Clydebank staff to work from home until Risk Management complete. Staff who require to work in office to implement procedures have been given verbal safety instructions, and advised to minimise time spent in affected areas. Draft Plan has been circulated and is in active use pending formal sign off of plan. RAAC Management Plan finalised and adopted by the Board.	1	3	3	Finalise RAAC Management Plan.	RH	28/03/2025	RAAC Management Plan approved by MT and circulated around staff for comment. The plan is in active use for those in the building. Paper to Joint Board seeking approval of the RAAC Management Plan has been drafted for meeting of the Board on 28/03/2025.
2	Injury to staff from falling planks/ceilings (short-term phase – staff back to the office).	Use of offices in affected areas has ceased, Procedures updated for staff to enter and exit the building through non-affected areas. Signage has been fitted throughout the office which clearly notifies someone who is about to pass into an affected area. Staff guidance updated to include considerations for entering an affected area. This should only be where absolutely necessary, and for as short a period as possible. Staff guidance updated to include details of what to watch and listen for (unusual noises, cracks, movement, debris).	1	3	3	Use of offices in affected areas will cease. Updated procedures to be written for staff to enter and exit the building through non-affected areas. Signage to be fitted throughout the office which clearly notifies someone who is about to pass into an affected area. Affected areas which are not required will be appropriately sign posted to advise that the areas should not be accessed, with the only exception being for the care and maintenance of the building. Caretakers procedures to be updated to ensure that no works are done to ceilings or roofs in affected areas. Move all remaining items from affected areas.	RH RH CS CS CS RH	15/03/2025 10/03/2025 11/03/2025 11/03/2025 12/03/2025 30/06/2025	Vacant offices have been cleaned, and furniture moved. Repairs to hot water in kitchen and sink in toilet have been done. Repairs to 2 WCs completed. Modification to hot water to toilets, and to radiators in 4 rooms awaited. Electoral files moved. Valuation files still to be moved. Valuation Property Files moved – some cabinets remain still to be moved.

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
		Staff guidance updated to include not entering affected areas during periods of inclement weather (temperature extremes, high winds, heavy rainfall). Affected areas which are not required are sign posted to advise that the areas should not be accessed, with the only exception being for the care and maintenance of the building. Scanning Project to further minimise storage requirements for paper files/documents - Clydebank office will have at least 2 people allocated to the project each day. Caretakers procedures updated to ensure that no works are done to ceilings or roofs in affected areas. All Electoral Files moved out of affected areas. Valuation Property Files have all been moved out of affected areas. All staff have been moved out of affected areas. Tape applied to the floor of the main foyer to delineate the divide between the affected area and the unaffected area.				Allocate Resource to the Scanning Project to further reduce the requirement for paper files to be retained and accessed. Staff guidance to include considerations for entering an affected area. This should only be where absolutely necessary, and for as short a period as possible. Staff guidance to include details of what to watch and listen for (unusual noises, cracks, movement, debris). Staff guidance to include not entering affected areas during periods of inclement weather (temperature extremes, high winds, heavy rainfall). Introduce a reporting and management system for staff who see evidence of damage/change/leaks in affected areas. Introduce an inspection procedure whereby affected areas will be checked on a regular basis for any signs of change (debris/cracks/sags/leaks etc). Tape, or other form of marking, to be applied to the floor of the main foyer to delineate the divide between the affected area and the unaffected area.	RN RH RH RH RN RN CS	01/04/2025 10/03/2025 10/03/2025 10/03/2025 30/06/2025 30/06/2025 24/03/2025	Draft procedure has been written and has been circulated for review by MT. Tape for floor marking has been ordered.

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
3	Injury to visitors from falling planks/ceilings.	Number of visitors to the building is low, therefore the likelihood is very low. New signage fitted externally to direct visitors to the new entrance, through unaffected areas. Guidance added to Visitor Access Policy for staff and visitors to not use affected areas.	1	3	3	New signage to be fitted externally to direct visitors to the new entrance, through unaffected areas. Guidance to be updated to ensure that Visitor meetings to be held in unaffected areas of the building.	CS RN	11/03/2025 21/03/2025	Guidance being added to Visitor Access Policy.
4	Injury to contractors from falling planks/ceilings.	Information poster displayed in reception and other key areas linking to a live version of RAAC Management Plan. RAAC Management Plan available for inspection at Reception. G4S Keyholding service provided with copy of RAAC Management Plan, and updated Building Opening/Locking Procedures. Contractors Checklist and Visitor Access Policy updated. No access to roofs or ceilings are permitted without specific risk management and controls being put in place.	1	3	3	RAAC Management Plan to be available for inspection at Reception. QR Code available at reception, linking to RAAC Plan and Asbestos Survey. G4S Keyholding service to be provided with copy of RAAC Management Plan, and updated Building Opening/Locking Procedures. A permit scheme is to be introduced for any work needing carried out in affected areas. These will be subject to individual risk assessment. Of particular risk would be works involving ceilings/roofs.	CS RH CS RN	11/03/2025 11/03/2025 11/03/2025 22/03/2025	Contractors checklist and visitor access procedure being updated.
5	Injury to contractors/staff from falling through fragile roof.	RAAC Management Plan includes instruction that no staff shall access the roof. Roof key has a warning tag attached to it referring to RAAC Management Plan. No access to roofs or ceilings are permitted	1	3	3	Contractors procedure to be updated to require a detailed and thorough risk assessment to be carried out prior to any access to roof areas. Roof key to have a warning tag attached to it referring to RAAC Management Plan.	RN CS	17/03/2025 11/03/2025	Visitor Access Policies updated and circulated for MT Review.

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
		without specific risk management and controls being put in place.							
6	Inhalation of Asbestos which could be disturbed in the event of a collapse.	Asbestos Survey included as an appendix to the RAAC Management Plan so staff and contractors know the location of Asbestos Containing Material (ACM). Guidance for staff produced advising to close doors on the way out of an area which has suffered a collapse. Guidance for staff produced advising Doors to affected areas should be kept closed at all times. All regular use items now removed from affected areas, meaning any access to affected areas is now few and far between.	1	2	2	Guidance for staff to include closing doors on the way out of an area which has suffered a collapse. Guidance for staff to include Doors to affected areas should be kept closed at all times. Seek advice from WDC Corporate Compliance Team on any further risk mitigations that can be done. Remove all existing items from affected areas to allow them to be permanently sealed.	RH RH RH RH	10/03/2025 10/03/2025 13/03/2025 30/06/2025	Contact made with team, and plan provided for review and comment. Escalated to asset manager on 17/03/2025.
7	Risk of confusion during a fire evacuation due to new ways of using the building and unfamiliarity with routes that can be used.	RAAC Management Plan updated to include clear guidance for those in affected areas, and the action to take in the event of a fire. Signs around the office have links to the most up to date version of the plan. Fire Evacuation Plan updated.	1	2	2	Fire Evacuation Plan to be updated to reflect change of occupation of building. Ensure that process is in place for someone who may be temporarily in an affected area. Make clear that in the event of a fire, that the best escape route could be through an affected area, which may be the safest option. More regular fire drills to be undertaken.	H&S WG H&S WG H&S WG CS	14/03/2025 14/03/2025 14/03/2025 18/06/2025	Updates to evacuation plan have been drafted and circulated for comment.
8	Slips/Trips/Falls from using unfamiliar routes in and out of the building, including to and from the car park.	Repairs made to slabbed walkways, and ongoing maintenance now being undertaken on these to keep them free of weeds/debris.	1	2	2	Check of slabbed paths to ensure no trip hazards. Removal of grass/weeds from slabbed paths. Repairs to handrail at new entrance.	CS CS CS	24/03/2025 24/03/2025 24/03/2025	

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						Paint or other marking of steps outside new entrance.	CS	30/06/2025	
9	Confusion in the event of a collapse.	RAAC Management Plan updated to include specific guidance. Signs around the office have links to the most up to date version of the plan.	2	2	4	Fire evacuation plan to be updated to include specific guidance about evacuation in the event of a collapse.	H&S WG	21/03/2025	Draft version of updated Fire Evacuation Plan circulated around H&S WG for review.
10	Financial Risk to the Board in the event of a claim from an injured person.	Contact made with Insurance team at WDC who are the liaison for the Board's policies. Confirmation received that this has been passed on to Insurers for underwriters review. No further action required from Insurance review.	1	2	2	Ensure that insurance companies are updated and that appropriate cover remains in place following the knowledge that there is RAAC in the building. Follow up on any action required following Insurers review.	RH RH	12/03/2025 01/04/2025	
11	Risk of injury from a collapse to someone who is lone working in the office.	RAAC Management Plan contains instructions for those who require to lone work in the building. Caretaker advised of RAAC Management Plan, and written guidance given in respect of access to affected areas. WDC Cleaning advised of plans. All cleaning materials moved from affected areas, which no longer form part of the cleaning schedule.	1	3	3	Caretakers procedures to be updated to ensure that no affected areas are entered when lone working, without a lone worker device being carried. Liaise with WDC Cleaning Services to ensure appropriate arrangements are in place for cleaner, who often works very early mornings. Move cleaning cupboard away from the affected area. RAAC Management Plan to include instructions surrounding lone working in the office for all staff.	CS CS CS RH	12/03/2025 24/03/2025 24/03/2025 10/03/2025	

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12	Psychological Stress	RAAC Management Plan circulated and consultation carried out with staff and feedback reviewed. Final RAAC Plan Circulated. Comments received and incorporated in to updates to Risk Assessment and RAAC Management Plan.	1	2	2	Seek input from all staff on the draft RAAC Management Plan, which includes relevant training, procedures, information, and the management of Risk. Ensure clear communication of safety measures by way of circulating final plan to all staff, and ensuring they have time to read it. Ensure that when circulating the plan, staff are invited to feedback and comment on the plan, and speak about any concerns they may have.	RH RH RH	11/03/2025 28/03/2025 12/03/2025	
13	Risk of Legionella spread due to a number of water outlets no longer being used.	Legionella management plan in place through WDC. Monthly inspections by contractor. Regular flushing procedures are in place.	1	2	2	Arrange plumber to disconnect unused outlets, ensuring any dead legs are removed.	RN	30/06/2025	