



ACCIDENT & INCIDENT REPORTING POLICY

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
Sept 2015	SEStran	1.1	FINAL	Updated for RIDDOR
Oct 2017	SEStran	1.2	FINAL	Adoption of version control

1. POLICY STATEMENT

SEStran aims to provide a safe and healthy working environment for all employees. SEStran is committed to the safety of employees by ensuring that best practices are employed to minimise risks from all accidents and incidents at work.

SEStran accepts that employees should have a safe working environment whilst at work. SEStran will take all reasonably practicable steps to reduce accidents/incidents at work and is committed to accident/incident reporting and investigation to assist in this process.

This Accident/Incident Reporting Policy complies with the requirements of Health & Safety Regulations as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

1.1. DEFINITION

For the purpose of this policy an accident or incident is:

“Any event(s) or activity(s), arising from work which has resulted in, or had a potential to cause, personal injury or damage to property, plant or equipment.”

This will include any acts of violence to employees as described within the Violence at Work Policy and harassment of any employee by a third party as defined by the Dignity at Work Policy. It is a requirement that all accidents or incidents are reported by employees to their manager, on the day of the accident, where practicable.

2. INTRODUCTION

SEStran is committed to the health and safety of employees and will take all reasonable steps to ensure that the work environment is safe.

SEStran will ensure that working practises are designed to ensure that any risks are minimised. Any potential risks will be subject to Risk Assessments and these will be regularly reviewed. It is accepted, however, that accidents/incidents may occur as a result of a wide range of potential human errors.

3. SCOPE

This policy encompasses all employees of SEStran and complements the Violence at Work Policy and the Dignity at Work Policy. This policy will cover all activities arising out of company business.

4. REPORTING OF ACCIDENTS

SEStran aims to ensure that all accidents/incidents involving employees, consultants and clients that arise from our activities are reported. This will include near miss incidents in which no person was injured but where a dangerous situation was identified. These accidents/incidents will be investigated to establish what lessons can be learned to prevent such accidents/incidents re-occurring in the future.

Accidents must be reported by the injured party, immediately to the line manager/most senior person on the site of the accident. The manager must firstly establish if the injured party is still at the scene of the accident and if the scene of the accident is safe to approach. If it is not safe to approach the injured party or the area, the manager must take steps to make the area safe and ensure appropriate First Aid is made available as required.

If the accident is very serious e.g. multiple injured persons or life changing injuries, the line manager must ensure that the scene of the accident / incident is untouched. The manager must contact the Scottish Government Health & Safety team, and should determine if the accident/incident requires to be notified to the HSE which may, in turn, require an HSE investigation of the site of the accident. In such circumstances, the scene may require to be cordoned off pending more detailed investigations.

The Accident / Incident Reporting form should be used to report all accidents/incidents involving employees, consultants, contractors and visitors. The form and guidance on completing it are included at appendix 1 and 2. Scottish Government also have accident/incident reporting responsibilities as landlord. For more information please refer to appendix 3, Victoria Quay information pack.

The form can be completed by hand or electronically. Additional documents may be added to the report together with relevant photographs. Once complete, the original copy(s) should be sent electronically to the Partnership director. The manager should retain the original form and additional information for 12 months, except where there is an injury sustained by the injured party, then it should be held for 24 months.

5. INVESTIGATION

5.1. The investigation of the accident / incident must occur as soon as possible after the notification. Dependent on the seriousness of the situation, photographs and further details of the scene should be taken to ensure sufficient detailed description and evidence is available.

Where the accident/incident is serious, or could have been more serious, a more detailed investigation must be considered. The line manager should consult with the Partnership Director to determine the extent of the investigation that may be required.

The purpose of the investigation is to identify the root causes of accidents/incidents;

- Identify if accidents/incidents are reportable to the HSE;
- Investigate ways to reduce future accidents/incidents;
- Review the relevant risk assessments with a view to making them more robust;
- Identify the cost of accidents/incidents.

Where appropriate, Section 4(a) of the accident/incident report form should be completed when the injured person has any time off work or attends hospital for treatment as a result of this workplace accident/incident. If there were no injuries, however the accident has had serious consequences, then the investigation must still be conducted. The questions may not cover all areas, so there may be additional investigation notes and outcomes added to the report as required.

5.2. RIDDOR

There is a legal requirement under the Reporting Accidents and Incidents at Work Regulations 2013, to notify the HSE of specific accidents arising from a work activity. There are as follows:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns covering more than 10% of the body, or damaging the eyes;
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Over seven day injuries to workers. This is where an employee or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of accident).
- Fatalities.

Fatalities must be reported to the Partnership Director and the Scottish Government Health & Safety team immediately.

The requirement to report these accidents/incidents to the HSE as RIDDOR reports apply with different thresh-holds for reporting, these are;

- Non-fatal accidents requiring hospital treatment;

- Accidents resulting in the death of any person.

It should be noted that if the visit to the hospital is for treatment and no treatment is given, it does require to be reported. Additionally injuries received as a result of sports activities are not reportable.

There are also a range of Occupational Health diseases that may affect employees that are reportable to the HSE, these include:

- Noise induced deafness;
- Hand Arm Vibration Syndrome;
- Repetitive Strain injury;
- Carpal Tunnel Syndrome;
- Occupational Dermatitis;
- Occupational Asthma.

These diseases may be identified by the employees GP however, all cases should be referred to Occupational Health who will provide advice to the Health, Safety and Care Team who will carry out an initial investigation before reporting to the HSE.

Persons not at work who receive an injury as a result of a work related accident will require to be reported where an injured party is taken directly from your place of work to hospital for medical treatment.

6. RESPONSIBILITIES

6.1. PARTNERSHIP DIRECTOR

The Partnership Director is responsible for the effective operation of the policy across SEStran as a whole and for ensuring that relevant procedures are implemented. They are also responsible for ensuring that adequate resources are made available to implement appropriate protective measures, where these have been identified as a result of risk assessment or accident/incident investigation.

6.2. MANAGERS

Managers are responsible for implementation of the SEStran Accident/Incident reporting procedures ensuring that all employees report all accidents/incidents at work at the earliest opportunity. They are also responsible for ensuring that an Accident/Incident Reporting form (within Incident/Accident Book) is completed fully on each occasion. In the event of injury, they are responsible for ensuring that prompt medical support is provided where required.

In all cases Managers are responsible for conducting an investigation to identify how the accident/incident occurred and for identifying and implementing any appropriate measures to prevent re-occurrence.

The Manager will report the accident/incident to the Partnership Director and, if required under RIDDOR, to HSE.

6.3. EMPLOYEES

Employees are responsible for reporting all accidents/incidents to their manager immediately, or as soon as practicable following the accident/incident. They will give a full and accurate account of details leading to the accident/incident and of the accident/incident itself.

The employee will cooperate with the Manager's investigation into the accident/incident including provision of written witness testimony where appropriate.

7. MONITORING AND REVIEWING

The Partnership Director, in conjunction with the Performance and Audit Committee will monitor and review this policy annually, taking in to consideration legislative amendments and best practice advice.

Appendix 1: HSE Reporting Accidents and Incidents at Work

Appendix 2: Accident/Incident Report Form

Appendix 3: Victoria Quay Information Pack

Reporting accidents and incidents at work

A brief guide to the Reporting of Injuries, Diseases
and Dangerous Occurrences Regulations (RIDDOR)



This is a web-friendly version
of leaflet INDG453

What is RIDDOR?

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related deaths;
- serious injuries;
- cases of diagnosed industrial disease; and
- certain 'dangerous occurrences' (near miss incidents).

There are also special requirements for gas incidents (see section below).

This leaflet aims to help employers, and others in control of work premises, to comply with RIDDOR and to understand recent changes to reporting.

2012 change

From 6 April 2012, the over-three-day reporting requirement for people injured at work will change to more than seven days. From then, you only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work.

You must still keep a record of the accident if the worker has been incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

These are the main changes to the reporting requirements for deaths, major injuries, occupational diseases and dangerous occurrences that employers need to be aware of.

Why report and record?

Reporting and recording is a legal requirement. The **report** informs the enforcing authorities (HSE, local authorities and ORR) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated. This allows HSE, local authorities and ORR to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

Records of incidents covered by RIDDOR are important. They ensure that you collect the minimum amount of information to allow you to check that you are doing enough to ensure safety and prevent occupational diseases. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

You must keep a record of:

- any **reportable death, injury, occupational disease or dangerous occurrence**; and
- all occupational accidents and injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days).

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

What must be reported?

Deaths and injuries

Deaths and injuries do not have to be automatically reported, but must be reported if they occur as the result of an accident arising out of or in connection with work.

An accident is a separate event to a death or injury, and is simply more than an event, it is something harmful that happens unexpectedly.

When deciding if the accident that led to the death or injury has arisen out of or in connection to work, the key issues to consider are whether the accident was related to:

- the way in which the work was carried out;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If any of the above factors were related to the cause of the accident, then it is likely that the injury will need to be reported to the enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

Examples of incidents that do and do not have to be reported are available at www.hse.gov.uk/riddor/do-i-need-to-report.htm.

Deaths

A death must be reported if:

- it results from a work accident;
- a worker sustains an occupational injury;
- it results from a suicide on a relevant transport system (this is considered to be an accident for the purpose of RIDDOR); or
- it results from an act of physical violence to a worker.

Injuries to people at work

RIDDOR gives two types of injuries that must be reported if the person was at work – ‘major injuries’ and from 6 April 2012 ‘over-seven-day injuries’.

Major injuries

These include:

- a fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- an acute illness requiring medical treatment;
- loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and/or
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

Over-seven-day injuries

From 6 April 2012, the law will introduce the over-seven-day injury category. This is where **an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

Over-three-day injuries

From 6 April 2012, **you do not have report over-three-day injuries but you must keep a record of them** (see 2012 change). If you are an employer, who has to keep an accident book, the record you make in this will be enough.

Injuries to people not at work

You must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with, work and are taken from the scene of an accident to hospital for treatment.

If the injured person was already at a hospital, the report only needs to be made if the injury is a 'major injury' (see above).

Occupational diseases

Employers and self-employed people must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they, or an employee, is suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.

Dangerous occurrences

Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death;
- the accidental release of a biological agent likely to cause severe human illness; and
- the accidental release of any substance that may damage health (not applicable offshore).

For a full list of dangerous occurrences applicable to all workplaces, and additional categories of dangerous occurrences applicable to mines, quarries, relevant transport systems (railways etc) and offshore workplaces, see *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.¹

Gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died or suffered a major injury in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer, registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die or suffer a major injury. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;
- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas.

You can report online.

Exemptions

In general, regulation 10 of RIDDOR exempts dutyholders from reporting deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the movement of a vehicle on a road (unless the person was loading or unloading the vehicle or working alongside the road, eg constructing or maintaining the road or adjacent buildings, the accident involved a train, or the accident involved the escape of a substance from a vehicle) and/or
- the duties carried out by a member of the armed forces while on duty.

How to report

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

More information about contacting HSE out of hours can be found at www.hse.gov.uk/contact/outofhours.htm.

Useful resources

- 1 *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73* (Fourth edition) HSE Books 2012
ISBN 978 0 7176 6459 7
www.hse.gov.uk/pubns/books/l73.htm
- 2 www.hse.gov.uk/riddor

Industry-specific guidance

Accident Book B1510 HSE Books 2012 ISBN 978 0 7176 6458 0
www.hse.gov.uk/accidentbook.htm

Incident reporting in schools (accidents, diseases and dangerous occurrences)
EDIS1(rev2) HSE 2012 www.hse.gov.uk/pubns/edis1.htm

Reporting incidents of exposure to pesticides and veterinary medicines: What to do if you think people, animals or the environment have been harmed by exposure to pesticides or veterinary medicines Leaflet INDG141(rev1) HSE Books 1999
www.hse.gov.uk/pubns/indg141.pdf

Fatal traction: Practical advice on avoiding agricultural transport accidents Leaflet INDG279(rev1) HSE Books 2001 www.hse.gov.uk/pubns/indg279.pdf

Reporting injuries, diseases and dangerous occurrences in health and social care: Guidance for employers Health Services Information Sheet HSIS1(rev1) HSE 2011
www.hse.gov.uk/healthservices/information.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs from HSE Books, ISBN 978 0 7176 6460 3.
A web version can be found at: www.hse.gov.uk/pubns/indg453.htm.

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SEStran ACCIDENT / INCIDENT REPORT FORM

SECTION 1 SERVICE:	DEPARTMENT/SECTION:	PREMISES/LOCATION OF ACCIDENT/INCIDENT
SECTION 2 EMPLOYEE <input type="checkbox"/> - (go to Section 2a) OTHER <input type="checkbox"/> - (tick relevant box & go to section 2b) SERVICE USER <input type="checkbox"/> MEMBER OF PUBLIC <input type="checkbox"/> CONTRACTOR <input type="checkbox"/>		
SECTION 2a NAME: _____ D.O.B _____	SECTION 2b NAME: _____ D.O.B _____	
Employee No. _____ Telephone No _____ JOB TITLE _____ PLACE OF WORK _____	HOME ADDRESS _____ Telephone No. _____	
SECTION 3- DATE & TIME OF ACCIDENT:		
TYPE OF ACCIDENT: Please tick below as appropriate ACCIDENT <input type="checkbox"/> INCIDENT <input type="checkbox"/> NEAR MISS <input type="checkbox"/> DANGEROUS OCCURRENCE <input type="checkbox"/> VIOLENCE:- <input type="checkbox"/> Physical <input type="checkbox"/> i.e. throwing object <input type="checkbox"/> use of weapon <input type="checkbox"/> Verbal <input type="checkbox"/> i.e. posturing <input type="checkbox"/> harassment : sexual <input type="checkbox"/> racial <input type="checkbox"/> disability <input type="checkbox"/> religion <input type="checkbox"/> Both <input type="checkbox"/> Other <input type="checkbox"/> please specify		
SECTION 3a - DESCRIPTION OF ACCIDENT/INCIDENT		
<i>Were there any witnesses? Yes/No- if yes see Section 8</i>		
DESCRIPTION OF INJURY: (If appropriate)		
DETAILS OF NAME OF FIRST AIDER AND ANY FIRST AID TREATMENT OR ADVICE/SUPPORT GIVEN: (If appropriate)		
SECTION 3b – to be completed by person involved in Accident/Incident. SEStran will process this data for recording and monitoring purposes in relation to the Health & Safety Policy and Procedures. In order to comply with Health & Safety Legislation, SEStran may have to disclose details of this accident/incident to the HSE. I confirm that the details on this form are correct and that I am the person/guardian/parent of the person involved in the accident/incident as described. <i>Please circle as appropriate</i>		
Printed Name: SignedLine/Unit Manager Date		

This form should be completed by the Employee and relevant Line/Unit Manager and returned as quickly as possible to the Office Manager. Line/Unit Managers should monitor whether the absence lasts 7 days or more and notify the HSE accordingly. You should NOT WAIT until the individual has signed the form or returned to work before forwarding a copy of the form to the Health Safety & Care Team.

Section 4 - MANAGER'S INVESTIGATION DETAILS (Note: *Line Manager or Manager of Premises to complete this section*- Please attach copies of sketches, photographs and/or relevant documents to support your investigation. Witness statement(s) should also be included if applicable – see Section 8 – separate copies to be completed for each witness.)
EXACT LOCATION OF ACCIDENT/ INCIDENT

CAUSE OF ACCIDENT/ INCIDENT

IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE OF ACCIDENT/INCIDENT (If appropriate)

WAS DEBRIEFING RECEIVED? YES NO IF YES WAS IT: EMPLOYEE SERVICE USER BOTH GIVE DETAILS

PROPOSED FURTHER ACTION TO PREVENT RECURRENCE OF ACCIDENT/INCIDENT (If appropriate)

Printed Name: SignedLine/Unit Manager Date

SERIOUS ACCIDENT/INCIDENT – DIRECTOR COMMENTS

Signed

Director/Head of Service

(date)

SECTION 5 – ABSENCE DETAILS AS A RESULT OF ACCIDENT/INCIDENTWAS TIME TAKEN OFF WORK? YES NO WAS TIME OF MORE THAN 3 DAYS NO e.g. Reportable under old RIDDOR RequirementsWAS TIME OF MORE THAN 7 DAYS NO **N.B. * If absence lasts for more than 7 days, the Line Manager MUST notify the HSE as these absences are reportable as per RIDDOR legislation. (See details below on how to report to HSE)****SECTION 6 - REPORT TO HSE***N.B. The Line Manager must notify the HSE if an employee/client/service user: is fatally injured/has a major injury/is absent for more than 7 days as a result of an accident/incident at work or violence /is taken to hospital and stays in for more than 24 hours/or is involved in a dangerous occurrence, or a member of public who is injured through SEStran's negligence is taken directly to hospital from our premises. Must be reported within 15 days of accident.*

DATE REPORTED TO H.S.E.:

REPORTED VIA: INTERNET: <http://www.hse.gov.uk/riddor/report.htm> Printed form to be attached to accident/Incident form HR 14)

TELEPHONE: (08453009923)

 Only for fatal or Major Injury September 2011**SECTION 7****COSTS ASSOCIATED WITH ACCIDENT/INCIDENT****DIRECT COSTS**GRADE

INJURED PERSON Lost Time = (hours)

Days Lost = (days)

ANCILLARY PERSONS

FIRST AIDER Lost Time = (hours)

WITNESSS Lost Time = (hours)

SUPERVISOR Lost Time = (hours)

MANAGER Lost Time = (hours)

OTHERS (please specify) Lost Time = (hours)

DAMAGED EQUIPMENT

(Repair costs or replacement costs) £

e.g. damaged clothes, replacement staff etc. £

£

INDIRECT COSTS**TOTAL COSTS**

Section 8 - WITNESS STATEMENT(S) – WITNESS REPORT OF ACCIDENT/INCIDENT

N.B. If more than one witness statement, please photocopy this page and attach it to the form.

DID YOU WITNESS THE ACTUAL ACCIDENT/INCIDENT TAKING PLACE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DID YOU ATTEND THE SCENE AFTER THE ACCIDENT/INCIDENT TOOK PLACE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU AN EMPLOYEE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

NAME OF WITNESS _____ Address/ or place of work _____

Telephone number: _____

WITNESS STATEMENT:

Witness:

Printed Name: Signed Date

SEStran will process this data for recording and monitoring purposes in relation to our Health & Safety Policy and Procedures. In order to comply with Health & Safety Legislation, SEStran may have to disclose details of this accident/incident to the HSE

Section 9 – Ethnicity of person/s involved in accident/incident

Please note: This section should be fully completed by the individual involved in the accident/incident in order to satisfy the requirements of SEStran to report on statistics in connection with the Race Relations (Amendment) Act 2000 and all information will be treated as strictly confidential

A. WHITE

- Scottish
- English
- Welsh
- Irish
- Northern Irish
- Any other

White background, please write in

B. MIXED

- Any Mixed background, please write in

C. ASIAN, ASIAN SCOTTISH, ASIAN ENGLISH, ASIAN WELSH OR OTHER ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please write in

D. BLACK, BLACK SCOTTISH, BLACK ENGLISH, BLACK WELSH OR OTHER BLACK BRITISH

- Caribbean
- African
- Any other Black background, please write in

E OTHER ETHNIC BACKGROUND

Any other background, please write in

WELCOME TO VICTORIA QUAY



This Pack has been produced by the Victoria Quay House Team as an aid to staff moving to Victoria Quay. The Pack provides information on the building itself; the services within Victoria Quay and the surrounding area of Leith.

Victoria Quay was built specifically to meet the needs of the Scottish Office (**as it was then known**) and its staff. The net internal area of the building is 27,500 sq metres (300,000 sq ft). The office areas are divided between four floors with most services, including the restaurant, nursery and fitness facilities located on the Ground floor. Security at Victoria Quay is the responsibility of the House Team and the building is manned 24/7, 365 days of the year. In addition to the Front of House staff, Victoria Quay also houses the Scottish Government Security Control Room which monitors not only Victoria Quay but many other sites on the SG estate. The building is managed by the facilities company Mitie who have responsibility for maintaining the mechanical and electrical plant and buildings maintenance. Cleaning of the building is also undertaken by Mitie whilst Sodexo currently manage the Staff Restaurant. Any queries on these matters should be made through the Helpdesk on Ext 48500 (option 3 then option 1).

Victoria Quay Postal address:

The Scottish Government
Victoria Quay
Edinburgh
EH6 6QQ.

Telephone Number:

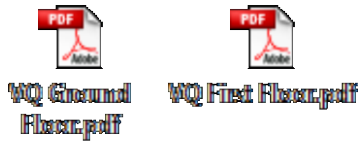
0131 556 8400

Staff are reminded that in accordance with Scottish Government policy throughout the estate there will be no smoking within the building. Smoking shelters have been provided externally for this purpose at the front of the building.

Victoria Quay has been designed to accommodate the needs of staff and visitors with disabilities and fully complies with Disability Discrimination Act 1995.

The building is north/south facing and split into Areas A to J (excluding "I") along its east-west axis and therefore, internal addresses are referred to in terms of **North (Dockside) and South (Car Park Side)**. Area A is at the West end of the building and J at the East end.

The PDF floor-plans below show the Ground and First floors to give you all an idea of the layout of the building which will aid you when finding your way around (**when opening rotate both counter-clockwise**). As you will see the Ground floor differs slightly in layout to the upper floors which are virtually identical to one another apart from the siting of certain meeting rooms.



GETTING TO VQ

PEDESTRIAN ACCESS

There are three points of access to Victoria Quay for people arriving on foot:

West entrance: this sits beside the main vehicle entrance to the building to the west of VQ.

East entrance: pedestrians approaching the site from the east can enter via the Victoria Bridge. Note that staff pass and pin number is required at all times for this entrance.

Commercial Street: the main entrance to pedestrians will be through Commercial Quay, adjacent to the refurbished warehouses on Commercial Street through what is known as the south pedestrian gate.

CYCLISTS

Cyclists are well catered for with 200 spaces being available 26 of which are in secure racks. Access to the two secure enclosed areas will require a key which is available from the House Team and a £10 returnable deposit will be required payable by cheque.

Cyclists, runners and walkers can use the facilities in GB-99 these include lockers and a drying area, there is a returnable deposit of £10:00 to use this facility.

Cycle routes on paths from both east and west pedestrian gates are clearly marked. VQ is situated beside the National Cycle Network and provides a direct link (on and off road) with the city centre, routes to the East and the West as well as the main rail and bus stations. More information on the National Cycle Network is [available on the Sustrans website](#). Although cyclists are welcome to use the visitors barrier to the left of the security gatehouse they must not use the other entry barriers to gain access to the site and **must not** tailgate cars.

A salary sacrifice scheme is available for those more seriously interested in purchasing a bicycle for travelling to work. More information can be found within the attached link.

<http://intranet/InExec/SEAndMe/Travel/SETTravel/BikeScheme/Intro>

*Cheques must be made payable to The Scottish Executive

Public Transport Provision

There are several bus routes serving the immediate vicinity of Victoria Quay including some which terminate at Ocean Terminal. The 22 Lothian Bus is the most direct service to Edinburgh City Centre which takes about 20 minutes. The majority of the buses are scheduled to arrive every 10-15 min. The nearest rail station to Victoria Quay is **Edinburgh Waverley**, which can be accessed by direct public bus services on Princes Street.

Details of local services are available from Lothian Buses website:

<http://lothianbuses.com/plan-a-journey/journey-planner>. Traveline Scotland can provide information for other public transport options:
<http://www.travelinescotland.com/welcome.do>

MOTOR CYCLISTS

Covered shelters are available for 14 motor cycles.

Private Car

Victoria Quay has parking facilities for a total of 672 vehicles. There are 6 parking areas A-F. Car Park A is the Visitors car parking area and holds 79 vehicles, including 4 disabled spaces. Car Parks B to E cater for 524 spaces and Car Park F

which is for senior officers, car sharers, pool cars, disabled spaces and nursery drop off has a total of 69 spaces. Although Disabled drivers are issued with a parking disk for VQ they must also display their "Blue Badge" at all times. Failure to do this could result in the removal of parking privileges. Staff must apply for a parking disk and spaces are available on a first come first served basis.

Access to the car park is by barrier which operates via proximity card readers just the same as those in each building. When exiting your vehicle should be on the yellow etched area in front of the barrier where a pressure pad will automatically release the exit barrier. Please **do not tailgate** vehicles in front of you as potentially the barrier could damage your vehicle. Parking in all areas is at the owners risk.

SECURITY

The SG Security Control Room is manned 24/7. For general enquires please call Ext 45203. In an emergency call Ext 33333. The management of security staff at Victoria Quay is the responsibility of the House Team. The same security policies apply at VQ as elsewhere on the estate and must be strictly adhered to. Security passes **must** be worn at all times whilst in the building. Access to and from the building will require the use of your Security Pass. **No access** will be given to non security cleared contractors unless there is an emergency requirement to do so. Similarly, non-permanent staff i.e. temporary staff, consultants etc will not be given access unless a business case has been approved by Departmental Security . All visitors **must** be escorted by a member of staff at all times and staff **must** be available to sign in their visitors. For further information please see the attached link

<http://intranet/InExec/SEAndMe/Secure/Introduction>

The concept of a Clear Desk Policy is promoted by the Scottish Government and requires that at the end of the working day staff ensure that all assets marked **PROTECT** and above are securely locked away and where possible all papers are cleared from desks. Further information is available on the link below:

<http://intranet/InExec/SEAndMe/Secure/Physical/Office>

For any queries regarding security matters such as Security Clearance or Access issues please contact the House Team on Ext 47437/47436 if they are not available please contact Departmental Security Unit (DSU) on Ext 43686 or e-mail Cyber Defence & Integrated Security mailbox.

PASSES

As with other main buildings on the estate the security passes are read by proximity readers where you enter your PIN and then pass the security pass over the reader to gain access to the building. These passes have four main functions:

- **Access to car park:** drivers wishing to enter the car park at VQ will need to pass their security pass over the proximity reader at the barrier. Drivers may communicate directly with the Security Control Room should their pass not activate the barrier for any reason or indeed if they have forgotten their pass. Passes are not required to exit the car park as there is a yellow etched pressure pad in front of the barrier which, once your vehicle has driven onto it, will automatically raise the barrier.
- **Access to the VQ building:** Front of House staff are stationed within the Reception area of the building but will deal primarily with visitors such as conference or meeting delegates, contractors etc. You will require your security pass for the second set of revolving doors and three proximity readers are available for this purpose. Once you have entered your **PIN** and waved your pass across the reader enter the doors and push to the **RIGHT**. When exiting simply wave your pass over the proximity reader and push the door to the **LEFT**. There is a Health & Safety element attached to swiping out now, in that your pass will register you out of the building so that in the event of an evacuation in silent hours security personnel can identify who is left in the building. This replaces the previous need to sign out. For this reason you must always ensure that visitors leave via the “**flat**” door.
- **Access during silent hours:** Staff would access the site and building in the normal way. External gates are usually closed in “**silent hours**” but proximity readers are available into which you can enter your PIN and wave your pass over the reader. If you have a problem there is also an intercom connected directly with the Security Control Room. As at the other core SG buildings Remote Monitoring procedures cover access to Victoria Quay. During 20:00 hrs to 06:00 hrs Monday to Friday and at all times during weekend and on public holidays
- **Flexi-time:** There are 16 flexi terminals located throughout the building on each floor operated by your security pass.

Personal belongings should be locked away when you leave your working area as should any valuables. If you are collecting money for social events, retirements etc it is preferred that it is taken off-site or locked away in a secure cabinet. In the unfortunate event that you do suffer a theft, please alert the House Team and also complete a Theft Report Form immediately. These forms are available through the Saltire front page

Non-Permanent staff (contractors, Pertemps, consultants etc) will not be granted access to VQ unless they have been through the correct security clearance procedures. An Access sheet must be submitted for Departmental Security Unit approval prior to any contractors carrying out works on-site.

Front of House/Reception staff must be made aware in advance of any expected visitors and a member of staff **must** be available to sign them in.

SERVICES

Paper Keeping - . Hard copy files are no longer stored at VQ but are available from the file store at Leith via Legacy Paper File System on Saltire)

Uplifts of Confidential Waste should be notified to the Helpdesk on Ext 48500 (option 3 then option 1) whereupon a job sheet will be issued to the House Team. Such waste should be securely stored until it is collected.

Mail Delivery - The Mail room is located at GJ-09 on Ext 47609. Mail is delivered to mail-points throughout the building. A dedicated mail delivery is made in the morning and afternoon and three further “runs” are made during the course of the day. If you have any queries relating to any kind of mail issue please call Mike McGlynn on Ext 47606 who will be happy to advise. Each department pays for its mail through their own cost centre.

VICTORIA QUAY RECEPTION SERVICES

The VQ Reception Staff form part of the Front of House Security Team. All Visitor sheets will be submitted to them and they will check delegates in and call relevant officers to sign their visitors into the building. Reception Staff will also ensure that Conference delegates are directed to the correct room.

Lost property is also handled by the Reception staff. If items are not collected within 3 months they are offered back to the member of staff who handed them in or given to charity.

To contact the **Reception Desk** please call either Ext 47410/47411.

VICTORIA QUAY NURSERY

The VQ Nursery is located on the Ground floor in a self-contained unit, adjacent to the sports and recreation area and caters for 36 children (18 under 2 and 12 over). Provision is made for child-centred care for children aged from birth to 5 years.

Hours of opening: 0730 – 1830 Monday to Friday

Further information can be obtained from the Nursery Manager Beth Pearce on 0131-244-0782.

FIRST AID ROOMS

The main First Aid facilities are located on the Ground floor West between the West atrium and courtyard. This area includes four rooms; a first aid room, a nurses room, a counselling room and a rest room. Currently the nurses room and rest room are used for alternative therapies. There are also toilet and shower facilities within this

suite of rooms. There are a number of First Aid/rest rooms spread throughout the building which are fitted out with easy chairs and/or couches and contain a First Aid Box.

CASH DISPENSER

A Bank of Scotland Autoteller is located within the West central atrium. There are also ATM's located nearby in Ocean Terminal. It should be noted that the ATM is fully automatic and any faults or shortages of cash will be reported automatically either to BOS or G4 Security via the ATM itself. Should your card be retained by the dispenser or any other problem occur you must contact your bank as the House Team will be unable to help.

DDA Compliance

Victoria Quay was planned in accordance with the access provisions of the 1994 Building Regulations. Since this time further improvements have been made in order for the building to comply with DDA.

- Flat entrance doors for wheelchair access
- Disabled toilets on all floors
- Lift controls are both tactile and voice sensitive
- No steps on individual floors
- Infra-red Loop induction system for the hearing impaired available in conference rooms
- Reception area is wholly accessible by wheelchair users. Reception desk specifically designed for this purpose.
- **35** Disabled parking spaces

Any member of staff who has any queries or concerns regarding the disabled facilities available at VQ should contact eHR.

ENVIRONMENTAL MANAGEMENT

One half of the Environment and Travel Management Teams overall role is to ensure that procedures are in place to manage the Scottish Government's corporate environmental management system, and that the EMS is managed sustainably. More information can be obtained via the link below:

<http://intranet/InExec/SEAndMe/Environmental-Management/toptips>.

CATERING

As with other main buildings Sodexo provide staff restaurant facilities for the Scottish Government at Victoria Quay. The Catering Manager John Anderson and his team look forward to meeting you within the restaurant facility.

Opening Times

Breakfast Service	0800 - 1030
Lunch	1200 - 1400
Afternoon service	1400 - 1600

Catering Services

During the morning “Breakfast Service” the following items will be available:-
Chilled fruit juices, range of cereals, hot and cold filled rolls, selection of croissants, baguettes, speciality bread sandwiches, brown and white toast, selection of yoghurts, hot and cold beverages including a Costa Coffee bar. An extensive bakery bar includes a selection of scones and pastries.

During the lunch service the following will be available:-
Chilled fruit juices, choice of hot soups, selection of meal choices including healthy options and fast snacks, baked potato bar with various fillings, vegetables, potatoes and French fries. A comprehensive salad bar offering a selection of various salad dishes, a large selection of speciality bread sandwiches, hot sweets, hot and cold beverages, and a wide range of confectioneries.

During the afternoon service the following will be available:-
Hot and cold beverages, selection of home baking, wide range of confectionery and biscuit choices

Vending Services

Vending machines are available in the break areas located throughout Victoria Quay and will feature cold drinks and light snack items.

BUILDING MAINTENANCE & CLEANING

The responsibility for Buildings Maintenance lies with Mitie. Although we have an on site Mechanical and Electrical Engineer all faults must be logged through the Helpdesk Ext 48500 (option 3 then option 1).

Again, as with other core SG buildings, Mitie are responsible for cleaning services within the building. A team of day staff manage cleaning of common areas around the building between 0630-1545 and night staff from 1400 – 2200. Any issues relating to the cleaning of any area should be logged on the Helpdesk on Ext 48500 (option 3 then option 1).

ELECTRICAL EQUIPMENT

Unauthorised electrical equipment such as toasters, kettles, desk lamps etc **must not** be used at Victoria Quay. Hot water, microwaves and fridges are available in

Break Areas and toast, if required, can be obtained via the Staff Restaurant. Staff should not bring electrical equipment into the building.

TERRACES & COURTYARDS

The Roof Terraces at VQ are locked during the course of a normal working day and staff will, for Health & Safety reasons, be unable to gain access to them. Courtyards can be used during the day if required and benches are provided.

HEALTH & SAFETY

A well laid out office is not only a basic requirement for efficiency but also for Health & Safety. Satisfactory standards, particularly in open plan areas are achieved by:

- Keeping work places tidy and free from obstructions;
- Keeping corridors and walkways completely clear;
- Keeping only relevant reference material in or near your working area
- Not allowing unwanted materials to accumulate near your work area.

Health and Safety procedures are available via Saltire, you must ensure that you are familiar with the organisation and arrangements within the building. It is not enough for you to merely comply with these procedures you also have a duty to report any shortfalls in these procedures to your line manager/HSLO.

SPORTS FACILITIES AT VICTORIA QUAY

What type of facilities are available?

Victoria Quay incorporates a number of facilities for sport and recreational activities, comprising:

- **A 25 metre (x10 metre) swimming pool:** the depth of the pool increases at an even slope from 0.9m to 1.8m. The maximum occupancy is effectively determined by the number of lockers available – **approx 74 (37 per side)**
- **Sauna:** A sauna is available within the pool area.
- **Gym:** This room has no natural lighting but is enhanced with air conditioning. The room measures 13.4m x 4.5m and has cardiovascular equipment such as rowing machines, exercise bicycles and treadmills etc. A smaller weights room is also available
- **Aerobics studio:** This is a large bright south facing room measuring 15m x 9m, with a sprung floor. Occupancy depends upon the type of exercise classes being taken but will take around 30 people. This room can also be further used for other activities utilising portable equipment such as table tennis. There are daily sessions for aerobics, circuit training, Muay Thai boxing and Pilates to name a few.
- **Outdoor multi-court:** A floodlit, all weather facility is available covering 648m² (36m x 18m). This court can be used for 5-a-side football, tennis or

netball. The surface comprises a synthetic grass surface surrounded by a 1.2m high wall and a 1.8m fence above.

- **Golf driving range:** a small driving range is available to the rear of the Multi-court. Two bays are available.
- **Changing facilities:** linked to the swimming pool, the male/female changing rooms includes WC's, shower facilities (4x male/4x female) and lockers (3 per side). Facilities are also available for the disabled such as a winch for pool use and WC/shower.

Management of the facilities

The VQ Health & Fitness Club (VQH&FC) were originally set up when VQ opened to ensure that the fitness facilities were correctly managed. A Committee was also established and met at regular quarterly intervals. At the latter end of 2009 the Scottish Government Sports and Social Association (SGSSA) was formed and took over this role. Again, further details can be found on the link below.

Who is eligible to join the SGSSA/ How much will it cost?

Membership is available to those who possess a Scottish Government security pass. Members must also be members of the Civil Service Sports Council (CSSC). Subscription for membership of the SGSSA is £4 per month and the CSSC £3.15 per month. These subscriptions are normally collected from members by deductions from monthly salaries. Membership will provide free access to all fitness facilities. A maximum charge of £10 per hour will be made for use of the multi-court, and subsidies are available for classes taken by a qualified instructors for either aerobics or tennis etc.

Facilities are available between 0700 – 1900 Monday to Friday including weekends but the swimming pool is not available for use at weekends.

For further information regarding the use of these facilities and becoming a member of the SG Sports and Social Association please contact SGSSA@scotland.gsi.gov.uk or visit the link below.

<http://intranet/InExec/Leisure/ClubsandSocieties/health-clubs/intro>

VQ ARTWORK

Part of the original brief for the building of VQ was that artwork sourced from Scotland or by Scottish artists would be used within the completed building. Art in Partnership a visual arts consultancy were given the task to source items. Major works include a Tapestry and Reception desk and storage in the Reception area along with the Glazed screen and Geometric Tile Design within the Rotunda area. The Ground floor corridors contain a number of pieces of artwork, photography and poetry by prominent Scottish artists including Elizabeth Blackadder, John Shankie & Will Maclean etc. When the building originally opened in 1995 a number of black

and white themed prints were hung within meeting rooms adjacent to Departments they represented i.e Transport, Education etc. Unfortunately as a result of the numerous moves within the building since then this continuity has been lost, nevertheless the House Team have maintained these prints, albeit they no longer correspond to the Directorate areas they now sit adjacent to.

The main Reception area is adorned with a Tapestry commissioned from **Joanne Barker** who is based in Edinburgh, and is woven on mohair warp using wool, cotton, linen, silk embroidery and metallic threads. The symbolic form of the design was developed from the architectural qualities of the building and the activities it embraces and is a warm and welcoming focus within the reception area. In addition, **Erik de Graaff** based in London, was commissioned to create a Reception Desk of Scottish Oak that would allow Reception staff to welcome visitors in a friendly and efficient manner.

The Geometric Tile Design was designed and made with French ceramic tiles by **Elizabeth McFall** in Dundee. The philosophy behind the work comes from a belief that geometric repeat patterns will be more enduring than a figurative design. The design can be seen from each floor above the Rotunda entrance, the complex geometric design gives an illusion of depth and 3-Dimensionality. All the tiles were cut by hand and transferred to a template on the floor of the artists studio. The design took 14 weeks to complete.

The Glazed screen to the rear of the Rotunda consists of nine etched and sandblasted glass panels designed by **Tracy Mackenna** and manufactured at A C Yule's in Aberdeen. The screen separates the principal circulation area of the Rotunda from the suite of conference rooms on the ground floor. The overall design was developed from references to maps of locations in Scotland which serve as a metaphor for the movement of goods and people and the communication of information and ideas. The drawing spreads across the panels, growing and increasing in detail to describe the structure of a hybrid location constructed from the elements of a number of cities, forming a single image. The image on the screen appear in reverse.

Further information regarding the artwork at VQ and the artists can be found on the link below:

<http://intranet/InExec/SEAndMe/Buildings/VictoriaQuay/VQart/VQArtIntro>

We hope you find this pack helpful and if you have any queries please do not hesitate to call Paddy Quinn at the House Team on Ext 47436.

VQ LIGHTING

Instructions on how to operate the lighting system in VQ can be found on the link below:

<http://intranet/InExec/SEAndMe/Buildings/VictoriaQuay/Intro>

VQ FIRE EVACUATION PROCEDURES

Fire

On discovering or suspicion of fire

- Raise the alarm by operating the nearest fire alarm call point.
- Leave the building by the nearest available exit and proceed to the **ASSEMBLY POINT**. The 3 assembly points are located in Victoria Quay car park areas and are clearly marked A, B and C. (See *diagram below*).

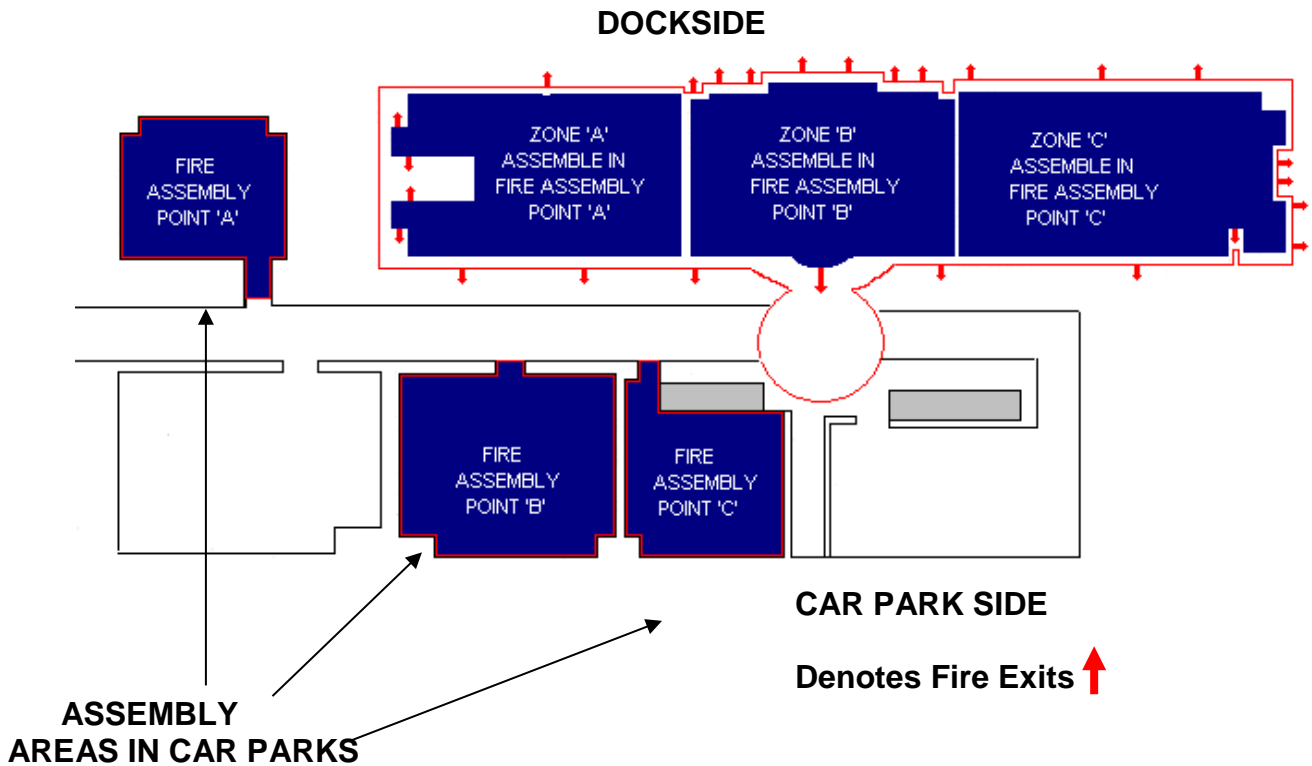
What to do when you hear the fire alarm

- Alert all persons in your immediate area.
- All persons should evacuate the premises quickly but calmly by the nearest available fire exit and proceed to either Assembly Point A, B or C located in the car park areas to the South and West of the building. (A diagram showing fire exits and escape routes is detailed below).

DO NOT DELAY DEPARTURE BY COLLECTING COATS OR OTHER PERSONAL BELONGINGS

- Close all doors of rooms or areas as you leave the building. Please note that doors normally held open on electro magnets will close when the fire alarm sounds. Staff should avoid where possible negotiating these doors.
- The main entrance should not be used as a fire exit unless there is no nearer alternative. The entrance must be kept clear as possible for use by the Fire & Rescue Service
- Do not use lifts as a means of escape.
- Remain at your assembly point until the all clear is given.

VICTORIA QUAY BUILDING PLAN ZONES AND ASSEMBLY POINTS



VICTORIA QUAY- DESIGNED FOR FIRE SAFETY

Victoria Quay is divided into 3 zones, A, B and C. Automatic smoke and fire resistant containment doors divide each zone. When a fire alarm is initiated (by operation of a break glass alarm call point or activation of a smoke/heat detector) containment doors close automatically to reduce the spread of smoke and fire.

Firewalls extend above false ceilings and below floor level to ensure fire and smoke cannot spread between zones.

The building is covered by an extensive circuitry of over 200 break glass alarm call points. These are located alongside exit doors, plant rooms and external buildings. If a break glass call point is initiated it will sound the evacuation alarm for the whole building. In addition the alarm will be displayed on a computerised alarm panel and PC in the VQ Security Control room which will indicate which break glass was activated. The security personnel will immediately phone for the emergency services and take up their roles associated with an evacuation. A detailed set of building plans providing relevant information required by emergency services is available for reference in the Security Control room.

If the evacuation proves to be a false alarm, the fire officer from the fire brigade will need to see evidence that everything is okay before allowing the system to be reset and staff to be allowed back into the building.

Fire Detection Equipment

This was installed and commissioned in February 2009 and is designed to meet the recommendations of BSI 5839 – 1:2002 code of practice for system design. Repeater panels are housed within the Security Control Room and the Gatehouse. In addition a graphics interface with PC printer provides system control facilities by the Security personnel and FPO's.

There are smoke detectors in the air handling points, these will close down fans and shut dampeners. Ventilators high in the atria will open to evacuate smoke

Natural gas is a potential hazard in the building. Gas is piped in to feed the boiler plants situated on the roof in addition to feeding the kitchen area of the staff restaurant. Gas detectors are located in the piping ducts and also the boiler plant room areas to check for leaks. Gas shutdown systems are interlocked to the detection and alarm modules.

Fire Fighting Equipment

On all floors throughout the building there are fire extinguishers. Training has been provided for many of the Fire Marshals and their Deputies in the operation of fire fighting equipment. ***The advice is that staff should not attempt to use any of the fire fighting equipment.***

Protected Staircase Exit Routes

Throughout the building there are staircases from all floors that offer a safe and protected route for leaving the building in an evacuation. A large green painted area above the exit doors identifies these fire exit routes. At each door a section of carpet is also coloured green to make the exit more easily identifiable to personnel.

Temporary waiting areas have been created within these stairwells for disabled or impaired persons. An emergency call point has been installed on each floor above ground level which connects directly to the Security Control room. Security personnel will be able to advise disabled/impaired persons during any evacuation situation. Evac Chairs have also been installed at these points for use by disabled persons who need them. Nominated Buddies should familiarise themselves with these locations.

It is predominately these protected routes that staff should use to evacuate the building in an emergency.

During an evacuation, use of the main atria staircase should be avoided where possible.

Visitors to the building and Meetings

All visitors must be made aware of the evacuation procedures for the building. In the event of an evacuation, staff should take visitors with them. Those hosting or chairing meetings in Victoria Quay must make attendees aware of evacuation

procedures. They should also consider who might require additional help in the event of an evacuation. This may simply involve the appointment of someone to assist the individual in the event of an evacuation.

Additional assistance

Any staff who think they might require additional assistance in the event of an evacuation should contact their local Fire Marshal or the Fire Precautions Officer.

Staff induction

The onus is on Line Managers to include a copy of this Fire Evacuation Procedures document with any induction pack provided for new members of staff or those who have recently been relocated to Victoria Quay. Line Managers also have the responsibility for pointing out the nearest available exit and route to the appropriate Assembly Point in the car park.

DDA Compliance

The Fire Alarm sounder system is augmented with flashing beacons to assist those staff and visitors who have a hearing impairment. These are deployed in all common areas such as Break Areas, Toilets, Conference/Meeting Rooms and in Plant and Data rooms.

Responsibility

- Responsibility for safe evacuation of the building rests legally with the employer and because of this a Fire Precautions Officer and Fire Marshals are appointed. Please ensure that any instructions issued by them are carried out without delay.
- All staff should familiarise themselves with the location of various Fire Exits, Fire Alarm Call Points, Staircases and Escape routes. **(Lifts should not be used when an Evacuation alarm tone is heard).**
- The Fire Alarm system is checked weekly. Staff should listen carefully to the alarm (a continuous tone) so they can easily identify this in the event of an evacuation

Re-entry to the building after an evacuation

- Staff should not try to re-enter Victoria Quay at any time until authorised to do so by the Fire Precautions Officer or his deputy.
- Entry into the building shall be by the **Main door only.**

- All passes will be checked upon re-entry to the building. All visitors and members of staff without a pass will require to be signed in by a Scottish Government member of staff.

Fire Precautions Officer & Deputy Fire Precautions Officers

FPO

Paddy Quinn	VQ House Team	Ext 47436
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DFPO's

Mike McGlynn	VQ House Team	Ext 47600
Ian Illingworth	VQ House Team	Ext 40620

EXHIBITIONS AND DISPLAYS

Any member of staff wishing to organise an exhibition or display in Victoria Quay can check for availability by looking in the **Public Folders under Meeting Rooms & Resources/VQ**.

Permission **must** be sought from the House Team Ext 47436/47606 before proceeding with arrangements

On agreement the House Team will indicate in which area the display/exhibition can be set up.

Please note that displays/exhibitions can **only** be set up in the areas shaded **red** in the **diagram the below**.

The shaded areas in the Rotunda are only to be used for displays/exhibitions and should not be set up as a registration areas for exhibitions or conferences. This is to prevent the area becoming congested and infringing the fire safety guidelines.

Please note that Conference Room 1 bookings will take precedence over displays or exhibitions and if a large event is scheduled within the Conference Room suite, the two display areas to the North of the rotunda will not be available for use.

This information may not be available to the House Team at the time of booking the area for a display/exhibition but should this occur the House Team will endeavour to make alternative arrangements.

If you wish to discuss any of these points further please do not hesitate to contact the House Team on Ext. 47436/47606

West Central Atrium

Rotunda

East Central Atrium

Main Entrance

Safety Measures when Setting Up Displays/Exhibitions in the Rotunda & Atria

- Avoid the use of readily combustible display material.
- Display stands should be stable so that they cannot be readily toppled causing an obstruction during an evacuation.
- Clear and direct escape routes should be maintained through the Rotunda.
- Fire exit and fire escape signs should not be obscured by display equipment.
- Clear access to all fire equipment must be maintained.
- Avoid trailing cables.
- All electrical equipment will be required to have been Portable Appliance Tested.
- Where possible, avoid portable lighting particularly any using high temperature bulbs.
- If any electrical equipment such as lighting or laptops are being used then the area must be staffed at all times.
- Do not cover air intake grills in Atria.

**VQ HOUSE TEAM
December 2014**