

# Health and Safety Handbook

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**Incorporating:**

**H&S Policy**

**H&S Guide**

**Fire Safety Awareness Procedures**

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*Some information (e.g. floor plans) has been redacted from the published version of this Handbook on the basis that disclosure of the information would, or would be likely to, endanger health and safety (section 39(1) of the Freedom of Information (Scotland) Act 2002).*

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## Glossary and abbreviations

Term used	Explanation
<b>The Commissioner</b>	The Scottish Information Commissioner, staff of the Commissioner (depends on context)
<b>SMT</b>	Senior Management Team
<b>HOBS</b>	Head of Business Support
<b>HOPI</b>	Head of Policy and information
<b>HOE</b>	Head of Enforcement
<b>FAM</b>	Finance and Administration Manager
<b>BST</b>	Business Support Team
<b>Competent Person</b>	A designated member of staff with enhanced training and Health and Safety knowledge- (a FAM)

# Health and Safety Policy

## Policy Statement

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The Commissioner is committed to promoting the health, safety and wellbeing of everyone who works in the office, works remotely or who may be affected by the work activities of the office. The Commissioner is also committed to meeting legal obligations to provide a safe working environment. In turn, all employees are expected to observe all relevant health and safety law.

### The Commissioner will ensure we:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our staff on matters affecting their health and safety
- provide and maintain safe equipment
- have safe handling and use of substances
- provide information, instruction and supervision for staff
- provide all staff with adequate training and make sure they are competent to carry out their tasks
- prevent accidents and cases of work-related ill health
- maintain a safe place of work and healthy working conditions
- review and revise this policy as necessary at regular intervals.

Signed:

A handwritten signature in black ink, appearing to read 'David Hamilton', with a stylized flourish at the end.

**David Hamilton, Scottish Information Commissioner**

**Date: 22/05/2025**

## Roles and responsibilities

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- Overall and final responsibility for health and safety lies with the Commissioner.
- To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:
  - **HODs** - consulting employees, compliance, supervision, training
  - **FAM** - day to day responsibility for ensuring this policy is put into practice, risk assessments, safe systems of work, accidents, first aid and work-related ill health, monitoring, emergency procedures, fire and evacuation, adequate record keeping. Conducting role of Competent Person<sup>1</sup>
  - **Managers** – Appointed Persons (First Aid)

### All employees should ensure they:

- co-operate with managers on health and safety matters
- take reasonable care of their own health and safety and that of others who may be affected by their actions at work
- raise any specific queries or concerns relating to health and safety in the workplace with their manager, a member of the SMT or a FAM
- report any accident, incident or dangerous occurrence including near misses to a FAM and their line manager so that it can be investigated and all reasonable and practicable measures can be taken to remove or minimise the cause(s).
- maintain an awareness of all relevant risk assessments
- ensure familiarisation with fire evacuation procedures and with the position of fire equipment, alarms, evacuation routes and assembly point.

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<sup>1</sup> The Health and Safety Executive (HSE) determines a **health and safety competent person** to be an individual who possesses the necessary skill, knowledge, and experience to recognise workplace hazards, carry out risk assessments, and implement appropriate control measures effectively to ensure a safe working environment.

# Health and Safety Guide

## Governance arrangements

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### Information, instruction and training

- 1. Overall and final responsibility for health and safety is with **the Commissioner**.
- 2. HODs are responsible for ensuring that their staff are fully aware of, and competent to undertake, all delegated health and safety duties. HODs will provide assurance to the SMT in line with Governance Reporting Arrangements.
- 3. Training needs are met through induction training for new recruits, general health and safety training for all staff and any other specific health and safety training as deemed necessary.
- 4. Routine training includes:

Topic	To whom	Frequency
Circulation of Risk Assessments - Manual Handling, General, Fire, Driving for Work Purposes, Lone Working, Violence in the Workplace, Organisational Resilience, Working at Height	All staff	Bi-ennial
Circulation of Control of Substances Hazardous to Health ("COSHH") Risk Assessments	Administrators, cleaners and relevant staff	Annual
Fire Awareness Training	All staff	Annual

- 5. A record of training will be kept on corporate systems.

### Communication and consultation

- 6. Staff are kept informed about health and safety issues and updates by digital communications, all staff meetings and the staff noticeboard (located in the kitchen)
- 7. The Health and Safety Policy Statement is displayed on the staff noticeboard.
- 8. A record of staff reading this Health and Safety Handbook and risk assessments will be kept on corporate systems.
- 9. Health and safety training requirements will feed into the organisation's learning and development plan.

### Monitoring, audit and review of safety performance

- 10. The effectiveness of the health and safety arrangements we have in place is monitored.
- 11. Workplace accidents are reviewed by the SMT with a view to determining and eliminating their causes. The Commissioner, in consultation with the competent person, will decide whether an accident is reportable under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) Reportable Incidents are defined at - Types of reportable incidents - RIDDOR - HSE
- 12. Safety performance is reviewed on a regular basis, and we draw upon all available information to establish plans for ongoing legislative compliance and improved health and safety risk.
- 13. Regular and systematic inspections and audits are carried out to ensure that the requirements of the Commissioner's health and safety policy and guide are being met.
- 14. Staff are reminded that they have a duty to report immediately any defect or safety concern of which they become aware.

### Review

- 15. This Handbook is updated to reflect changes in procedures and regulations, and a full review is carried out every two years.
- 16. Any revision to this Handbook or risk assessments are drawn to staffs attention.

## General arrangements

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### Hazard identification, risk assessments and determining controls

- 17. We maintain procedures for the ongoing identification of hazards and risks and implement the necessary control measures.
- 18. The completion of risk assessments is a statutory requirement and is undertaken by a FAM or other competent persons and follow [HSE methodology](#).
- 19. Appropriate documentation is produced by a FAM or other competent persons to record the findings of risk assessments. Where necessary, safe working procedures are developed to supplement risk assessments. Completed risk assessments are reviewed periodically to ensure appropriate controls remain in place.

### Building resilience to stress

20. We recognise that whilst a degree of pressure can be a positive force, excessive pressure can have a negative effect on both health and performance at work. We are committed to building resilience by promoting good health and by providing suitable support mechanisms for staff suffering from the negative effects of stress.
21. We use a number of approaches to monitor, build and maintain resilience to stress through which are detailed in appropriate risk assessments.
22. Members of staff are encouraged to refer themselves to their line manager or the HOBS, or to make use of the Employee Assistance Programme. All referrals will be dealt with in confidence.

### **Violence**

23. We have in place a process to identify and assess the risks from violence in the workplace.
24. Where significant risks are identified, appropriate control measures are implemented to reduce the risks to the lowest level reasonably practicable.
25. All staff are required to report any incidents of violent behaviour (verbal or physical) to which they have been subjected to their line manager or the HOD who will discuss and investigate the incident and take appropriate action to prevent a recurrence.
26. Any action taken or proposed action will be recorded.

### **Fire safety**

27. We believe that the correct approach to fire safety is one of fire prevention i.e. to prevent fires breaking out. However, it would be dangerous to assume that fires can never happen. Therefore, we ensure that:
  - fire can be detected in a reasonable time and people warned
  - people in the building can get out quickly and safely
  - staff in the building are aware of what to do if there is a fire
  - the building has suitable and sufficient emergency procedures
  - there are adequate supplies of firefighting equipment available
28. See [below](#) for the Commissioner's Fire Safety Awareness Procedures.

### **Welfare provisions**

29. Provisions are in place to ensure the following are satisfactory and meet the necessary requirements:
  - ventilation, temperature and lighting
  - cleanliness and waste materials
  - room dimensions and space, including workstations
  - conditions of floors, traffic routes, doors and gates
  - avoidance of falls or falling objects
  - sanitary and washing facilities
  - drinking water.

### **Lone working**

30. Working alone is not contrary to health and safety laws and it will often be safe to do so. However, we must consider carefully and then deal with any health and safety risks for staff when working alone in carrying out work activities and, also, for contractors working alone in our premises.
31. Each member of staff has a responsibility to take reasonable care of themselves and other persons affected by their work activities and to co-operate with their employer in meeting their obligations.
32. Carrying out a risk assessment will help us decide the relevant issues, including the level of supervision, communication and the emergency procedures required where a member of staff or a contractor is working on their own.

### **Cleanliness**

33. All staff, contractors and visitors are expected to work in a safe and tidy manner.
  - Toilets, washing facilities and drinking areas are provided for staff comfort and convenience and should be kept clean and sanitary.
  - Housekeeping in all areas is of a high standard to minimise the risk of slips, trips or falls.
  - Debris, food scraps, etc. should not be allowed to accumulate, and spillage of any liquids should be cleaned up immediately.
  - All waste must be disposed of safely and as soon as practicably possible.
  - Materials and equipment should be stored safely and regular inspections carried out to ensure continued tidiness.

### **Waste disposal**

34. There is no hazardous waste within the organisation. Should this change, the risk will be reviewed and a COSHH risk assessment carried out.
35. Non-hazardous waste should be disposed of into an appropriate container as soon as practicable.
36. Sharp debris should be dealt with appropriately and handling of it kept to a minimum.

### **Safe stacking and storage**

37. All materials, equipment and debris on the Commissioner's premises should be stored in a manner that does not create or cause a hazard.
38. Doorways, walkways and fire exits should be always kept clear.
39. Materials, when not being used, should be stored safely.

### **Young persons**

40. Under the Management of Health and Safety at Work Regulations 1999, an assessment of the risks to young people (i.e. under the age of 18) must be carried out before they start work/work experience.
41. We will put in place control measures which will either remove those risks entirely or reduce them to the lowest possible level as far as reasonably practicable.
42. A young person will not be allowed to work where significant risk remains despite our best efforts to take all reasonable steps to control it.
43. Young people must be informed appropriately of the risks and the controls in place for their safety.
44. The parents/guardians of any students (and staff) below minimum school leaving age will also be informed of the key findings of the risk assessment and the control measures.

### **New and expectant mothers**

45. When you tell us you are pregnant we will carry out periodic risk assessments, at least each trimester, to identify any risks to which you and/or your baby may be exposed whilst at work.
46. Where any such risks are identified, we will take all practicable steps to mitigate them, taking advice from our external Health & Safety adviser if necessary.
47. When a pregnancy is disclosed, we will be able to ensure working activities and subjects can be assessed and adjusted accordingly.

### **Display Screen Equipment**

48. Use of display screen equipment by staff is subject to assessment under the Health and Safety (Display Screen Equipment) Regulations 1992.
49. Office and home working assessments are carried out at staff induction, followed by every two years for all staff or as required if there is a change in working arrangements or circumstances.
50. You must inform your line manager if you are suffering aches, pains, headaches or any other symptoms which may be attributable to your use of display screen equipment at work. The line manager can take advice from a FAM.

### **Eye tests and any necessary spectacles**

51. In most circumstances you can have a free NHS eye examination once every two years.
52. If you undergo a test with a qualified optometrist which shows you need a set of spectacles specifically for DSE work, we will meet the cost of a basic frame and lenses, provided you obtain written confirmation from the optometrist. You should arrange for the optometrist to complete the appropriate sections of the Health and Safety Eye Examination Claim Form found in VC.
53. The above form serves as your claim form for the cost of the spectacles. Please ensure you obtain a receipt and attach it to the form.

### **First aid and medical attention**

54. The Health and Safety (First-Aid) Regulations 1981 place a legal responsibility on employers to provide first aid equipment for their staff.
55. The office is a low-risk environment and we will ensure the organisation is equipped to meet the basic first aid requirements of staff and visitors.
56. First aid equipment can be found in the cupboard built into the wall in Bell (BST office) behind the Administrator's desk. BST are responsible for the upkeep of the first aid kit.
57. We have a duty to make arrangements to ensure members of staff working in the office premises receive immediate attention if they are injured or taken ill in the office premises. We meet this duty by having at least one Appointed Person in the office premises. (it is recognised that an Appointed Person may not be in the office premises for the entire day that the premises are open).
58. The role of the Appointed Person is undertaken by all managers. The responsibilities of the Appointed Person are:
  - to know where the first aid box is located
  - to maintain the accident book
  - to recognise if someone requires medical attention
  - to take control of the situation and seek medical assistance if required
59. Appointed Person names, extension numbers and instructions will be kept beside the sign-in/sign out sheet and through the office.
60. The nearest hospital with a minor injury unit is St Andrews Community Hospital, Largo Road, St Andrews, KY16 8AR.

### **Accident and incident reporting and investigation**

61. All accidents and near misses, no matter how minor, must be reported to a FAM and your line manager. A near miss is an event which could have resulted in injury or damage.
62. All accidents, dangerous occurrences or near misses will be investigated with the objective of identifying the cause and addressing any issues arising.



63. All accidents and/or incidents to staff, and others affected by the Commissioner's activities, must be recorded in the accident book which is kept in Bell beside the first aid kit.
64. We will ensure compliance with the requirements of RIDDOR.

### **Risk assessments**

65. A number of risk assessments are produced that identify risks and control measures to promote a safe working environment. Staff are encouraged to give feedback and comments on these documents at anytime.
66. Bespoke risk assessments for individual events are also utilised.

### **Driving for work purposes**

67. Any journey to the premises of a third party on behalf of the Commissioner will be considered a work journey. This will include travel to/from bus or train stations when public transport is to be used for part of the journey.
68. If you use your own car for travelling on behalf of the Commissioner, you must only do so if you are licensed to drive that vehicle, the vehicle is covered by an MOT certificate (when applicable) and insurance is in place for Business use.

### **Hazardous substances**

69. Staff activities do not normally involve the use of any hazardous substances. However, should this change, a suitable and sufficient COSHH assessment shall be carried out and appropriate control measures implemented.
70. We will ensure that no work is carried out which is liable to expose any staff or others to any product, chemical or substance hazardous to health unless a suitable and sufficient assessment of the risks created by that activity and of the steps needed to reduce the risks has been made.

### **Asbestos**

71. Asbestos Containing Materials (ACMs) are "presumed" in the four live electrics boxes situated in the cupboard in the gents' toilet on the ground floor. There is a label on each box to warn of the possible presence of asbestos and an asbestos register is also held in VC.
72. If a contractor needs to carry out work on any of these boxes, staff commissioning the work should ask the contractor if the work is licensable or not and establish if they have such a licence and have received the required training for work on or around ACMs (evidence of this will be requested). The contractor should also provide a method statement detailing how the work will be carried out.
73. If we suspect asbestos containing material has been discovered, emergency asbestos procedures are in VC.

### **Legionella**

74. A legionella risk assessment has been carried out by an external company, and a full report provided.
75. A Written Control Scheme is in place.

#### *Written Control Scheme:*

- a schematic diagram can be found in VC 90360
  - weekly, monthly, quarterly and annual control measures on the water system are carried out by the BST and the cleaners and details of the control measures are kept in VC
  - annual hot and cold water monitoring carried out by a qualified external company
  - a plumber will be contacted promptly if the control measures fail.
76. Staff carrying out control measures should read the HSE guidance on Legionella – no other training is required as the control measures are straightforward.

### **Electricity**

77. As far as is reasonably practicable, we ensure that:
- all fixed electrical installations are installed and maintained in a safe condition and checked once every five years
  - all portable electrical appliances located on the office are supplied and maintained in a safe condition and tested annually by a qualified electrician
  - all persons who use electrical appliances can do so safely without risk of harm from electricity
78. For electrical equipment supplied to staff to work from home the following applies:
- all portable electrical appliances provided to staff are supplied in a safe condition
  - staff should notify the BST immediately if they have any concerns with the safety of their equipment
  - staff are asked to carry out a visual check of their equipment on an annual basis and guidance on how to carry out these checks are in VC – Staff guidance for portable electrical equipment.

### **Gas**

79. The Gas Safety (Installation and Use) (Amendment) Regulations 1998 require all engineers involved in the installation, inspection, servicing, maintenance and repair of gas appliances to be on the Gas Safe Register.
80. The boiler is inspected and certified at least every 12 months by an appropriately qualified Gas Safe Registered engineer.
81. A gas soundness test on the supply pipe is also carried out every year.

### **Contractors and sub-contractors**

- 82. The term “contractor” in this context means any company, firm, person or persons appointed to undertake work on behalf of the Commissioner. This clearly encompasses a wide spectrum of work activities e.g. from repairing a photocopier to working on a roof. Equally, the range and scale of risks varies and therefore it is necessary to ensure that adequate controls are in place to ensure the safety of both contractors and Commissioner’s employees.
- 83. The Commissioner acknowledges the duty to ensure, so far as reasonably practicable, the health and safety of contractors working at our places of work and carrying out work on our behalf. Contractors are also required to comply with health and safety legislation and where the work activities may directly affect our employees, co-operation and communication is especially necessary.
- 84. We will take all reasonable measures to ensure the competence of contractors working on our premises. The measures that will be taken will, of course, depend on the nature and level of risk associated with the contractor’s activities.
- 85. Where a new contractor is engaged, or an existing one hired, for major works, the staff member requesting the work should check the HSE website to establish if any enforcement action has been taken against the contractor and whether there are any prohibition or improvement notices in place.

### **Alcohol and drugs**

- 86. We recognise that the provision of a safe and healthy working environment may be compromised by those who misuse alcohol and drugs and that it may affect performance, conduct and relationships at work.
- 87. Against this background we promote the health and wellbeing of staff to minimise problems at work arising from the effect of alcohol or drugs.

### **Smoking**

- 88. Smoking or vaping is prohibited in all internal areas of the Commissioner’s premises.

# Fire Safety Awareness Procedures

89. Staff must make themselves aware of the fire safety awareness procedures and the fire evacuation guidance.
90. If you have any questions about fire evacuation please contact the BST in the first instance

Areas of the building	Nearest exit points

## Fire equipment

91. The office is fitted with:
- smoke detectors
  - fire alarm call points
  - a fire alarm system
  - a flashing beacon in the disabled toilet linked to the fire alarm system
  - designated fire exits that have been clearly signed and have emergency lighting in the event of a fire
  - fire extinguishers / fire blanket
  - fire doors to stairways and corridors

## Fire doors

92. 7 fire doors have Dorgards fitted - this device allows for fire doors to be legally held open to improve ventilation. The device automatically releases when the fire alarm sounds and the doors close. These are tested regularly.
93. Fire doors without Dorgards should not be propped open.

## Fire safety training

94. Induction of new staff should include an element of fire safety training delivered by a FAM. This will cover:
- location of fire exits
  - location of fire extinguishers
  - what to do in the event of a fire
  - assembly point location
  - instruction to read this handbook
95. In addition, a FAM will email a reminder on an annual basis of all fire safety details and procedures.

## Fire alarm – weekly test

96. The BST test the fire alarm [REDACTED]. The sound of the alarm during a test will usually last for up to 30 seconds. No action need be taken. You should, however, report to any member of the BST if you are aware that there is an area where the alarm cannot be heard clearly. In a drill or an emergency, the alarm will sound continuously.

## Emergency lighting – monthly tests

97. The BST test the emergency lighting on a monthly schedule. This means that some of the lights will go off and the emergency lighting will come on. This will normally last for 5-10 minutes.

## Maintenance of fire alarm system

98. Our alarm company check and maintain the smoke detectors, fire panel, fire alarm call points and emergency lighting and co-ordinate the connection to our out of office hours alarm receiving centre.
99. In addition, all fire-fighting equipment is checked annually.

## Evacuations / fire drills

100. We carry out test evacuations/fire drills every 6 months.
101. You should always treat a fire alarm as if it were a real fire and must follow the instructions on exiting the building set out in paragraphs [below](#).

Assembly point

102. The assembly point is located at [REDACTED].

Fire risk assessment

103. A fire risk assessment should be carried out by a competent person – our external Health & Safety adviser completes this assessment. A FAM is responsible for ensuring any issues identified in the assessment are addressed appropriately and promptly.
104. An internal fire risk assessment is also completed and distributed for all staff to read.

Fire alarm / call points

105. There are six fire alarm points as below which are tested on a rota basis each week.

Location	Call Point
[REDACTED]	1
	2
	3
	4
	5
	6

Fire extinguishers

Location	Equipment
[REDACTED]	<ul style="list-style-type: none"><li>9 Litre Water extinguisher</li><li>2 Kg Co2 Extinguisher</li></ul>
	<ul style="list-style-type: none"><li>6 Litre AFFF Foam Extinguisher</li><li>2 Kg Co2 Extinguisher</li><li>Fire Blanket</li></ul>
	<ul style="list-style-type: none"><li>2 Kg Co2 Extinguisher</li></ul>
	<ul style="list-style-type: none"><li>6 Litre AFFF Foam Extinguisher</li></ul>
	<ul style="list-style-type: none"><li>2 Kg Co2 Extinguisher</li></ul>
	<ul style="list-style-type: none"><li>6 Litre AFFF Foam Extinguisher</li><li>2 Kg Co2 Extinguisher</li><li>6 Litre Foam Extinguisher</li></ul>
	<ul style="list-style-type: none"><li>9 Litre Water Extinguisher</li><li>2 Kg Co2 Extinguisher</li><li>6 Litre Foam Extinguisher</li><li>2Kg Co2 Extinguisher</li></ul>

Type	Label Colour	Safe For	Not Safe For
Water	Red	wood, paper and textiles	flammable liquid fires live electrical equipment flammable metal fires
CO2 / Carbon Dioxide	Black	flammable liquid fires live electrical equipment	wood, paper and textiles do not hold horn when operating
Foam	Cream	wood, paper and textiles flammable liquid fires	live electrical equipment flammable metal fires

Ensuring the safety of all people in the building

106. All staff and guests entering the building must sign in on arrival and sign out when leaving the building.
- Staff sign-in / out sheet*
107. This is in the ground floor hallway. All staff should ensure that the sheets are kept up to date. Staff are required to sign in and out whenever entering or leaving the building.
108. Make yourself aware of who else is in the office when updating the sign in / out sheet
109. In the event of an evacuation, the staff sign in / out sheet should be removed by a staff member when exiting the building. Any member of staff can collect the sheet on their way out of the premises.

*Visitors’ sign-in / out sheet*

110. The sheet is kept in Bell on an Administrator’s desk. All visitors must be signed in when they arrive in the building. Staff expecting guests are responsible for ensuring their guests are signed in on arrival and signed out on departure. To maintain confidentiality, visitors should not sign themselves in, as previous visitor details can be seen on the sheet.
111. You must identify the nearest fire exits and assembly point to guests before commencing the meeting and you must take responsibility for your guests/visitors in the event of a fire, accompanying them to the nearest fire exit and to the assembly point.

112. In the event of a fire the sign in / out sheet will be used to check that visitors have evacuated the building.

### **Disabled visitors**

113. Our office has good disabled access to the public rooms on the ground floor, but access is more difficult to other areas.

114. Visitors with disabilities may therefore find it difficult to evacuate the building in the event of fire. You should take this into account when planning meetings or other visits to the office. For example, do not leave any visitors with hearing impairments unattended in any room. We have a visual fire alarm in the disabled toilet on the ground floor, but the other areas are audible, not visual fire alarms.

115. Try always to book meetings in Alexander for people with mobility difficulties. If you are in any doubt, ask the visitor if there any adjustments that we could make to make their visit possible and liaise with a FAM.

### **Personal Emergency Evacuation Plan**

116. A requirement for a Personal Emergency Evacuation Plan (PEEP) must be discussed with staff with a new or temporary/permanent impairment or disability. If required, a PEEP should be developed, put in place and reviewed regularly.

### **On discovering a fire in the building**

117. Raise the alarm immediately by activating the nearest red fire alarm call point by pushing the glass of the call point firmly. You should also warn anyone in the vicinity.

118. If a fire is discovered and there is no immediate call point, or you are trapped, where possible use the PA system on the nearest phone to alert other staff to the fire and to your location. Follow the instructions on the "In case of emergency card" attached to the phone and calmly read out the statement. Please familiarise yourself with this card as soon as possible rather than when an emergency occurs.

### **On hearing the continuous electronic fire alarm**

#### *Checking the building*

119. If it is safe to do so, a member of staff must check that the office area where they are situated in when the fire alarm is sounded is clear, then leave the building and report to the staff member holding the sign in /out sheet stating clearly which area was checked and, as far as they are aware, no people are left in that area.

120. The cellar and bathrooms in your area should also be checked if it is safe to do so.

#### *Exiting the building*

121. All staff should leave through the nearest fire exit without stopping or diverting to collect personal belongings, closing all doors behind if possible.

122. DO NOT tackle the fire with a fire extinguisher unless you have been trained and it is safe to do so.

123. The sign in / sign out sheet and pen should be removed by a staff member when exiting the building. Any member of staff can collect the sheet on their way out of the premises, if it is safe to do so.

124. Go to the assembly point [REDACTED], report to the staff member holding the sign in / out sheet, move to the side so others can get to the staff member holding the sign in /out sheet and await instructions.

125. If you know the location of the fire notify a FAM or a manager.

126. Should the fire alarm sound, and this is not the result of a planned drill, ensure that somebody has dialled 999.

127. The staff member holding the sign in / out sheet will check it to make sure all staff are accounted for/present.

128. In the event of a fire, alert staff at Thorntons and residents of accommodation and office blocks to the rear of the building if it is safe to do so.

129. Do not re-enter the building until told it is safe to do so by the Fire Officer present.

130. If your escape route is blocked by fire, remain in an office where fire doors are designed to protect you until the emergency services arrive.

# Floor Plan

*This complete section has been redacted*

[illegible]

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