



# **Scottish Opera Policies**

As of May 2011

# Scottish Opera Health and Safety Policy

## What's in the policy?

This Health and Safety Policy is part of a wider hierarchy of health and safety documentation that is in place for Scottish Opera:

### **Health & Safety Policy**

What we want to achieve  
Who's responsible for what  
What are our general arrangements?

### **Health & Safety Procedures**

Standards and detailed expectations for managing operational aspects of health and safety

### **Health & Safety Guidance**

Information to assist duty holders to discharge their duties competently

## This policy consists of three sections:

### **What we want to achieve.**

Our declaration of how we will manage health and safety.

### **Who's responsible for what.**

A summary of the roles and responsibilities of the people who work with us in relation to meeting these standards.

### **What are our general arrangements**

An overview of the key standards and expectations for managing health and safety. Some of these arrangements will have supporting procedures developed for them if required due to complexity, importance or level of risk.

## What we want to achieve.

Scottish Opera is committed to providing a healthy and safe working environment for all its employees and freelancers. We also endeavour to protect the health, safety and welfare of all others who are affected by our activities, including the contractors, venues, individuals we work with and members of the public.

Everyone has a role to play in ensuring that we develop and maintain a positive safety culture that allows us to identify, understand and continually improve how to manage the risks we face so far as is reasonably practical and without compromising our artistic aims. This policy outlines the general responsibilities and requirements in place to deliver this commitment and culture.

We are personally committed to ensuring the successful implementation of this policy and will review progress with this on a regular basis at Senior Management and Board meetings.

## Who's responsible for what?

1. The overall and final responsibility for health and safety is that of **Alex Reedijk**, General Director.

2. **The Board** is responsible for ensuring that the General Director fulfils his responsibility for implementing this policy. This will be achieved by a quarterly health and safety review.

3. Day to day responsibility for ensuring that this policy is implemented is delegated to **Steve Green**, Technical and Operations Director, who has the lead role in audit and review of the policy.

4. To ensure health and safety standards are maintained/improved, all **Heads of Department and Managers** are responsible for ensuring, within their own areas of control:

- The requirements of this policy and any related procedures are met as necessary
- A suitable and sufficient assessment of the significant health and safety risks has been undertaken
- Adequate control measures are in place and maintained for these risks
- Any health and safety incident is reported and investigated to a level commensurate with its potential risk by the manager (or other nominated person) in control of the activity or area in which the incident happened.

5. **The Senior Management Team** is responsible for reviewing health and safety performance on a regular basis and ensuring a coordinated and planned approach to health and safety improvement across the organisation.

6. **All employees, freelancers and contractors must:**

- Co-operate with supervisors and managers on health and safety matters
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person, (normally to their Head of Department, a member of the Health and Safety Committee, or any other member of staff with specific health and safety responsibility named in this policy)

7. **Other organisations and individuals**, such as **venues, contractors and freelance artists** working with Scottish Opera, are expected to share adequate health and safety information with us. When working in Scottish Opera premises or under our control, they are also expected to meet the requirements of this policy and any other relevant Scottish Opera health and safety standards.

## **What are our general arrangements?**

### **Risk assessment**

We expect Heads of Department to ensure that:

- Risk assessments are completed for all activities under their control, with a view to ensuring that all risks of injury or ill-health are eliminated or reduced so far as is reasonably practicable.
- Risk assessments are reviewed as appropriate
- Where a risk assessment highlights significant or complex health and safety issues, a safe system of work for the related activity is developed.
- Provide relevant information, instruction, training and supervision as necessary
- Copies of risk assessments are passed to the Telecommunications and Buildings Facilities Manager for central collation, and general access.

Common hazards that should be considered in the risk assessment process are; Slips and Trips, Height, Electricity, Noise and Vibration, Stress, Manual Handling, Workstations, Vehicles, Getting In and Out of Buildings, Fire, Temperature, Housekeeping, Chemicals and Harmful Substances, Lighting, Bullying and Violence.

### **Accident and incident reporting**

We insist that all accidents and incidents are reported and any such reported event is investigated by the Head of the department in which the accident or incident occurred, as a matter of priority to a level commensurate with its potential risk. Anyone can make a report; this should usually be the person affected, or another person who was present at the time. Accident and Incident books are available at reception points, with others also available in specific departments.

The Health & Safety Committee (see Consultation with Employees), will review and audit reports and the results of any investigations.

### **Competence**

We expect Heads of Department to ensure that all people working under their control have adequate competence to carry out their work safely (i.e. knowledge, skills and experience). For employees, this will be achieved through carrying out regular appraisals of their training and development needs. For contractors this involves taking all reasonably practicable steps to establish their competence.

### **Equipment and materials**

We expect Heads of Department to ensure that all equipment and materials used in their areas of responsibility are fit for purpose, safe, inspected, maintained and/or stored in that condition.

### **Control of contractors and freelancers**

We expect Heads of Department to ensure suitable and sufficient control is exercised over all activities carried out by third parties in their areas of responsibility.

### **Consultation with employees**

Scottish Opera has a Health and Safety Committee which is a nominated group of staff and management representatives. Details of the current members of the committee can be found on the Company notice boards. The Health and Safety Committee provides the mechanism by which Scottish Opera consults and communicates with its employees on matters of health and safety. As part of their remit, this committee exists as an independent body to:

- Monitor and review the policy and the Company's health and safety management systems
- Provide advice to employees, managers and directors
- Review incident reports and statistics to make recommendations to the management team
- Review development and training needs for health and safety and make recommendations to the management team

### **Health and welfare arrangements**

#### ***Staff welfare facilities (toilets, showers, rest areas etc.)***

Within Scottish Opera premises, the Telecommunications and Buildings Facilities Manager is responsible for ensuring that welfare facilities are properly maintained. In other premises, we expect the relevant Heads of Department to ensure that adequate facilities are in place.

#### ***First Aid arrangements***

The HR Manager is responsible for ensuring that adequate numbers of trained first aiders are in place for Scottish Opera premises. In other premises, for example on tour, we expect the Company Manager (or other nominated person) to ensure that adequate arrangements are in place.

#### ***Health surveillance***

We expect Heads of Department to identify those staff exposed to significant health risks that require health surveillance. The HR Manager is responsible for arranging these activities and coordinating record keeping.

#### ***Vulnerable people***

We expect Heads of Department to make special provision through risk assessment to ensure that vulnerable groups of staff and visitors such as young people, disabled persons, pregnant staff, new employees and employees undertaking unfamiliar tasks are adequately supervised to prevent the risk of injury or ill health.

## **Review**

Employees are expected to raise any concern with their Head of Department in the first instance. If this is not possible, concerns can be reported to a member of the Health and Safety Committee.

Managers are expected to carry out ongoing reviews of risk control measures within their own areas of control to ensure that they are suitable and being consistently adopted.

The Health and Safety Committee carry out periodic reviews of health and safety matters and make recommendations to the management team.

The Senior Management Team reviews health and safety matters at each of its regular meetings.

The Technical and Operations Director will ensure that:

- A health and safety report is presented to each meeting of the Finance and General Purposes Subcommittee.
- These reports are aggregated on a quarterly basis and presented to the full Board. An annual report is also presented at the full Board to assist them in reviewing the implementation of this policy.
- Periodic reviews of health and safety management arrangements are carried out across the organisation on a regular basis using an independent audit service.

## **Additional information relating to particular procedures and subjects**

### **Noise**

Scottish Opera is committed to reducing, so far as is reasonably practicable, the exposure of its employees and freelance staff (including artists and musicians) to noise levels at work that have the potential to cause noise induced hearing loss. There is an ongoing programme of noise level monitoring and assessment, and an improvement plan for reducing exposure in the long term.

### **Rehearsal and performance issues**

Scottish Opera is aware that the rehearsal and performance process can at times be a particularly hazardous process and that responsibility for these processes can sometimes be perceived as being shared across a number of people and departments. For the avoidance of doubt, day to day health and safety accountability for staff, freelance artists and musicians, rests with the Head of Department to which the individual is contracted. These Heads of Department have a duty to ensure staff, freelance artists and musicians in their employ are safe at all times. Specific operational responsibility for health and safety during rehearsals and performances however rests with the staff in control of that activity, usually the Stage Management department.

### **Manual handling**

All managers should ensure that significant manual handling activity in their areas of control is assessed, and where reasonably practicable eliminated or reduced. All employees and freelancers expected to undertake manual handling activity will be given appropriate training to help them do so safely.

### **Capability for work**

It is a condition of contract, for all employees, freelancers and contractors that they are fit for work during reasonable hours or calls. Any legitimate reason why this is not the case (for example prescription drugs, illness) must be discussed with their line manager as soon as possible to allow for rescheduling of work etc. If unfitness for work is caused by alcohol or other recreational drug use, this will be viewed as misconduct and dealt with under the appropriate procedure

### **Fire safety management**

- The Telecommunications and Buildings Manager is responsible for ensuring the fire risk assessment is undertaken annually and implemented.

- Escape routes are monitored on an ongoing basis and non-conformances reported to the Technical and Operations Director.
- Fire extinguishers are checked annually and records maintained in the Fire File.
- The Telecommunications and Buildings Manager will ensure that alarms are tested weekly and records kept in the Fire File. The system is also contracted out for operational maintenance and annual certification.
- Emergency evacuation of the building is tested in line with the requirements of the local Fire Department.
- For main scale touring, the emergency evacuation procedure for specific venues is ascertained by the Planning Manager, (during the venue contracting process) who informs the Company.
- For other touring and one-off projects, the Scottish Opera staff member contracting the venue will obtain the fire evacuation procedure and inform the Company, via the relevant Heads of Department.

### **Touring and venues**

Scottish Opera will ensure that suitable and sufficient:

- Risk assessments are carried out for each production and tour
- Arrangements are in place between Scottish Opera and receiving venues so as to ensure the health and safety of all those involved in touring and performance activities.

General responsibility for ensuring this happens lies with the Technical and Operations Director, although all managers are responsible for ensuring specific assessments and arrangements are in place for their own areas of control relating to productions and tours.

### **Work Time Directive**

The Company and its employees are governed by the Working Time Regulations 1998, amended in 2007. Given the nature of our core business, working hours can sometimes be long and can involve late night and sometimes overnight working. All staff are encouraged to take statutory breaks, these should only be breached in exceptional circumstances, with the consent of the staff in question and with the provision of compensatory rest.

## **Scottish Opera's health and safety responsibilities and how they apply to staff**

### ***Alex Reedijk (General Director)***

Full company wide responsibility and accountability in law.

### ***Cathy Shaw (Head of HR)***

No specific company wide health and safety responsibility but as HR also includes staff welfare (of which health and safety is a part) she has a duty to ensure that health and safety is being dealt with appropriately and consistently across the Company.

### ***Steve Green (Technical and Operations Director)***

Delegated operational responsibility from Alex for co-ordination and supervision of health and safety to ensure compliance and best practice across the Company.

### ***Douglas McGill (Telecommunications and Buildings Manager)***

Chair of Health and Safety Committee and holder of general health and safety budget. No specific company wide responsibility for health and safety but role includes co-ordination of health and safety activity and is a knowledge base / skills resource that other managers can tap into to deal with health and safety issues.

### **Each and every member of staff**

Responsible for contributing to their own and their colleagues' safety by :

- Being proactive in the control of risks and hazards in the workplace

- Reporting all health and safety concerns to an appropriate person, (normally to their Head of Department, a member of the Health and Safety Committee, or any other member of staff with specific health and safety responsibility)
- Reporting all accidents and incidents
- Co-operating with supervisors and managers on health and safety matters

## **Workplace No Smoking Policy**

### **1. POLICY STATEMENT**

SCOTTISH OPERA recognises the responsibility to all employees in providing a safe and healthy environment in which to work. Across society it is now widely acknowledged that there is a link between smoking tobacco products and cancer and other diseases. Furthermore it is accepted that this is not just a health risk but can be life endangering. Surveys indicate that even smokers accept that working in a smoke and tobacco-residue damaged atmosphere is not only unpleasant for non-smokers, but constitutes a health risk. This policy ensures compliance with legislation and seeks to guarantee employees the right to work in a smoke free environment whilst acknowledging the rights of those employees who do smoke.

The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 came into effect on 26<sup>th</sup> March 2006, introduced by the Scottish Parliament to protect people in Scotland from the harmful effects of passive smoking.

### **2. SCOPE**

This policy is applicable to all SCOTTISH OPERA sites [i.e.; Elmbank Crescent, Edington Street, and South Street].

Additionally it applies to all employees, contractors, and temporary members of staff, visitors and customers at any SCOTTISH OPERA site.

### **3. LINKED POLICIES**

Health and Safety Policy  
Disciplinary Policy and Procedure

### **4. TERMS OF POLICY**

1. No Smoking rule
2. Provision for smokers
3. Compliance
4. Employee support

#### **4.1 NO SMOKING RULE**

Smoking is prohibited throughout all Scottish Opera sites and workplaces with no exceptions. This includes company vehicles.

## 4.2 PROVISION FOR SMOKERS

SCOTTISH OPERA recognises a smoking ban may cause difficulty to some employees and prospective employees who do smoke, and so designated smoking areas are available at each site.

Edington Street – Outside building away from Front Door?

Elmbank Crescent – Outside building away from Back Door

The Company will provide Cigarette receptacles and these will be emptied on a regular basis.

- Smoking must be confined to these designated areas and it is not permitted on the way to, or from, such areas due to health and safety issues.
- Such designated areas will be clearly signed.
- Employees should be aware that smoking in any non-designated area might trigger the fire alarm system.

Use of smoking areas may only be at times agreed with line managers, which will be during recognised breaks. Additional “smoking” breaks may be deemed unfair by non-smoking colleagues, although this will be at management discretion if the employee makes up the time lost.

## 4.3 COMPLIANCE

It is the responsibility of all employees to abide by the law and comply with the terms of this Scottish Opera policy

- Failure to comply with the law will be a criminal offence. Individuals may be fined a fixed penalty of £50 for smoking in no-smoking premises, or company vehicles.
- A manager or person in control of any no-smoking premises could be fined a fixed penalty of £200 for either, allowing others to smoke, or failing to display warning notices.
- Line Managers are responsible for enforcing this policy. Guidelines for managers will be provided by the Human Resources Department to ensure effective implementation.
- A copy of the policy will be included with all new contracts and reinforced as part of the employee induction process
- Under the Health & Safety Act 1974, any breach of this policy will be treated seriously and deemed to be gross misconduct under the company’s disciplinary policy and procedures. HODs will be responsible for dealing with any breaches of this policy in consultation with the Human Resources Department.
- Any general questions, problems, etc concerning this policy should be directed to the Human Resources Manager or Health & Safety Representative
- This policy forms part of SCOTTISH OPERA Health and Safety policy.



## **Substance Abuse Policy**

The Company endeavours to ensure that employees' use of either alcohol or substances does not impair the safe and efficient running of the organisation, the health and safety of its employees and customers or individual standards of work performance.

This policy is in place in order to protect all employees and the organisation, and to offer appropriate help and support to the individuals concerned. The policy applies to all workers and employees.

Employees working in areas with a high risk of incidents, e.g. workshops and the stage are more vulnerable if not working at their best. Substance misuse in these areas may result in an increased risk for both the employees' own health and job performance, and the personal safety of colleagues. Employees who have contact with the public have a duty to ensure that their behaviour does not affect the public's confidence in the company or the Company's reputation. Therefore, Scottish Opera has a duty, as a responsible employer, to deal with the consequences of substance misuse so far as they impact on the implementation of duties.

All employees are encouraged not to cover up for employees with a drink or substance problem but to inform their Manager. Covering up the fact that a colleague may have a problem is not acting in the best interests of that employee and may be contributing to a health and safety risk.

All employees should be assured that, if they have a substance problem, advice and assistance to resolve the problem will be offered. Such help can only be effective if the employee recognises the problem and accepts that help is required. The strictest confidentiality within the limits of what is practicable and within the law will be maintained by Scottish Opera.

All employees of Scottish Opera are expected to uphold our reputation of professionalism and competence. The continued good name of the Company must be upheld for the benefit of the business, our patrons and customers. This policy may apply when employees socialise outside of the work environment in a capacity in which they could reasonably be regarded as a representative of Scottish Opera.

### **Consumption of Alcohol and other substances**

Substances should not be consumed at a time that would affect the implementation of duties. Employees are required to ensure that their job performance is not impaired and to ensure that the safety and wellbeing of their colleagues is not affected and does not contravene current legislation.

### **Drug Misuse or Abuse**

Employees who take, sell, buy or possess non-medical drugs during working hours or on Company premises or in Company vehicles will be committing an act of gross misconduct and may be summarily dismissed. This also applies to any employee believed to be in possession of, or buying or selling unprescribed drugs, during working hours or on Company premises. Possession of and dealing in illegal substances will be immediately reported to the police in all cases.

### **Intoxication at Work**

If an employee is found to be under the influence of alcohol or other substances during working hours or whilst on Company premises, they will be escorted from the premises immediately. When the employee has recovered from the effects of intoxication or

substances, they will be required to attend a disciplinary meeting as per the Company Disciplinary Procedure. Intoxication at work will normally be treated as gross misconduct and may result in an employee's summary dismissal.

### **Identification of Problems**

The abuse of drugs or alcohol by employees may come to light in various ways. It may be observed by a Manager, reported by a work colleague or by a customer, or it may come to light in the course of a disciplinary or performance review meeting.

Managers should be alert to the characteristics that are associated with the presence of an alcohol or drug-related problem, especially when these characteristics occur in combinations.

Indicators of alcohol consumption are as follows:

- smelling of alcohol
- reduction in performance
- accidents or near misses
- impairment of balance, speech, vision, hearing, reaction time
- lack of physical control
- anxiety, restlessness
- behavioural changes

Drug misuse has recognised symptoms as follows:

- sudden mood changes
- tendency to become confused
- impaired job performance
- increased short term absence
- unusual irritability or aggression
- fluctuations in concentration and energy
- poor timekeeping
- deterioration of relationships

In some instances, employees may seek help and advice themselves. Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for confidential help. They should speak in confidence with their manager.

If a Manager feels an employee's unsatisfactory performance may be drug or alcohol-related, they should arrange to hold a meeting with the employee.

### **Dealing with the problem**

Where employees acknowledge that they have a substance or alcohol problem and are given help and treatment, the Company will treat this as an illness, and as such, an employee with a problem will be treated the same as any other employee suffering a period of illness, except where the employee's actions constitute a breach of the law or where counselling/treatment is refused, discontinued or fails or where the employee does not co-operate fully in the process.

Where necessary, while undergoing treatment, this will normally be regarded as sickness absence and the employee entitled to sick pay, where applicable. The appropriate medical certification will be required.

The provision of regular reports from the employee's doctor or the Company's doctor will be a condition of a Company referral for treatment where an incident has occurred and the employee's referral has been by the company.

Employees, who successfully complete a suitable course of counselling and/or treatment, will be expected to return to their normal duties, having regard to the medical advice provided.

Where a return to work would jeopardise either a satisfactory level of job performance or the employee's recovery, the Company will review the full circumstances of the case and agree a course of action to be taken. This may include the offer of suitable alternative employment.

## **Refusal of help**

If an employee refuses to acknowledge that they have a problem, or refuse or discontinue treatment before its satisfactory completion or not co-operate fully in the process, fail to improve work performance or where recovery seems unlikely, consideration will be given as to whether there are grounds to invoke normal Company procedures.

## **Investigation**

If an employee's behaviour or actions are such that their Manager suspects the employee may be under the influence of alcohol or substances whilst at work, they may be suspended with pay pending an investigation. The outcome of the investigation may be that:

- The employee is referred for counselling/treatment, if it transpires that there is an alcohol or substance abuse problem
- The disciplinary procedure may be invoked
- No action may be necessary

An up-to-date medical opinion will be obtained if dismissal is being considered where an employee has undergone unsuccessful counselling/treatment.

## **Confidentiality**

In all cases, confidentiality will be maintained and only those with a real need to know will be informed, subject to fulfilling relevant legal obligations.

## **Prescribed Drugs**

Employees who have to take medicinal drugs on a regular basis should make this fact known to Management. In addition, if an employee has been prescribed drugs or medication which has potential side effects which could affect their work performance, this must be made known to Management. In both instances, this is to allow for adequate measures to be taken to reduce the risk of an accident.

## **Occupational health support**

Assistance is available to employees who are concerned that they may have a substance dependency problem. There are many organisations that can be approached for impartial, independent help and advice on alcohol and substance misuse.

The Human Resources department can also be contacted for help. Advice leaflets and posters from the Employee Counselling Service are on company notice boards or can be obtained from the HR department.. We also have another provider 'Health Sure' who can provide occupational health support. If you have a concern about an employee, and believe assistance would be beneficial, contact HR.

## **Other helpful contacts are:**

Drinkline	0800 7314314
Alcohol Focus Scotland	0141 572 6700
Employee Counselling Service	0800 389 7851

## **Fire Prevention, Precautions and Evacuation Procedures – Edington Street**

### **Policy Statement**

This policy applies to employees, freelancers, and self employed Artists and Creative Teams. Herein all referred to as Employees.

All employees must be familiar with the fire procedures as required by the Fire Precautions Act 1971, the Fire Precautions [Workplace] Regulations 1997 and the Health & Safety at Work Act 1974.

All staff must ensure that they are familiar with an alternative means of escape in case of fire and know the nearest fire muster points which are indicated on the attached [see Appendix].

Should you have to evacuate the building:

- Do exit quickly and calmly
- Do not stop to collect your belongings
- Do close the door behind you
- Do not use lifts

Any staff not at their usual work place on hearing the fire alarm, must leave the building and go to the nearest muster point. On no account should they return to their own department.

The 'break glass' fire alarm call points and portable fire extinguishers are illustrated in the attached appendix.

### **Fire Safety**

Fire safety is everyone's responsibility. All employees, contractors, visitors are expected to follow these safety procedures.

### **Fire Precautions**

Fire doors must be kept closed at all times [unless they are doors which automatically close when the alarm is sounded] to prevent the spread of fire and/or smoke in the event of a fire.

Corridors, stairways and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority from the Telecommunications & Buildings Facilities Manager [extn. 141].

Any obvious damage to, or misuse of, the fire alarm or fire fighting equipment must be reported immediately to the Telecommunications & Buildings Facilities Manager [extn. 141].

## Fire Action Procedure

### ***Any person suspecting or discovering a fire should;***

Raise the alarm by breaking the glass of the nearest fire alarm call point [see appendix]. This will automatically alert the Fire Service.

The fire alarm bell is very loud and is easily recognisable by a high-pitched single tone, however within the Coaching Rooms, the alarm will be recognised by a flashing red light.

### ***Any person hearing the Fire Alarm should;***

Leave the building by the nearest available exit route. These are identified by green signs and are highlighted in the appendix.

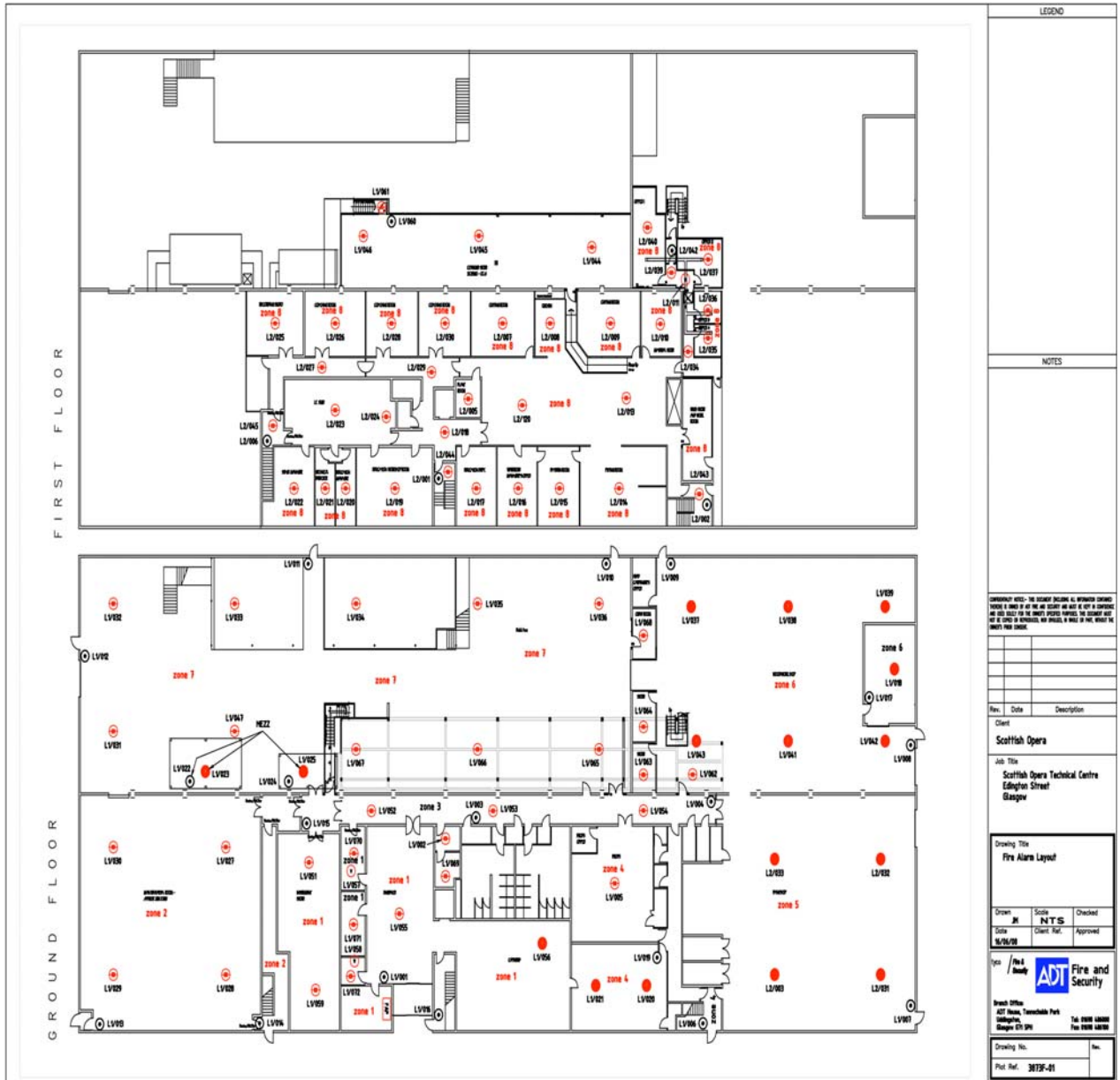
Go directly to the nearest Muster Point, either the North or South Car Park [see appendix]

The Receptionist on duty should lift the visitor's 'tick sheets' and put on the brightly coloured bib, divert the switchboard to extension 500 and uplift the mobile telephone.

It is the responsibility of each Department Head to take a roll call of their staff, visitors and contractors on duty and report back to the Receptionist. Stage Management are responsible for those in the Rehearsal Room. The Receptionist will collate the numbers from each department and report the total number to the Fire Officer on his/her arrival.

Out of hours, the Caretaker will carry out the Receptionist's responsibilities.

Staff, visitors and contractors should not re-enter the building until instructed to do so by the Fire Officer in attendance.



LEGEND

NOTES

IMPORTANT NOTE: THE CLIENT HAS BEEN ADVISED THAT THE DETECTOR LOCATIONS SHOWN ON THIS DRAWING ARE BASED ON THE CLIENT'S REQUIREMENTS AND SHOULD BE VERIFIED BY THE CLIENT PRIOR TO COMMENCEMENT OF WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE DETECTOR LOCATIONS AND PROVIDING A VERIFICATION REPORT TO THE CLIENT PRIOR TO COMMENCEMENT OF WORK.

No.	Date	Description

Client: Scottish Opera  
 Job Title: Scottish Opera Technical Centre  
 Edinghan Street  
 Glasgow

Drawing Title: Fire Alarm Layout

Drawn	Scale	Checked
JK	NTS	
Date	Client Ref.	Approved
18/05/22		

ADT Fire and Security  
 Branch Office: ADT House, Tweeddale Park, Midlothian, Glasgow G2 7JL  
 Tel: 01876 440000, Fax: 01876 440000

Drawing No.	
Proj. Ref.	2022-01

## **Fire Prevention, Precautions and Evacuation Procedures – Elmbank Cres**

### **Policy Statement**

All employees must be familiar with the fire procedures as required by the Fire Precautions Act 1971, the Fire Precautions [Workplace] Regulations 1997 and the Health & Safety at Work Act 1974.

All staff must ensure that they are familiar with an alternative means of escape in case of fire and know the nearest fire muster points which are indicated on the attached [see Appendix].

Should you have to evacuate the building:

- Do exit quickly and calmly
- Do not stop to collect your belongings
- Do close the door behind you
- Do not use lifts

Any staff not at their usual work place on hearing the fire alarm, must leave the building and go to the nearest muster point. On no account should they return to their own department.

The 'break glass' fire alarm call points and portable fire extinguishers are illustrated in the attached appendix.

### **Fire Safety**

Fire safety is everyone's responsibility. All employees, contractors, visitors are expected to follow these safety procedures.

### **Fire Precautions**

Fire doors must be kept closed at all times [unless they are doors which automatically close when the alarm is sounded] to prevent the spread of fire and/or smoke in the event of a fire.

Corridors, stairways and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without authority from the Telecommunications & Buildings Facilities Manager [extn. 141].

Any obvious damage to, or misuse of, the fire alarm or fire fighting equipment must be reported immediately to the Telecommunications & Buildings Facilities Manager [extn. 141].

## Fire Action Procedure

### ***Any person suspecting or discovering a fire should;***

Raise the alarm by breaking the glass of the nearest fire alarm call point [see appendix]. This will automatically alert the Fire Service.

The fire alarm bell is very loud and is easily recognisable.

### ***Any person hearing the Fire Alarm should;***

Leave the building by the nearest available exit route. These are identified by green signs and are highlighted in the appendix.

Go directly to the Muster Point which is across from the main entrance on Elmbank Crescent near the pedestrian entrance to the multi-storey car park. However, during inclement weather, staff may gather under the awning on Charing Cross Station.

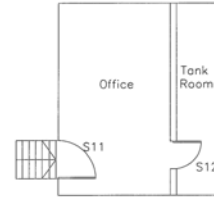
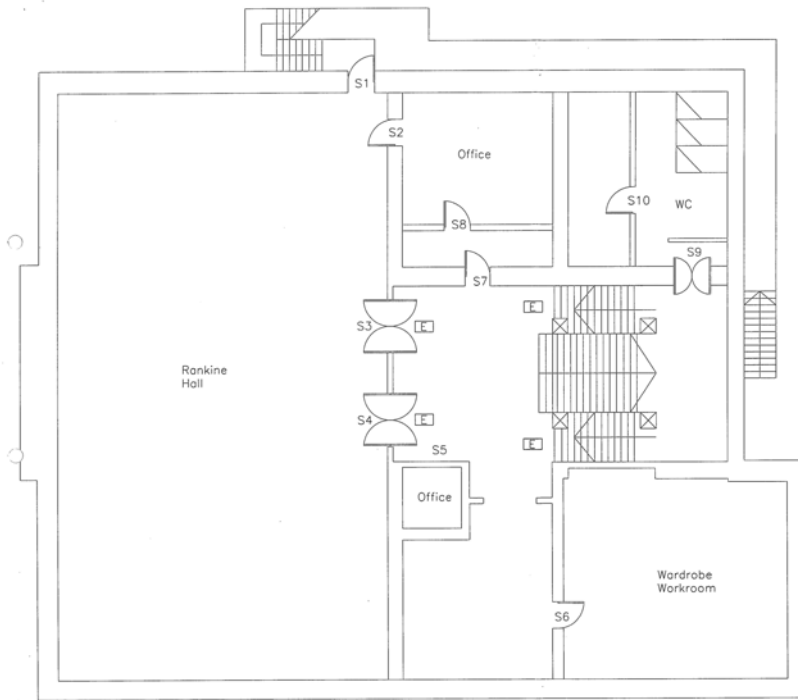
The Receptionist on duty should lift the visitor's 'tick sheets' and put on the brightly coloured bib, divert the switchboard to extension 100.

It is the responsibility of each Department Head to take a roll call of their staff, visitors and contractors on duty and report back to the Receptionist. Stage Management are responsible for those in the Rehearsal Halls. The Receptionist will collate the numbers from each department and report the total number to the Fire Officer on his/her arrival.

Out of hours, the Caretaker will carry out the Receptionist's responsibilities.

Staff, visitors and contractors should not re-enter the building until instructed to do so by the Fire Officer in attendance.

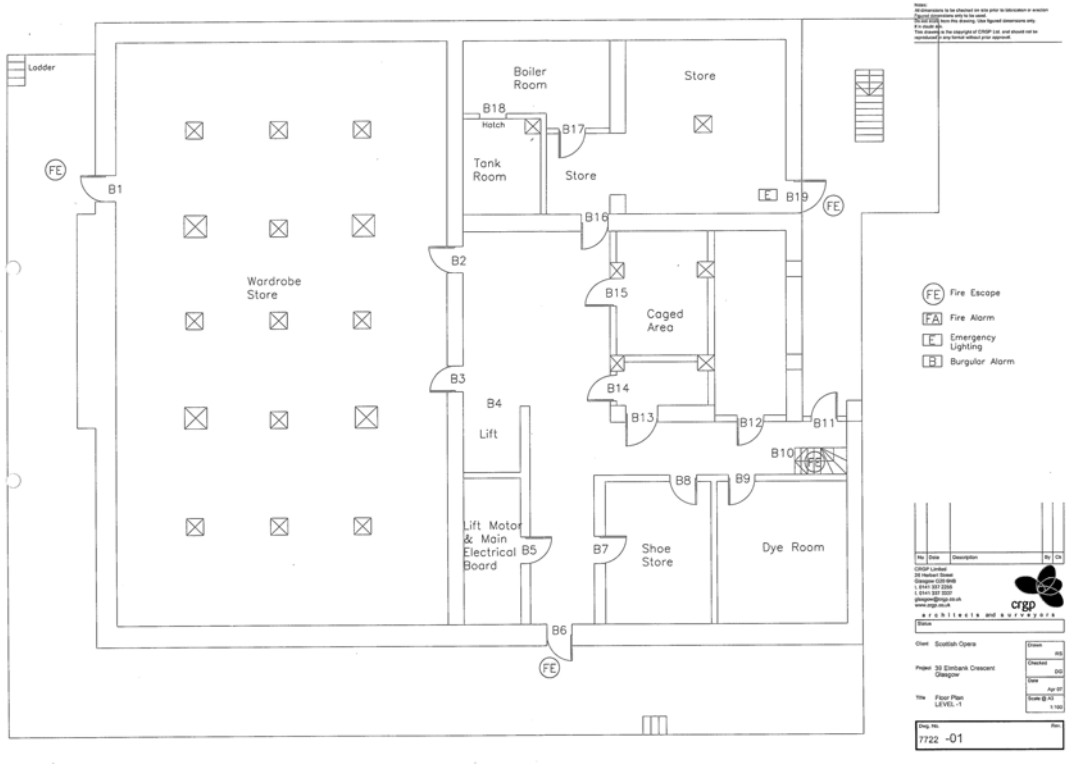
All dimensions to be checked on site prior to installation or erection.  
 All dimensions are to the center line unless otherwise stated.  
 The size and location of the opening is to be agreed with the client.  
 The location of the opening is to be agreed with the client.  
 The location of the opening is to be agreed with the client.



- Fire Escape
- Fire Alarm
- Emergency Lighting
- Burglar Alarm

No.	Date	Description	By	CS
CRGP Limited 20 Rankine Street Glasgow G2 3JG T: 0141 222 2222 G: 0141 222 2222 email@crgp.com www.crgp.com				
 <b>CRGP</b> CONSULTANTS AND ENGINEERS				
Client		Scottish Opera		
Project		30 Bank Crescent Glasgow		
Title		Floor Plan LEVEL 2		
Drawing No.		7722 -04		





## UK Borders Agency

### Right to Work in the UK – List A

A passport – holder (or child named in passport) is a British citizen
A passport or national identity card – holder (or child named in passport) is a national of an EEA country or Switzerland
A Home Office (HO) or Borders & Immigration Agency (BIA) residence permit/card, registration certificate or document – holder (or family member) has permanent residence and is a national from an EEA country or Switzerland.
A BIA biometric Immigration document - holder is allowed to stay indefinitely in the UK
A passport or other travel document - holder is exempt from immigration control, is allowed to stay indefinitely in UK, has the right of abode in the UK
A HO or BIA Immigration Status Document - holder has endorsement indicating that they can stay indefinitely in the UK <b>PLUS</b> an official document giving the person's National Insurance number and their name
A full UK birth certificate (showing name of at least one of the holder's parents) <b>PLUS</b> an official document giving the persons National Insurance number and their name
A full UK adoption certificate (showing name of at least one of the holder's parents) <b>PLUS</b> an official document giving the persons National Insurance number and their name
A birth or adoption certificate issued in the Channel Islands or Isle of Man or Ireland <b>PLUS</b> an official document giving the persons National Insurance number and their name
A certificate of registration or naturalisation stating that the holder is a British Citizen <b>PLUS</b> an official document giving the persons National Insurance number and their name

### Right to Work in the UK – List B

A passport, travel document, or Borders & Immigration Agency (BIA) biometric Immigration document - holder is allowed to stay in the UK and can do the work in question (no work permit needed)
A Home Office (HO) or BIA work permit or other approval to take employment <b>PLUS</b> a passport or travel document or letter showing the holder is allowed to stay in the UK and can do the work in question
A HO or BIA certificate of application (less than 6 months old) for a family member of a national of an EEA country or Switzerland stating the holder can take employment <b>PLUS</b> evidence of verification by the BIA Employer Checking Service
A HO or BIA residence card or document issued to a family member of a national of an EEA country or Switzerland.
A HO or BIA Application Registration Card (ARC) stating the holder can take employment <b>PLUS</b> evidence of verification by the BIA Employer Checking Service
An Immigration Status Document issued by the HO or BIA, with an endorsement indicating that the person named in it can stay in the United Kingdom and this allows them to do the type of work in question <b>PLUS</b> a document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
A HO or BIA letter to the holder or the employer or prospective employer, stating the holder can stay in the UK and is allowed to do the work in question <b>PLUS</b> an official document giving the persons National Insurance number and their name .

**Note:** an 'official document' giving the persons NI number could be a P45, P60, Pay Slip or NI Card.

The UK BIA have introduced new ID Cards on 25<sup>th</sup> November 2008 initially to non EEA nationals who have successfully extended their leave in the UK as either a student or on the basis of marriage or partnership.

These new UK BIA ID Cards are recognised in List B as proof of Right to Work in the UK. Full details and a sample ID card is available by copying the following link into your internet browser bar:

<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/idcardguide>