

# West Lothian Civic Centre

## Shared Health & Safety Protocol

### Introduction

**West Lothian Civic Centre accommodates in excess of 1,000 people and houses the West Lothian operations of the following Partners:**

- West Lothian Council (Including Community Health Care Partnership);
- Lothian & Borders Police;
- Scottish Court Service;
- The Crown Office & Procurator Fiscal Service;
- The Scottish Children's Reporter Administration; and
- Lothian & Borders Fire and Rescue Service.

For the Council, the Civic Centre is home to: Elected Members; The Council's Corporate Management Team; Community Planning & Regeneration; Corporate Communications; Cultural Services; Customer Services; Development & Regulatory Services; Education; Finance; Housing & Building Services; Some Social Policy Services; and Support Services.

The Civic Centre is the new home for the Divisional Police Headquarters, as well as Livingston Police Station and West Lothian's Sheriff and Justice of the Peace Courts. It also accommodates the District Procurator Fiscal, the District Children's Reporter and Community Fire Safety Officers.

### Our Joint Vision

Developing what are already excellent public services, our joint vision is to deliver a seamless public service in West Lothian, one which delivers added public value and one which our customers are proud of and herald as an exemplar model for joined-up public services in the United Kingdom.

### Purpose of this Protocol

**The Partners are committed to providing a safe and healthy working environment for all people visiting and working at the Civic Centre. This protocol promotes the Health and Safety at Work etc Act 1974 and all regulations made there under. In particular and while at the Civic Centre, we aim to keep people:**

- Healthy;
- Safe; and
- Sure in the knowledge that the Partners have taken all reasonable steps to minimise their exposure to health & safety incidents (and near misses).

It is not however, the purpose of this protocol to replace any existing policy which your organisation may already have which governs health & safety.

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## Authority and Responsibility

Ensuring there is a clear allocation of responsibility, each Partner will nominate a representative to exercise the authority and responsibility for health & safety on behalf of their organisation. This representative will have the authority to approve joint health & safety policies and any amendments necessary for the implementation of this protocol.

## Health & Safety Managers

**Each Partner will nominate a health & safety manager (which may or may not be the representative described above) who shall:**

- Act as the nominated focal point where a situation presents a likely immediate threat to health & safety;
  - Provide accurate advice and guidance on the interpretation and implementation of this protocol and recommend improvement as and when necessary;
  - Keep management and staff aware of health & safety issues;
  - Liaise with Partner health & safety managers;
  - Monitor health & safety incidents logged and identify trends requiring remedial action;
  - Assist with the investigation of all health & safety incidents (and near misses) and make recommendations to prevent their recurrence;
  - Contribute to the preparation of joint health & safety audits and risk assessments, making sure that actions are duly delivered;
  - Facilitate health & safety training needs of all people employed in the Civic Centre by their organisation;
- Copy health & safety incidents to the established central record.

## Health & Safety Group

**Convening on a quarterly basis, the Partners will establish and maintain a Health & Safety Group. Membership of the group will include: A senior West Lothian Council manager to chair the meeting; All health & safety managers; and representatives from appropriate trade union societies. The group shall be responsible for:**

- Reviewing the health & safety risks faced by the Partners at the Civic Centre;
- Amending the health & safety protocol as and when appropriate;
- Reviewing the health & safety risk assessment process and ensure that standards are applied consistently throughout the Civic Centre;
- Reviewing the results of health & safety audits; and
- Reporting every 12 months to the Civic Centre Management Committee.

## Health & Safety Risk Assessments

Each Partner will be expected to undertake relevant health & safety risk assessments and report the findings and necessary actions to all other Partners.

## Health & Safety Audits

To ensure consistency and continuous improvement, each Partner will contribute to a joint Civic Centre health & safety audit. Audits should be conducted by the health & safety managers every 12 months.

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# Health & Safety of People

## People working in or visiting the Civic Centre will:

- Take all reasonable care of their own health & safety and that of others who may be affected by their actions;
- Adopt safe systems of working practices;
- Co-operate with management on all matters of health & safety;
- Report defective equipment and/ or unsafe conditions;
- Report any accidents, incidents, or near misses;
- Undergo when appropriate the relevant training identified by their line manager and health & safety manager.

## Incident Reporting

All people working at the Civic Centre should report any health & safety incidents (or near misses) to their line manager and health & safety manager.

## Fire Wardens

### Each Partner will identify Fire Wardens who will:

- Be fully trained to carry out the responsibilities of a fire warden;
- Be aware of the fire provisions; and
- Liaise with Partner fire wardens.

## Fire Evacuation

It will be a requirement for each Partner to agree and comply with common fire evacuation procedures. This should take into account the needs of individuals with physical or sensory impairments, learning difficulties and English not being their primary language.

All people working at the Civic Centre will be expected to have familiarised themselves with the building's fire evacuation plan. If you are not already familiar with the plan, your line manager or health & safety manager should be able to advise you on where you can find it. Occasionally, the effectiveness of the plan will be tested.

## First Aiders'

### It will be a requirement for each Partner to identify First Aiders' who will:

- Be 'certificated' to carry out all duties expected of them, (e.g. preserve life, limit the effect of a condition and promote recovery);
- Attend relevant training courses to maintain their skill levels;
- Complete accident / incident reporting forms where applicable; and
- Arrange for local first aid supplies to be restocked and maintain an inventory of items.

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## Contractors

**It will be a requirement for each Partner to ensure that all contractors working at the Civic Centre:**

- Sign for a pass upon arrival;
- Be given appropriate training and induction (i.e. fire evacuation, first aid and accident reporting procedures);
- Follow the provisions of any applicable permit to work scheme that may be in place;
- Take reasonable care for their own health & safety and that of others who may be affected by their actions;
- Familiarise themselves with the requirements of the health & safety policy;
- Use safe systems of work and safe practices including Permits to Work (e.g. hot/cold Work, etc.);
- Co-operate with all other Partners on matters of health & safety;
- Report any health & safety incidents or near misses;
- Report defective equipment and/ or unsafe conditions;
- Obey any health & safety instructions directed line managers and health & safety managers.

It will be for each Partner to inform others if planned or unplanned maintenance work may have a health & safety implication and agree any necessary action.

Review of This Protocol

Nothing in the Protocol will prohibit the regular review of its content or actions required to be taken by the Partners to ensure the health & safety of those within the Civic Centre.

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Crown Office and Procurator  
Fiscal Service

