

SVRU OFFICE USERS  
SAFETY BRIEFING  
**2<sup>nd</sup> June 2023**



SCOTTISH  
VIOLENCE  
REDUCTION  
UNIT

# PURPOSE

The purpose of this briefing is to raise awareness on important health & safety matters for users of the Scottish Violence Reduction Unit offices at James Miller House, Glasgow.

**‘Safety doesn’t happen by accident.’**



# FIRE SAFETY

- The fire alarm and detection equipment is maintained by the landlord.
- Activation of a fire alarm will be signalled by the repeat sounds of klaxons.
- In the event of a fire alarm activation – the system will alert a monitoring centre who will contact the Fire Service.
- There are 'Break Glass' call points to activate the alarm throughout the building. In our space these are situated next to the main office door and the emergency exit to the rear.
- The landlord will test the alarm weekly where it will be sounded for a short time only.
- Emergency exits are clearly marked by 'Running Man' signs.
  - You should take time to familiarise yourself with these routes.
  - The exit routes must be kept clear and free of combustible storage.



# FIRE SAFETY

- Emergency evacuation point.
  - The assembly point for this building is [REDACTED]
  - Be mindful of vehicles and other pedestrians when making your way there.
  - You must wait for the 'all clear' from the Fire Service or our own Fire Wardens before returning inside.
- On discovering a fire:
  - Activate the nearest fire alarm call point.
  - Leave the building by the nearest and safest exit.
  - Proceed to the evacuation assembly point.
  - Relay information regarding the fire to a Fire Warden/Fire Service at the assembly point.
- On hearing the fire alarm:
  - Leave the building by the nearest and safest exit.
  - Proceed to the evacuation assembly point.
- Fire Wardens – our office key holders will coordinate the evacuation of our office space and liaise with the Fire Service etc.

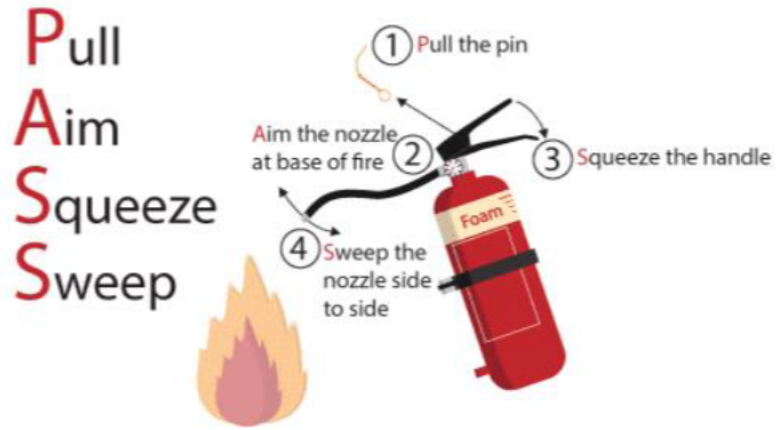


**Fire action**  
If you discover a fire

-  Operate nearest fire alarm point.
-  Call the Fire Brigade by telephoning 999
-  Leave the building by the nearest exit.
-  Report to your assembly point at The corner of West Nile Street & West George Street.
-  Do not stop to collect personal belongings

# FIRE SAFETY

- The landlord has fire extinguishers sited in [REDACTED]:
  - Foam (suitable for paper/wood, petrol, oil etc); and
  - CO2 (for use when electricity is present) [Note: horn will cause ice-burns if held while being discharged and jet will scatter embers if used on paper/wood etc)].
- Fire extinguishers should be operated by using the **PASS** method as shown in the graphic below:



Fire extinguishers are used to save life. **NEVER** put yourself in danger.

- All phone chargers must be removed from the wall and sockets switched off when not in use.
- Power extensions must be plugged directly into the wall socket and never into another extension.



# FIRST AID

- Our first aid kit located in the Kitchen area.
- Should you use an item from this please notify the Administration Officer who will arrange for a replacement.
- All incidents, dangerous occurrences or near misses should be reported at the earliest opportunity (irrespective of whether injury has been sustained).
- For visitors and non-police staff a police employee will ensure the details are recorded on the relevant form (076-003).
- You must also notify your own line manager.
- There will be times where no first aid trained staff are on the premises. In the event of an emergency dial 999 and request Ambulance. For non-emergency advice/assistance consider the use of the NHS 24 line by calling 111.



# LONE WORKING

- All staff should refer to their own employer's guidance on lone working.
- [REDACTED]
- [REDACTED]
- Before and during work, [REDACTED] should conduct dynamic risk assessments.
  - This is the continuous safety practice of quickly identifying and analysing risks and hazards on the spot, and making quick, yet informed decisions to mitigate hazards and proceed with work safely.
- Employing common sense, and considering the potential health and safety ramifications of taking (or not taking action), is another way we can protect ourselves and others.

# CURRENT THREAT LEVELS

- The Joint Terrorism Assessment Centre (JTAC) advise:
  - The overall threat to the UK from International Terrorism is assessed as **SEVERE**.
  - The threat to UK Police Service Personnel from International Terrorism remains **SEVERE**.
  - This means an attack is highly likely. Consequently our Response Level is **HEIGHTENED**.



# WHAT THIS MEANS...

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

# WHAT IS YOUR ROLE?

- [REDACTED]
- [REDACTED]

Keeping Our People Safe

# MAINTAINING BUILDING SECURITY

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]  
[Redacted]
- [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]
- [Redacted]
  - [Redacted]
  - [Redacted]



# PERSONAL SAFETY

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

# PERSONAL SAFETY - ONLINE

Many people post personal information online and on social media sites. It is your responsibility to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

# STAY SAFE

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

# INFORMATION SECURITY

- [REDACTED]
  - | [REDACTED]
  - | [REDACTED]
  - | [REDACTED]
- | [REDACTED]
  - | [REDACTED]
  - | [REDACTED]
  - | [REDACTED]
- | [REDACTED]
  - | [REDACTED]
  - | [REDACTED]
  - | [REDACTED]
- | [REDACTED]

# WASTE

In an effort to improve our recycling efforts and reduce the volume of waste we send to landfill each year the following bins are available in our office.

## Dry Mixed Recycling

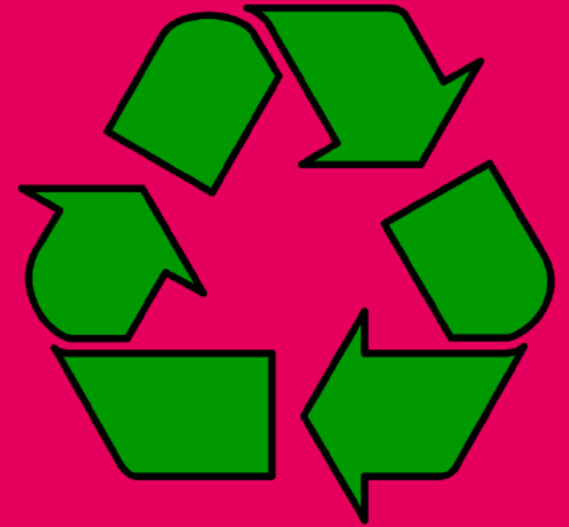
Paper, card, aluminium, plastic, etc. including food and drink containers.  
Always rinse, always dry, no paper towels, no glass, no batteries, no coffee cups.

## General Waste

All other waste that cannot be recycled.



The number of small bins in the office have been reduced to promote recycling and proper disposal of confidential waste.

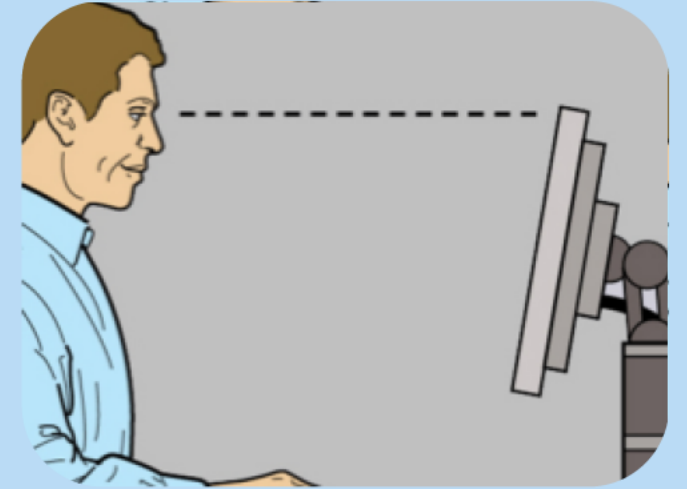


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# DISPLAY SCREEN EQUIPMENT

- Anyone who uses Display Screen Equipment (DSE) for an hour or more on a daily basis:
- Should set up their workstation to be comfortable for them and take the necessary breaks from using DSE.
- Must complete the 'Workstation Self Assessment' which should then be forwarded by email to their SVRU Project Lead/Line Manager. The user and their Line Manager will ensure that any corrective action is implemented timeously.



# QUESTIONS?

If you have any questions or queries in relation to this advice and guidance please contact a member of the SVRU Senior Management Team (SMT).

We all have a responsibility to ensure a safe working environment – if you have any concerns please report them via your Line Manager or directly to the SVRU SMT.

**‘A mistake you see but do nothing to fix,  
becomes your mistake too.’**





THANK YOU  
[svru.co.uk](http://svru.co.uk)