

General Guidance on Health & Safety Policy

NB Burgh Chambers abbreviated to BCh throughout the text below

Safety

As a member of Creative Dunblane, you are responsible for your own safety and the safety of others around you when in the Burgh Chambers. Be careful because you may well be the only person in the whole building and, if an accident were to occur, nobody would know.

Access

There is a separate policy relating to keyholding access to the BCh and to the Makerspace.

Heating

Our radiators are served by the BCh heating system. The boiler room has an external door which is accessed through the close between BCh and the Museum. We have a key for the close (in the internal key box) but no key for the boiler room. If the heating is not working or switched off, we have convector heaters available.

Cleaning & Bins

Nobody is employed to clean. It is up to everyone using the Burgh Chambers to keep them clean and as tidy as is reasonable.

- Take your rubbish away : If you bring anything in to the Burgh Chambers (eg a bottle of juice), please take the empty bottle home
- Empty the bins : If any of the indoor bins are filling up, please empty them. We have a grey bin to the front of the building and we have green and brown bins and boxes through the close (the key for the close gate is in the internal key box)



- Hoover : If you have a spare 5 minutes, please give the rooms a wee Hoover.
- Recycle : There are separate bins to enable recycling - please use them. Some of our funding requires us to be an organisation which is proficient at recycling

Toilets

There are two toilets close to the rear of the Burgh Chambers. One of the toilets is deemed 'accessible'. There is also a toilet in the flat on the first floor.

Please leave the toilets in good order and report any problems /issue eg no toilet roll or cleaning required. The Council's cleaning services maintain the toilets

The BCh is formally part of the comfort partnership scheme. This means that members of the public are allowed to use the toilets. Since lockdown, this has not been happening. While at this stage we will not

be encouraging members of the public into the building, if anyone asks to use the toilets, we should help out as best we can. Please monitor when they leave so that you can secure the front door behind them.

FIRE : Fire Emergency Procedure

The Fire Emergency Procedure outlines actions to be taken in order to prevent fire occurring and to make sure all staff, guests and volunteers are aware of what to do in the event of a fire and providing safe means of escape

- The BCh only has one external door - the front door. There is no other fire escape.
- All stairways and corridors must be kept free of rubbish or any item that might impede the possibility of escape.
- Fire doors must not be propped open or left open.
- Fire doors must not be obstructed and must be fully accessible at all times.
- Any fire doors appearing to be damaged or not working properly must be reported immediately
- No fire fighting equipment must be used for any other purpose that that to which it is intended.
- Fire fighting equipment must not be removed other than for the purpose of training, safety checking or fire fighting.
- Be aware of how many people are present within your group

In the event of a fire or suspected fire

- Raise the alarm by operating the nearest fire alarm call point.
- The Stirling Council Contact Centre 01786 404040 should be notified of the alarm panel going off and will have contacted Fire Scotland.
- Do not delay departure in order to collect personal belongings
- On hearing the continuous ringing of the electronic sounder fire alarm, everybody in the building must evacuate through the front door.
- Without endangering themselves or others, staff, volunteers & guests should close the windows and doors and any other fire doors they pass through whilst evacuating the building.
- Without endangering themselves or others, staff & volunteers should check whether anyone is using the upstairs rooms used occasionally by Social Work
- During an evacuation, everybody should behave in a calm and responsible manner. Do not shout or run since this causes panic
- Everybody should meet at the Assembly Point and await further instructions from the staff member/volunteers(s) in charge
- The Fire Assembly Point is located across the road, by the Leighton Library



- Nobody should re-enter the building until it has been deemed safe and you have been instructed to do so by the Fire and Rescue Service

Turning off Fire Alarm



If the fire alarm goes off but the problem has been contained without the intervention of the Fire Brigade, the alarm can be turned off at the display board situated in the lobby behind the front door to the BCh = hit SILENCE ALARMS, followed by RESET SYSTEM.

Emergency Contacts

Creative Dunblane

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Stirling Council Asset Management

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Stirling Council Contact Centre

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