

Welcome

Welcome to Clydebank Housing Association. We are committed to providing a safe and healthy environment for our staff and visitors. However brief your visit to the office premises might be, we want to ensure that your time with us is a safe one and that you know what to do in the event on an emergency.

Security Issues

All visitors are required to sign in at reception and sign out when leaving the premises.

All visitors must be accompanied or supervised by a member of staff at all times whilst on our premises.

Fire and Evacuation Procedures

We will advise you of the emergency procedure in case of a fire and other information regarding risks to health and safety, as applicable. However, it is important that you know what to do in the event of an emergency. A continuous sounding siren indicates an emergency.

If you discover a fire:

- Immediately operate a break glass alarm which can be found near the emergency exits and shout 'FIRE'
- Evacuate the building with your host or by following one of our employees to the assembly area which is displayed on the Blue Fire Action Notices located at emergency exits

- Do not re-enter the building until advised by the Fire Officer/Fire Marshal that it is safe to do so

What to do if you hear the fire alarm:

- Leave the building with your host or by following one of our employees to the nearest emergency exit and close all doors behind you
- Do not stop to collect personal belongings
- Evacuate to the assembly point which is displayed on the Blue Fire Action Notices located at emergency exits
- Do not re-enter the building until advised by the Fire Officer/Fire Marshal that it is safe to do so
- Where safe to do so, contractors should shut off all equipment and processes under their direct control

Fire alarms are tested on a regular basis and during such times the alarm should sound for no longer than 10 seconds.

First Aid

If you require First Aid, a member of staff will summon a First Aider if available or contact the Emergency Services as appropriate. If you have any medical condition you think we should be aware of, please advise the person you are meeting.

Incident Reporting

All incidents must be reported, even if you do not sustain personal injury or it is a near miss incident.

Accident/Incident report forms can be obtained from the Health and Safety Administrator, or via the person your are meeting. These forms must be fully completed with all relevant contact/personal details.

You must also report any incidents or dangerous occurrences which occur on the premises whether or not any Clydebank Housing Association employees were involved.

No Smoking Policy

We operate a no-smoking policy.

Please turn the page for contractor-specific information.



Health & Safety Information

This leaflet provides health and safety information for visitors and contractors at our office at 77-83 Kilbowie Road.



Please do not hesitate to contact the Maintenance Team if you'd like any more information.

Contractor-Specific Information

It is the responsibility of all contractors/sub contractors to comply with current health, safety and environmental legislation, and associated statutory provisions.

Only Clydebank Housing Association staff are allowed to use office equipment. If you need the use of equipment, we will arrange for a member of staff to work with you on this.

If any aspect of your work being undertaken produces dust, heat or smoke which could activate a smoke detector then please discuss with the Health and Safety Administrator to decide if any areas need to be temporarily isolated.

Any contractor working on our premises:

- Must not obstruct means of escape routes
- Must not wedge open fire doors
- Must not disable detectors, isolate zones or tamper with any fire alarm system
- Must not remove fire extinguishers
- Must not carry out their work in a way as to pose a risk to the health and safety of others ie. ensure that tools, ladders, electrical equipment etc. are used correctly and must not be left unattended. Take care not to create tripping hazard eg. trailing cables
- Must only use electrical equipment that has a PAT certificate/sticker

There is no asbestos located within any of Clydebank Housing Association's office premises.

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If you need this leaflet on audio CD, in large print, another language or in Braille, please contact us.



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