



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

# RAAC Management Plan Appendix 5 Risk Assessment

<b>Version</b>	<b>Originator</b>	<b>Summary of Changes</b>	<b>Date</b>
0.1	R Hewton	New Risk Assessment	07/03/2025
0.2	R Hewton	MT Reviewed and updated	10/03/2025
0.3	R Hewton	Updated following completion of some actions	12/03/2025
0.4	R Hewton	Updated following completion of some actions	13/03/2025
0.5	R Hewton	Updated following completion of some actions	17/03/2025
0.6	R Hewton	Updated following completion of some actions	20/03/2025
0.7	R Hewton	Residual Risk Scores revised to reflect current risk following completion of a number of actions	21/03/2025

## **Methodology**

In keeping with the Board Risk Management Procedures, the Risk Matrix used for this assessment is as follows:

<b>SEVERITY</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>
	<b>Significant</b>	(Significant & Unlikely)	(Significant & Possible)	(Significant & Probable)
	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>
	<b>Moderate</b>	(Moderate & Unlikely)	(Moderate & Possible)	(Moderate & Probable)
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Minor</b>	(Minor & Unlikely)	(Minor & Possible)	(Minor & Probable)
		<b>1 - Unlikely</b>	<b>2 - Possible</b>	<b>3 - Probable</b>
	<b>LIKELIHOOD</b>			

'Current Risk' represents the extent of the real risk to the Joint Board.

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
1	Injury to staff from falling planks/ceilings (Initial Phase).	<p>Immediate direction to all Clydebank staff to work from home until Risk Management complete.</p> <p>Staff who require to work in office to implement procedures have been given verbal safety instructions, and advised to minimise time spent in affected areas.</p> <p>Draft Plan has been circulated and is in active use pending formal sign off of plan.</p>	1	3	3	Finalise RAAC Management Plan.	RH	28/03/2025	RAAC Management Plan approved by MT and circulated around staff for comment. The plan is in active use for those in the building. Paper to Joint Board seeking approval of the RAAC Management Plan has been drafted for meeting of the Board on 28/03/2025.
2	Injury to staff from falling planks/ceilings (short-term phase – staff back to the office).	<p>Use of offices in affected areas has ceased, with all Clydebank staff given the instruction to work from home until procedures are in place.</p> <p>Procedures updated for staff to enter and exit the building through non-affected areas.</p> <p>Signage has been fitted throughout the office which clearly notifies someone who is about to pass into an affected area.</p> <p>Staff guidance updated to include considerations for entering an affected area. This should only be where absolutely necessary, and for as short a period as possible.</p> <p>Staff guidance updated to include details of what to watch and listen for</p>	2	3	6	<p>Use of offices in affected areas will cease.</p> <p>Updated procedures to be written for staff to enter and exit the building through non-affected areas.</p> <p>Signage to be fitted throughout the office which clearly notifies someone who is about to pass into an affected area.</p> <p>Affected areas which are not required will be appropriately sign posted to advise that the areas should not be accessed, with the only exception being for the care and maintenance of the building.</p> <p>Caretakers procedures to be updated to ensure that no works are done to ceilings or roofs in affected areas.</p> <p>Move files which are in regular use away from affected areas.</p>	<p>RH</p> <p>RH</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>AT/GB</p>	<p>15/03/2025</p> <p>10/03/2025</p> <p>11/03/2025</p> <p>11/03/2025</p> <p>12/03/2025</p> <p>20/03/2025</p>	<p>Vacant offices have been cleaned, and furniture moved. Repairs to hot water in kitchen and sink in toilet have been done. Repairs to 2 WCs completed. Modification to hot water to toilets, and to radiators in 4 rooms awaited.</p> <p>Electoral files moved. Valuation files still to be moved.</p>

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
		<p>(unusual noises, cracks, movement, debris).</p> <p>Staff guidance updated to include not entering affected areas during periods of inclement weather (temperature extremes, high winds, heavy rainfall).</p> <p>Affected areas which are not required are sign posted to advise that the areas should not be accessed, with the only exception being for the care and maintenance of the building.</p> <p>Scanning Project to further minimise storage requirements for paper files/documents - Clydebank office will have at least 2 people allocated to the project each day.</p> <p>Caretakers procedures updated to ensure that no works are done to ceilings or roofs in affected areas.</p>				<p>Allocate Resource to the Scanning Project to further reduce the requirement for paper files to be retained and accessed.</p> <p>Staff guidance to include considerations for entering an affected area. This should only be where absolutely necessary, and for as short a period as possible.</p> <p>Staff guidance to include details of what to watch and listen for (unusual noises, cracks, movement, debris).</p> <p>Staff guidance to include not entering affected areas during periods of inclement weather (temperature extremes, high winds, heavy rainfall).</p> <p>Introduce a reporting and management system for staff who see evidence of damage/change/leaks in affected areas.</p> <p>Introduce an inspection procedure whereby affected areas will be checked on a regular basis for any signs of change (debris/cracks/sags/leaks etc).</p> <p>Tape, or other form of marking, to be applied to the floor of the main foyer to delineate the divide between the affected area and the unaffected area.</p>	<p>RN</p> <p>RH</p> <p>RH</p> <p>RH</p> <p>RN</p> <p>RN</p> <p>CS</p>	<p>01/04/2025</p> <p>10/03/2025</p> <p>10/03/2025</p> <p>10/03/2025</p> <p>24/03/2025</p> <p>21/03/2025</p> <p>24/03/2025</p>	<p>Draft procedure has been written and has been circulated for review by MT.</p> <p>Tape for floor marking has been ordered.</p>
3	Injury to visitors from falling planks/ceilings.	Number of visitors to the building is low, therefore the likelihood is very low.	1	3	3	New signage to be fitted externally to direct visitors to the new entrance, through unaffected areas.	CS	11/03/2025	

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
		New signage fitted externally to direct visitors to the new entrance, through unaffected areas.				Guidance to be updated to ensure that Visitor meetings to be held in unaffected areas of the building.	RN	21/03/2025	Guidance being added to Visitor Access Policy.
4	Injury to contractors from falling planks/ceilings.	Information poster displayed in reception and other key areas linking to a live version of RAAC Management Plan.  RAAC Management Plan available for inspection at Reception.  G4S Keyholding service provided with copy of RAAC Management Plan, and updated Building Opening/Locking Procedures.	2	3	6	RAAC Management Plan to be available for inspection at Reception.  QR Code available at reception, linking to RAAC Plan and Asbestos Survey.  G4S Keyholding service to be provided with copy of RAAC Management Plan, and updated Building Opening/Locking Procedures.  A permit scheme is to be introduced for any work needing carried out in affected areas. These will be subject to individual risk assessment. Of particular risk would be works involving ceilings/roofs.	CS  RH  CS  RN	11/03/2025  11/03/2025  11/03/2025  22/03/2025	Contractors checklist and visitor access procedure being updated.
5	Injury to contractors/staff from falling through fragile roof.	RAAC Management Plan includes instruction that no staff shall access the roof.  Roof key has a warning tag attached to it referring to RAAC Management Plan.	2	3	6	Contractors procedure to be updated to require a detailed and thorough risk assessment to be carried out prior to any access to roof areas.  Roof key to have a warning tag attached to it referring to RAAC Management Plan.	RN  CS	17/03/2025  11/03/2025	Visitor Access Policies updated and circulated for MT Review.
6	Inhalation of Asbestos which could be disturbed in the event of a collapse.	Asbestos Survey included as an appendix to the RAAC Management Plan so staff and contractors know the location of Asbestos Containing Material (ACM).  Guidance for staff produced advising to close doors on the way out of an area which has suffered a collapse.  Guidance for staff produced advising Doors to affected	1	2	2	Guidance for staff to include closing doors on the way out of an area which has suffered a collapse.  Guidance for staff to include Doors to affected areas should be kept closed at all times.  Seek advice from WDC Corporate Compliance Team on any further risk mitigations that can be done.	RH  RH  RH	10/03/2025  10/03/2025  13/03/2023	Contact made with team, and plan provided for review and comment. Escalated to asset manager on 17/03/2025.

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
		areas should be kept closed at all times.							
7	Risk of confusion during a fire evacuation due to new ways of using the building and unfamiliarity with routes that can be used.		1	2	2	<p>Fire Evacuation Plan to be updated to reflect change of occupation of building.</p> <p>Ensure that process is in place for someone who may be temporarily in an affected area.</p> <p>Make clear that in the event of a fire, that the best escape route could be through an affected area, which may be the safest option.</p> <p>More regular fire drills to be undertaken.</p>	<p>H&amp;S WG</p> <p>H&amp;S WG</p> <p>H&amp;S WG</p> <p>CS</p>	<p>14/03/2025</p> <p>14/03/2025</p> <p>14/03/2025</p> <p>18/03/2025</p>	Updates to evacuation plan have been drafted and circulated for comment.
8	Slips/Trips/Falls from using unfamiliar routes in and out of the building, including to and from the car park.		1	2	2	<p>Check of slabbed paths to ensure no trip hazards.</p> <p>Removal of grass/weeds from slabbed paths.</p> <p>Repairs to handrail at new entrance.</p> <p>Paint or other marking of steps outside new entrance.</p>	<p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p>	<p>24/03/2025</p> <p>24/03/2025</p> <p>24/03/2025</p> <p>24/03/2025</p>	
9	Confusion in the event of a collapse.		2	2	4	Fire evacuation plan to be updated to include specific guidance about evacuation in the event of a collapse.	H&S WG	21/03/2025	Draft version of updated Fire Evacuation Plan circulated around H&S WG for review.
10	Financial Risk to the Board in the event of a claim from an injured person.	Contact made with Insurance team at WDC who are the liaison for the Board's policies. Confirmation received that this has been passed on to Insurers for underwriters review.	1	2	2	<p>Ensure that insurance companies are updated and that appropriate cover remains in place following the knowledge that there is RAAC in the building.</p> <p>Follow up on any action required following Insurers review.</p>	<p>RH</p> <p>RH</p>	<p>12/03/2025</p> <p>01/04/2025</p>	
11	Risk of injury from a collapse to someone who is lone working in the office.	<p>RAAC Management Plan contains instructions for those who require to lone work in the building.</p> <p>Caretaker advised of RAAC Management Plan, and written guidance given in respect of access to affected areas.</p>	2	3	6	<p>Caretakers procedures to be updated to ensure that no affected areas are entered when lone working, without a lone worker device being carried.</p> <p>Liaise with WDC Cleaning Services to ensure appropriate arrangements are in place for cleaner, who often works very early mornings.</p>	<p>CS</p> <p>CS</p>	<p>12/03/2025</p> <p>24/03/2025</p>	

Risk No	Risk Description	Existing Controls	L	S	Current Risk (L x S)	Required Actions to mitigate risk	Resp Person	Target Date	Progress
						<p>Move cleaning cupboard away from the affected area.</p> <p>RAAC Management Plan to include instructions surrounding lone working in the office for all staff.</p>	<p>CS</p> <p>RH</p>	<p>24/03/2025</p> <p>10/03/2025</p>	
12	Psychological Stress	RAAC Management Plan circulated and consultation carried out with staff and feedback reviewed.	1	2	2	<p>Seek input from all staff on the draft RAAC Management Plan, which includes relevant training, procedures, information, and the management of Risk.</p> <p>Ensure clear communication of safety measures by way of circulating final plan to all staff, and ensuring they have time to read it.</p> <p>Ensure that when circulating the plan, staff are invited to feedback and comment on the plan, and speak about any concerns they may have.</p>	<p>RH</p> <p>RH</p> <p>RH</p>	<p>11/03/2025</p> <p>28/03/2025</p> <p>12/03/2025</p>	