

Children and young people at work

The Scottish Government has a duty under health and safety law to protect:

- young permanent and temporary employees
- students on work placements
- pupils on work experience
- young children
- children taking part in a 'bring your child to work day' scheme

Students

Students working on paid and unpaid placements should follow the same arrangements as staff. They should receive a [health and safety induction](#) and complete a [display screen equipment risk assessment](#).

Pupils

Pupils should be given a [health and safety induction](#) by their managers or local health and safety liaison officer. They should also receive a welcome pack containing information about health and safety.

Our [risk assessment](#) guidance includes a generic risk assessment which can be used when managing work experience pupils.

Young children

The Scottish Government has a legal responsibility for all visitors in the workplace, including young children.

Visits by young children should be infrequent and for short periods of time. If bringing a young child to work is unavoidable, you as the parent or guardian are responsible for supervising them at all times.

If you intend to bring a young child to the workplace you must:

- report to front of house
- read guidance provided by front of house colleagues

- sign in and obtain a visitors pass for the young child
- adhere to guidance at all times

Further support

Read more in the [student placements and pupil work experience pages](#).

Find more information about [young people at work](#) on the Health and Safety Executive website.

Read the [guide to young people and work experience](#).

YOUNG CHILDREN IN THE WORKPLACE PROCEDURES

When escorting young children in the workplace you, as the parent or guardian, must comply with the following procedures:

The young children must be actively supervised and accompanied by you at all times in all areas of the workplace.

Additional care and supervision should be taken by you if young children are taken to areas of greater risk, i.e. staff restaurant

If travelling between floors, the lift must be used at all times.

By completing the sign in sheet below, you are confirming that you have read the above guidance and you will follow these procedures.

Johnstone L (Laura)

Subject: FW: Young Children in the Workplace

From: [REDACTED]
Sent: 03 April 2006 13:05
To: [REDACTED]; [REDACTED]
Cc: [REDACTED]
Subject: RE: Young Children in the Workplace

Thanks Ralph

I agree that the 'active supervision' insertion is better. Restricting kids to the ground floor would be the safest option but would probably be ignored in practice. Signage would also be effective but we'd have to sign just about every stairwell and balcony in the estate.

I've made a few more minor tweaks - can everyone please let me know if they're happy and I'll run by CSEU?

Thanks

Young Children in the Workplace

Staff may be aware of the recent tragic accident when a 21 month old toddler was killed after falling through a gap in a balcony in an Edinburgh office building.

When any visitors are brought into the workplace, the Scottish Executive assumes a legal responsibility to ensure their health and safety. Young children in particular are at greater risk because of their immaturity, inquisitiveness and physical size. The railings around stairs and landings, in particular the VQ rotunda, are a specific hazard. They were designed for the safety of adults and a determined very small child might be able to climb between them. Lifts (if available) are normally the safest method of travelling between floors.

The Executive recognises that there will be occasions whereby staff may wish to bring young children into the workplace and does not want to unduly restrict this.. However, any such visits should be exceptional rather than regular events and for short periods only. Crucially, **any young children in the workplace must be actively supervised at all times without exception.**

[REDACTED]

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 21 March 2006 16:45
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Young Children in the Workplace

Neal

This looks sensible to me and insisting on supervision at all times feels the right response. Perhaps we should strengthen the wording slightly by requiring 'active' supervision'. There is little point in watching a disaster from 10 yards . With that in mind, should there be a specific warning that the railings around stairs and landings (and in particular the VQ rotunda) were designed for the safety of adults not small children. Did you consider saying children should not leave the ground floor.. or is that overkill??. See suggestions below

Ralph

Young Children in the Workplace

Staff may be aware of the recent tragic accident when a 21 month old toddler was killed after falling through a gap in a balcony in an Edinburgh office building.

When any visitors are brought into the workplace, the Scottish Executive assumes a legal responsibility to ensure their health and safety. Young children in particular are at greater risk because of their immaturity, inquisitiveness and physical size. The railings around stairs and landings , in particular the VQ rotunda, are a specific hazard. They were designed for the safety of adults and a determined very small child might be able to climb between them.

The Executive recognises that there will be occasions whereby staff may wish to bring young children into the workplace and does not want to unduly restrict this.. However, any such visits should be for short periods only, and exceptional rather than regular events. Crucially, **any young children in the workplace must be actively supervised at all times without exception.**

-----Original Message-----

From: [REDACTED]
Sent: 14 March 2006 15:41
To: [REDACTED]
Cc: [REDACTED]
Subject: Young Children in the Workplace

<< File: Young Children in the Workplace.doc >> << File: Office work activities young children revisions March 2006.doc >>

Hi Kim

Cc Ralph and Lynn for information

Further to your recent conversation with Lynn last week about young children in the workplace, I've drafted some basic staff guidance and revised our generic risk assessment to hopefully cover the situation where staff bring youngsters in. I've attached both, with changes tracked on the risk assessment. Can you please have a look, and let me know what you think? I'd be grateful for your thoughts on how best to issue any agreed guidance - whatever the route (e.g. SEN), I think it will have more force if it's presented as an HR policy? I think once we're agreed it should also go via the unions as it is potentially quite a big and emotive subject!

Included below is some relevant correspondence regarding VQ.

Thanks - I'll be back in the office on Monday 20th.

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 13 March 2006 14:09

To: [REDACTED]
Cc: [REDACTED]
Subject: RE: H&S Staircases / handrails

No objections. I think the guidance and risk assessment revisions can be done now - hope to start on this sometime this week.

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 08 March 2006 17:10
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: H&S Staircases / handrails

Neal

I am very grateful for your full and detailed response.

In the first instance, I propose that I present your note to the Senior Client Group (if you have no objections) and see what their response is. Secondly, I think it would be good to issue some guidance (after consultation with HR) to staff. I also agree that we should perhaps revise our generic Risk Assessment to include the new hazard of young children in the workplace. I wonder whether this should await any outcome of the Fatal Accident Enquiry or if we should go ahead regardless!

Thanks again for your excellent efforts on this one.

Cheers.

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 08 March 2006 16:52
To: [REDACTED]
Subject: RE: H&S Staircases / handrails

Ali

I've spoken to [REDACTED] of the Scottish Building Standards Agency regarding past and present building standards. I've also had a discussion with [REDACTED] of Edinburgh City Council (the relevant enforcing authority) about the accident last month when 21 month old Ben McCreath was killed after crawling through a gap in a balcony in an office building.

I have promised to report back to the Senior Client Group eventually so I think we need to risk assess the stairways etc and once we have the building standards info, make a recommendation for the future. It may of course be that we need do nothing but I'm not confident that will be the case.
Cheers.

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 06 March 2006 15:30
To: [REDACTED]
Subject: FW: H&S Staircases / handrails

Ali

For info - will let you know once I have a reply. We're also looking at what guidance staff need to have re children in the workplace, supervision etc.

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 06 March 2006 15:27
To: [REDACTED]
Subject: RE: H&S Staircases / handrails

Steven

Thanks for your help on the phone today. As discussed, following the recent tragic accident at an Edinburgh office we're looking for some expert advice regarding handrails and balustrades on staircases to see if the stairs in Victoria Quay and other SE premises meet minimum safety standards. If possible, could you please comment or provide some general guidance for office spaces (i) where children may be present, and (ii) where they are not permitted. The points which occurred to me include:

- Minimum height of staircase handrails
- Minimum openings or gaps permitted between railings/balustrades underneath handrails
- Whether standards make any reference to children and/or their supervision
- Whether standards in place when VQ was constructed (circa 1990) have changed since
- Whether any more recent standards apply retrospectively

You probably won't need this if you worked here, but I've attached a quick photo of a VQ staircase for your info...!

Thanks very much for your help on this - it's much appreciated.

Kind Regards

[REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >>

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 03 March 2006 13:59
To: [REDACTED]
Subject: FW: H&S Staircases / handrails

Neal

Please see more correspondence re the above.

Could you seek some advice re the building standards for stairways and as you will see, we need to move fairly quickly on this one.

Happy to chat.

Cheers.

[REDACTED]

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 03 March 2006 13:57
To: Wright P (Philip) (CCA)
Cc: Munro NS (Nicola); Mason JK (John)
Subject: RE: H&S Staircases / handrails

Philip

I agree entirely that this potential problem needs to be addressed asap and I have asked for this. I expect that building standards advice will be sought by our H&S colleagues as part of their investigation. Should it be obvious that action needs to be taken to make our stairways etc safer, I will push for this to be undertaken quickly.

[REDACTED]

[REDACTED]

-----Original Message-----

From: Wright P (Philip) (CCA)

Sent: 03 March 2006 09:53

To: [REDACTED]

Cc: Munro NS (Nicola); Mason JK (John)

Subject: RE: H&S Staircases / handrails

Ali

Thanks for responding so quickly. I don't know if it's for H&S colleagues to advise on the building standards aspect but it's clearly important that this is checked.

I'm happy with your proposal that you report back to the Senior Client Group on the situation – but it would be prudent to obtain H&S advice as a matter of urgency now that our shared concerns are on the “record” and that any recommended remedial action is given appropriate priority (without necessarily awaiting discussion at the Senior Client Group).

Philip

-----Original Message-----

From: [REDACTED]

Sent: 03 March 2006 09:39

To: Wright P (Philip) (CCA)

Cc: Munro NS (Nicola); Mason JK (John)

Subject: RE: H&S Staircases / handrails

Philip

Like you I have had niggling concerns in the back of my mind since moving to the building that the handrailing around the main stairs and rotunda seem to be too widely spaced and could pose a danger to small children.

I suspect that the spacing between rails will meet current building standards but nevertheless I plan to urge our Health & Safety colleagues to take a more pragmatic view and consider whether any action should be taken to provide a higher level of safety. We do see a fair number of children in the building and this, in my view, should be taken into consideration.

If you are content, I propose that I report back to the Senior Client Group with an update on what response I get from H&S colleagues.

Thanks.

[REDACTED]

[REDACTED]

-----Original Message-----
From: Wright P (Phillip) (CCA)
Sent: 02 March 2006 18:33
To: [REDACTED]
Cc: Munro NS (Nicola); Mason JK (John)
Subject: H&S Staircases / handrails

Alastair

In light of the tragic accident a few weeks ago at the Bank of Scotland office building at Tollcross when a toddler died after falling through a gap alongside a first floor landing, I'd be grateful to know what consideration, if any, has been given to the safety aspects of the handrailing surrounding the central rotunda and at staircases throughout VQ.

I recollect raising concerns about this when I first moved into the building in 1995. I can't remember the response but I can only assume that I was advised that the hand railing met the building standards. But the width of the gaps between the horizontal / sloping rails and the fact that the hand rails overhang the landings has continued to concern me whenever I use the stairs – especially the higher up I went! As a civil engineer I am used to heights so my concern doesn't arise from any personal sensitivities. My concern is for members of staff and more importantly – following the Tollcross incident – for children who may be visiting the building. There is no way I want to stop children visiting but, with the handrails as they are, greater vigilance will have to be shown when looking after young visitors.

I look forward to hearing from you on whether you consider there is a safety issue and if you do, what action is proposed to address it.

I am copying in Nicky as Chair of the VQ Senior Clients Group and John, given his intention to attend the next meeting of that Group.

Philip

PHILIP WRIGHT
Head of Climate Change and Air Division
X40193

Johnstone L (Laura)

Subject: FW: Young Children in the Workplace

From: [REDACTED]

Sent: 04 April 2006 10:51

To: [REDACTED]

Subject: Young Children in the Workplace

Malcolm

As discussed, please see attached draft guidance to be issued via SEN. Grateful for any comments you might have. Today's my last day in the office until next Tuesday (11th).

Young Children in the Workplace

Staff may be aware of the recent tragic accident when a 21 month old toddler was killed after falling through a gap in a balcony in an Edinburgh office building.

When any visitors are brought into the workplace, the Scottish Executive assumes a legal responsibility to ensure their health and safety. Young children in particular are at greater risk because of their immaturity, inquisitiveness and physical size. The railings around stairs and landings, in particular the VQ rotunda, are a specific hazard. They were designed for the safety of adults and a determined very small child might be able to climb between them. Lifts (if available) are normally the safest method of travelling between floors.

The Executive recognises that there will be occasions whereby staff may wish to bring young children into the workplace and does not want to unduly restrict this.. However, any such visits should be exceptional rather than regular events and for short periods only. Crucially, **any young children in the workplace must be actively supervised at all times without exception.**

The generic risk assessment 'Office Work Activities' has been revised accordingly and can be viewed here.

The last word would be a hyperlink, taking you to the following attachment.



risk assessment -
office work ...

Thanks for your help

[REDACTED]

[REDACTED]

Johnstone L (Laura)

Subject: FW: VQ STAIRCASES

From: Allison B (Barbara) <Barbara.Allison@gov.scot> **On Behalf Of** Director Communications, Ministerial Support & Facilities

Sent: 07 June 2017 12:20

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: VQ STAIRCASES

Thanks Derek

Yes content that you issue.

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.
Tel: 0131 244 4593/3937



I AM AN ALLY

From: [REDACTED]
Sent: 02 June 2017 11:29
To: Director Communications, Ministerial Support & Facilities
Cc: [REDACTED]
Subject: FW: VQ STAIRCASES

Barbara, Thanks. I have altered the draft response to say that we will be issuing new guidance by the end of July and that we are reviewing the rest of the estate. The revised reply now reads

'Laura,

Thanks for your query about the staircases in VQ. I am sorry about the length of time it has taken for us to respond.

We have reviewed our approach to managing young children in our workplace and are content that it is in line with the guidance in 'Are your barriers safe' (attached). We seek to preclude, as far as possible, there being a need for young children to be on the VQ staircases. We are however not complacent and are discussing with HR the merits of putting in place a policy on children in the workplace and will be introducing guidance by the end of July which will be given to adults arriving at VQ with young children. We are also reviewing the rest of the estate to identify the other buildings where similar guidance is required.

If you are not content with this response you can raise your concerns with Barbara Allison, Chair of the Corporate Health and Safety Committee and Director Communications, Ministerial Support and Facilities.'



Are_Your_Barrier...

Are you content for me to issue?



From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 26 May 2017 11:27
To: [REDACTED] Director Communications, Ministerial Support & Facilities
Cc: [REDACTED]
Subject: RE: VQ STAIRCASES

Thanks Derek

Are we saying to Laura that we are introducing new guidance? I am not clear if we are, or if we are just considering it.

If we are, it would be good if we could confirm when this will be in place. Can we do it quickly to reassure her?

I think you should say that you are also reviewing the rest of the estate and will make any necessary adjustments as required.

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.
Tel: 0131 244 4593/3937

<< OLE Object: Picture (Device Independent Bitmap) >>

From: [REDACTED]
Sent: 21 April 2017 14:36
To: Director Communications, Ministerial Support & Facilities
Cc: [REDACTED]
Subject: VQ STAIRCASES

Barbara,

When we met yesterday we spoke about the concerns raised with us by [REDACTED] about the safety of the staircases at VQ for young children. The e-mail chain is below together with a draft response from me to Laura.

Laura worked in the building in Edinburgh where a young child tragically died after slipping through a barrier. She attached to her e-mail press cuttings and the report of the fatal accident inquiry. As a result of the tragedy the leaflet 'Are your Barriers safe' was published which sets out how openings in protective barriers should be managed. A copy is attached.

In line with the guidance the approach we have adopted has been to seek to provide guidance to colleagues to discourage them from using the stairs when they are with young children. We have a generic risk assessment relating to general movement within our buildings and we have Saltire guidance on bringing young people into the workplace. We have considered how this might be enhanced and are discussing with HR whether there should be a general policy on children in the workplace. We are also looking at reminding colleagues that young children should receive a visitor's pass and producing guidance that can be given when the pass is issued.

Although the query is specific to VQ we consider that there is a need to check our other buildings to find out where we have other staircases that have gaps greater than 10cm. We are pretty sure that they are present in SaH and AQ. When we met you thought that there might be value in our carrying out this study before we reply to Laura. If you still think this is the case we will pursue and issue a further holding reply to Laura.

We would be happy to discuss.

<< File: Are_Your_Barriers_Safe.pdf >>

Laura,

Thanks for your reply. We have reviewed our approach to managing young children in our workplace and are content that it is in line with the guidance in 'Are your barriers safe'. We seek to preclude, as far as possible, there being a need for young children to be on the staircases. We are however not complacent and are discussing with HR the merits of putting in place a policy on children in the workplace and are looking at introducing guidance which can be given to adults arriving at VQ with young children.

If you are not content with this response you can raise your concerns with Barbara Allison, Chair of the Corporate Health and Safety Committee and Director Communications, Ministerial Support and Facilities.

[REDACTED] << File: Are_Your_Barriers_Safe.pdf >>

From: [REDACTED]
Sent: 21 April 2017 09:47
To: [REDACTED]
Subject: RE: Health & safety query re open staircases

From: [REDACTED]
Sent: 19 April 2017 15:07
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Health & safety query re open staircases

Thanks, Alan – I appreciate it.

From: [REDACTED]
Sent: 19 April 2017 15:06
To: [REDACTED]
Subject: RE: Health & safety query re open staircases

Laura,

Thanks for your response.

I will investigate this further and come back to you as soon as is practicable.

Alan

[REDACTED]

From: [REDACTED]
Sent: 19 April 2017 14:49
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Health & safety query re open staircases

Alan,

Thanks for looking into this and for coming back to me so quickly once this had been passed to you.

I have to say, I'm pretty disappointed that this is considered by the Scottish Government to be an adequate solution when the safety of small children is at stake. Guidance is unfortunately not going to stop small children from being naturally inquisitive and very fast-moving, however vigilant their parents are. And the guidance you've directed me to recognises that people do bring their children to work from time to time, so it is not just the nursery children that this would be relevant for.

If internal policies and HR awareness were all that was needed, presumably the Minister (Aileen Campbell) would have urged businesses to have such management policies in place instead of urging businesses to alter the physical layout of their buildings. And it would seem to me that it would be relatively easy to adapt the stairs. While they may well continue to meet building standards, my understanding is certainly that they don't meet what is recommended as good practice by the Scottish Government itself.

Does the Scottish Government accept that its solution fails to meet the recommendation made by the Scottish Government around making changes to restrict gaps to just 10cm?

At what level within the Scottish Government has this decision been signed off?

If I wanted to take this further, who should it be raised with – would it be Ken Thomson?

My concern is purely about the safety point, but I would imagine that if anything did ever happen then it would be a public relations disaster given the previous tragedy and the comments made by the Scottish Ministers urging others to make their buildings safe. Is the Scottish Government comfortable with that risk?

I look forward to hearing from you further. Thanks for your help.

Kind regards,
Laura

From: [REDACTED]
Sent: 19 April 2017 14:09
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Health & safety query re open staircases

Laura,

Apologies for not coming back to you sooner. We have been researching this issue further and have also been having some conversations with our HR and Smarter Workplaces colleagues.

To answer your query there are no plans to alter the stairs as part of the on-going Smarter Workplaces project. At the time of construction the stairs and all other elements of VQ met with building standards, this still applies.


There is no specific risk assessment with regard to these or any other stairs within our estate however, we do have a generic risk assessment relating to general movement within the our buildings.

We are aware of the tragedy and the ruling you have cited, and in response to this my branch issued Saltire guidance. In more recent engagement with HR colleagues we have advised that there should be a policy that manages any incidence of 'where the presence of children is anticipated' in the workplace as per the ruling.

We will be reengaging with the Crèche Manager to ensure that any children under their supervision are restricted to the ground floor.

Hope this is helpful.


Alan



From: [REDACTED]
Sent: 19 April 2017 08:32
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Health & safety query re open staircases

Alan, To see please. We spoke and you are planning to respond to Laura shortly.

Laura, My apologies for the delay in replying. Alan will respond shortly.



From: [REDACTED]
Sent: 18 April 2017 19:37
To: [REDACTED]
Subject: RE: Health & safety query re open staircases

Derek,

I wonder if you can help me please? I was told that someone from OHS would be in touch with me two weeks ago about my query below. However, I've not heard anything from anyone.

I don't imagine my query is especially tricky as presumably there is an existing health & safety assessment in place for the stairs in question. It'd be good to get confirmation from someone as to what the position is (or, at the very least, be told who is going to come back to me and when). If I'm contacting the wrong person, please just let me know as I'm very happy to take this up with whoever is the right person.

Regards,
Laura



<< OLE Object: Picture (Device Independent Bitmap) >>

From: [REDACTED]
Sent: 07 April 2017 13:49

To: Occupational Health and Safety Branch
Subject: RE: Health & safety query re open staircases

Hi,

I understand that someone was due to come back to me this week in relation to my query below. I look forward to hearing from you.

Regards,
Laura

[Redacted]

From: [Redacted]
Sent: 30 March 2017 12:06
To: [Redacted]
Cc: [Redacted]
Subject: RE: Smarter Workplaces - Communications - VQ Building Notice

Laura

Thank you for your email. OHS is currently looking into your queries and will be back in touch with you next week.

Katie

Cc Lynn for info

[Redacted]

[Redacted]

From: [Redacted]
Sent: 30 March 2017 11:54
To: [Redacted]
Subject: RE: Smarter Workplaces - Communications - VQ Building Notice

Hi Katie,

I just wanted to check whether you were the right person for me to have sent this query to, or whether I should direct it to someone else? I'm happy to contact [Redacted] (or anyone else) directly if that would be more appropriate. Your email just prompted me to reply to you without investigating properly who I was best to contact, but I don't want to delay in contacting the most appropriate person in case there is a limited window of opportunity to piggyback onto the existing works.

Thanks,
Laura

From: [REDACTED]
Sent: 27 March 2017 12:22
To: [REDACTED]
Subject: RE: Smarter Workplaces - Communications - VQ Building Notice
Importance: High

Hi Katie,

I was wondering if you could tell me please whether any work is being done on the stairs as part of the refurbishment programme (by which I mean the open stairwells like the one outside the VQ canteen)?

If no work is planned, could you tell me please what the current health & safety assessment is of those stairs and the level at which that has been signed off?

I'm just conscious that at my old workplace, a child died due to insufficient barriers being in place. Obviously here people do bring in small children at times (for example, if they're on maternity leave and popping in with their kids). The nursery also takes children round the office for Children in Need collections. While all children are of course under supervision, it would only take a split-second for one to run off and for something tragic to happen.

The guidance which Aileen Campbell MSP (then Minister for Local Government & Planning, now Minister for Public Health & Sport) encouraged all building managers to adhere to states that gaps should be restricted to just 10cm. The death that prompted the new guidance was caused by a gap of 15cm. The gaps between the railings on our stairs are as much as about 21cm in places. Although it's a horizontal gap rather than a vertical one, a child could easily (and very speedily) slide under them, either intentionally or by accident if they tripped on the stairs. In addition to our gap being much bigger than the one that allowed the previous death, our stairs are also much higher – Ben McCreath fell only one floor.

It seems like it would be easy enough to do something to make the stairs safe. It could be a case of putting in an inner layer of some kind of Perspex so that there are no gaps. Alternatively, they could just drill holes and add some extra strong wires between the existing rungs so that the gaps are reduced to a safe size.

Here are some links to information on the previous death, subsequent Ministerial comments about the standards the Government thinks buildings ought to meet, and a photograph of the gaps in question—

<http://www.scotsman.com/news/the-tragic-split-second-that-led-to-ben-s-death-1-981053>

<http://www.edinburghnews.scotsman.com/news/ben-s-law-comes-into-force-to-prevent-child-balcony-plunges-1-1889424>

<http://www.scotcourts.gov.uk/search-judgments/judgment?id=db8c86a6-8980-69d2-b500-ff0000d74aa7>

<< File: IMG_20170327_120901.jpg >>
I look forward to hearing from you.

Thanks,
Laura

[REDACTED]

From: [REDACTED]
Sent: 27 March 2017 11:42
To: Victoria Quay
Cc: [REDACTED]

Subject: Smarter Workplaces - Communications - VQ Building Notice

Victoria Quay – All Building Notice

Keeping us Updated!

The Smarter Workplaces Programme has completed the transformation the rest of the 3rd floor.

Welcoming the Care Inspectorate to Victoria Quay

Colleagues in the Care Inspectorate have moved, from their Musselburgh office, into areas 3D South and 3C South from Monday 27 March. Look out for the Saltire Article on Tuesday 28 March to find out more about our new colleagues.

The pod has landed! A Quiet Pod for 2 people has recently been installed in the Reception area of VQ. The Care Inspectorate will be trying this out for their short one to one meetings with members of the public.

Rotunda toilet facilities on the 3rd floor

Refurbishment works to create gender neutral toilet facilities have been completed and they now available for everyone's use.

Next Steps:

- Following post move evaluation we are working with Finance colleagues in 3A – 3D North to make some adjustments. Work is likely to commence in the coming weeks.
- Discussions with a number of business areas who will be involved in the transformation of the 2nd floor have commenced. More information will be shared as plans progress.

We appreciate your continued support in delivering the Smarter Workplaces Programme.

Smarter Workplaces
27 March 2017