

Risk assessment

Consulate General of France in Edinburgh

Assessment carried out by: Arnaud Heyman, chargé de mission logistique, protocole, administration

Date assessment was carried out: 27 May 2026

The venue

The lease holder being the Republic of France, the venue is a diplomatic building that hosts the following:

- Consulate General of France in Edinburgh
- Institut Français d'Ecosse
- Edinburgh Art Festival offices
- RSNO Edinburgh office
- The Bistrot restaurant
- Source tourism office

The venue has following rooms for external hire:

First floor:

- Salles Pierre Boulez
- Salle Philippe Kieffer
- Salle Emilienne Moreau-Evrard

- Salle Duchesse d'Angoulême
- Kitchen facilities
- Médiathèque Sir Patrick Geddes

Second floor:

- Six classrooms

Third floor:

- Roof

There are toilets facilities for all genders on each floor. The building is cleaned every morning by an external cleaning company (Complete Cleaning Contracts) Monday – Friday 08.00-10.00am. Additional cleaning hours are added at the weekend when necessary for specific events, who store the cleaning chemicals in a locked cupboard. The building is locked from 23.00 to 08.00 every night. The building also has 24 hour/7 days a week security cover.

How was the risk assessment done?

The manager followed the advice at www.hse.gov.uk/simple-health-safety/risk/. To identify the hazards, they:

- walked around the office, noting things that might pose a risk;
- checked the HSE advice on employees with disabilities: www.hse.gov.uk/disability/;
- talked to supervisors and staff, including the wheelchair user, to learn from their experience and listen to their concerns;
- talked to the office cleaning contractors, to make sure the cleaning activities did not pose a risk;
- looked at the accident book to see how previous accidents had occurred.

They noted what was already being done to control the risks and recorded any further actions required.

The manager will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Staff and customers may be injured if they trip over objects or slip on spillages	<p>General good housekeeping.</p> <p>All areas well lit, especially stairs.</p> <p>No trailing leads or cables.</p> <p>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</p> <p>Offices cleaned every morning Monday – Friday.</p>	Ensure necessary signs are available and easily reachable if needed (i.e. wet floor signs).	Building Manager	01/06/2026	28/06/2026
Manual handling of furniture	Staff or customers setting up the spaces might suffer injuries	Staff trained in how to lift safely.	Remind staff that they should not try to lift objects that	Building Manager	27/06/2026	27/06/2026

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	such as strains or bruising from carrying heavy/bulky objects and furniture when setting up for an event.	<p>Not letting staff to handle event set up alone and ensuring the correct number of staff required is available.</p> <p>Giving guidance to organiser.</p> <p>Trolley used to transport boxes and other heavy items when collecting deliveries.</p>	look or appear too heavy to handle.			
Electrical	Customers could get electrical shocks or burns from using faulty electrical equipment. Electrical faults	Customers told to report to Building Manager any defective plugs, discoloured sockets or				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	can also lead to fires.	<p>damaged cable/equipment.</p> <p>Defective equipment taken out of use safely and promptly replaced.</p> <p>If customers bring their own appliances, they are told to be PAT tested beforehand.</p> <p>EICR up to date.</p>				
Fire	Customers could suffer serious/fatal injuries from burns/smoke inhalation.	6 monthly full evacuation exercise.	Ensure the actions identified as necessary by the fire risk assessment are done.	Building Manager	From now on	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Fire maintenance services frequency up to code.</p> <p>See fire risk assessment.</p>				
Use of the kitchen	<p>Customers using the kitchen may suffer scalding or burns injuries.</p> <p>Customers involved in food preparation and service could suffer cuts from contact with blades</p>	<p>Appropriate first aid boxes in kitchens.</p>				
Access to unauthorised rooms	<p>Customers from slips, electrical outlets, chemicals, theft, safety gear.</p>	<p>Security officers with cameras through common areas of the building.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Doors closed Signage				

Accessibility

We are committed to providing an inclusive and welcoming environment for all our visitors. We recognize the importance of accessibility for individuals with disabilities and have taken several measures to ensure that everyone can enjoy our venue. This section outlines our accessibility features and facilities.

Entrance: There is one accessible entrance at street level. The door is automated, ensuring easy entry for all guests.

Level Access: The venue is level throughout, with no significant slopes that may pose difficulties for guests with mobility impairments.

Lifts: We have one lift available that accommodates one standard-sized wheelchair.

Accessible Parking: We have accessible parking options in West Parliament Square. This shared parking area serves our venue, the Signet Library, and St. Giles Cathedral. The distance from this parking area to the venue entrance goes around the building, on a slight upright slope.

Public Transport: The venue is conveniently accessible by various forms of public transportation, including trains from Waverley Station, Lothian Buses, and taxis.

Accessible Toilets: We have accessible toilets on the premises on every floor, which are equipped with the following features:

Wide doors to accommodate both manual and power wheelchairs.

Grab rails for support and stability.

Easy turn locks and taps for ease of use.

Emergency responses

1. Evacuation plan

The building has 5 floors. Each floor has at least one evacuation plan printed on a wall in a public area, easily visible.

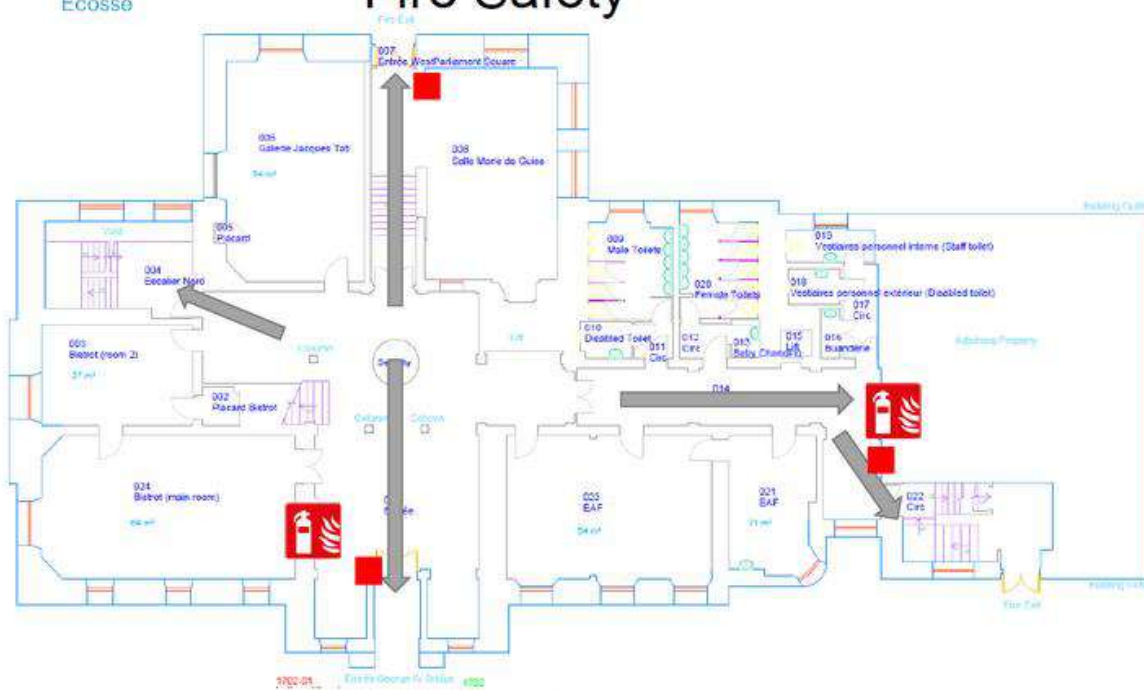
There are two staircases available for evacuation, designated as "Staircase North" and "Staircase South."

Exits are marked with illuminated signs.

Emergency assembly point is located at West Parliament Square.

Sécurité incendie Fire Safety

REZ-DE-CHAUSSÉE
GROUND FLOOR



Extincteurs
fire extinguishers



Point d'appel
call point

POINT DE RASSEMBLEMENT
ASSEMBLY POINT

WEST PARLIAMENT
SQUARE

Evacuation Steps

- Stay Calm:** In the event of an emergency, remain calm and keep others around you calm as well.
- Alert Others:** Shout "Emergency" or use any available alarms or communication systems to notify others.
- Leave Belongings Behind:** Do not waste time gathering personal belongings. Exit immediately and leave all belongings behind.
- Choose Nearest Exit:** Determine the closest staircase (Staircase North or Staircase South) based on your current location.
- Use Staircase for Descent:** Head to the nearest staircase and use it to descend to the ground floor.
- Do not use Elevators:** Do not use elevators during an evacuation, as they may become inoperative during emergencies.
- Exit to Assembly Point:** Once you reach the ground floor, exit the building through the nearest exit door.
- Gather at Assembly Point:** Proceed to the designated emergency assembly point outside the building and wait for further instructions.

2. Medical Emergency

Emergency medical supplies are available:

Ground floor: first aid kit & defibrillator at reception/security desk

1st floor: first aid kit in the kitchen, specifically for burns

Medical emergency Response Steps

Assess the Situation: If you witness or are made aware of a medical emergency, assess the situation to determine the nature and severity of the medical issue.

Call for Help: Dial [emergency number, e.g., 911]. Provide the following information: the nature of the medical emergency and your precise location within the building.

Always maintain communication with the professional medical responders to guide them to the precise location within the building.

Alert Others: Notify others in the vicinity about the medical emergency so that they can provide assistance if trained.

Administer First Aid: If trained responders are available, they should administer basic first aid to the affected person until professional help arrives.

Coordinate with Emergency Responders: Provide essential information to the arriving professional medical responders, such as the patient's condition, any administered first aid, and the location of emergency medical supplies.