

Council Fire Safety Policy

Implementation date: 1 November 2017

Control schedule

Approved by	Corporate Policy and Strategy Committee
Approval date	03 October 2017
Senior Responsible Officer	Susan N Tannahill
Author	Susan N Tannahill
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Version	Date	Author	Comment
0.1	03 October 2017	Susan N Tannahill	The existing Fire Safety Policy will be superseded.

Date	Committee	Link to report	Link to minute
03 October 2017	Corporate Policy and Strategy Committee	Council Fire Safety Policy	

Council Fire Safety Policy

Policy statement

- 1.1 As set out in the Council Health and Safety Policy, we take all reasonable steps to protect the health and safety and welfare of our employees and third parties.
- 1.2 We recognise that fire poses a major risk to the lives of our employees, and third parties including members of the public, contractors, service users, and pupils.
- 1.3 The loss of buildings and infrastructure due to fire also poses significant risks to the Council's ability to deliver services and functions.
- 1.4 The main objective of this Policy, which is a sub-Policy of the Council Health and Safety Policy, is to protect the safety of our employees and third parties, and loss of buildings and infrastructure, from risks associated with fire. Accordingly, we will implement a fire safety management system to ensure that:
 - fire safety is a priority in all premises under our control
 - we comply with fire legislation
 - we work in partnership with the Scottish Fire and Rescue Service.
- 1.5 This Policy should be made available to all persons working under the control of the Council and made available to interested parties on request, and those with specific responsibilities must familiarise themselves with the contents of this Policy.

Scope

- 2.1 The Council Fire Safety Policy applies to all Council premises and workplaces, and all employees. It extends to third parties who interact with Council services but are not employees such as members of the public, contractors and service users.
- 2.2 Public event fire safety is provided for by the Events Planning and Operations Group Process.

Definitions

- 3.1 **Building or Site H&S Responsible Person** - Building or Site H&S Responsible Person is allocated to the most senior role holder in the building or site, e.g. Head Teacher, Care Home Manager, Depot Manager. For some locations, a nominated Building or Site H&S Responsible Person may be required.

- 3.2 Contractor** – Person or business that provides goods or services to an organisation and who is not an employee of that organisation.
- 3.3 Dangerous Substance** – dangerous substances are any substances that could, if not properly controlled, cause harm to people because of a fire or explosion or corrosion of metal. They can be found in most premises and include solvents, paints, varnishes, flammable gases such as liquid petroleum gas (LPG), dusts from machining and sanding operations, dusts from foodstuffs, pressurised gases, and substances corrosive to metal.
- 3.4 Duty Holder** – the fire legislation places a duty on those responsible for fire safety to carry out a fire risk assessment. These people are defined in the Fire (Scotland) Act 2005 as ‘Duty Holders’. A Duty Holder is anyone who has control, to any extent, of any premises.
- 3.5 Fire Legislation** – relates to the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.
- 3.6 Fire Safety Measures** – the Fire Safety Measures are listed in Schedule 2 to the Fire (Scotland) Act 2005. These are:
- measures to reduce the risk of fire in premises, and the risk of the spread of fire there;
 - measures in relation to the means of escape from premises;
 - measures for securing that, at all material times, the means of escape from premises can be safely and effectively used;
 - measures in relation to the means of fighting fires in premises;
 - measures in relation to the means of detecting fires in premises, and giving warning in the event of fire, or suspected fire; and
 - measures in relation to the arrangements for action to be taken in the event of fire in premises (including, measures for the instruction and training of employees and for mitigation of the effects of fire).
- 3.7 Fire Warden** – a designated role to a) assist in the prevention of fires, and b) aid with an emergency evacuation in the event of a fire.
- 3.8 Multi-occupied Building H&S Responsible Person** – Corporate Property and Facilities Management will take responsibility for the Multi-Occupied Building H&S Responsible Person for designated buildings as follows: Lothian Chambers, City Chambers, Waverley Court, and Parliament Square. In addition, they will take on this role for the Central Library.

For all other multi-occupied buildings, the most senior role holder in the building in the Service Area with greatest number of employees based in the building will

take on the role. For some locations, a nominated Multi-Occupied Building H&S Responsible Person may be required.

3.9 Senior Fire Co-ordinator – a designated role held by the Building or Site H&S Responsible Person.

Policy content

- 4.1 We implement a fire safety management system aimed at ensuring, so far as is reasonably practicable, the safety of our employees, and others in respect of harm caused by fire.
- 4.2 We carry out an assessment in each of our premises, where we have control to any extent, to identify risks to the safety of our employees, and others from fire, and eliminate or reduce the risk to an acceptable level, taking account of the general principles of prevention within the fire legislation.
- 4.3 In eliminating or reducing the risk to an acceptable level, we provide appropriate Fire Safety Measures as are necessary to enable the Council to ensure the safety of employees and others.
- 4.4 We implement appropriate fire safety arrangements for the effective planning, organisation, control, monitoring, and review of the fire safety measures.
- 4.5 We implement appropriate measures in common areas of Council housing for the protection of fire fighters.
- 4.6 In each of the premises where we have control to any extent, we establish Emergency Evacuation Plans (including Personal Emergency Evacuation Plans) to ensure that in the event of serious or imminent danger from fire, or emergency involving a dangerous substance, an appropriate response is effected to ensure the safety of employees and others.
- 4.7 We implement a training programme for all our employees, and others where appropriate, to raise awareness of the hazards and risks of fire, and what actions are to be taken on discovering a fire or hearing the fire warning signal.
- 4.8 We will ensure that any facilities, equipment, and devices provided in respect of our fire safety management system, is subject to a suitable system of maintenance.
- 4.9 We review our fire safety management system on at least an annual frequency. We review our risk assessments using a risk based approach.
- 4.10 We carry out health and safety audits, including fire safety measures, of our premises using a risk based approach.

- 4.11 We have a Fire Safety Standing Group with a remit to continuously monitor and review this Policy and its supporting Procedures to ensure fire safety is managed effectively.

Implementation

5.1 Implementation will be effective from 1 November, 2017.

5.2 This Policy supersedes the Fire Safety Policy dated 2009.

Roles and responsibilities

6.1 Health and safety roles and responsibilities are set out in the Council Health and Safety Policy. Roles and responsibilities relating specifically to this Policy are set out below.

6.2 Heads of Service

Responsibility for ensuring that a fire safety management system is implemented and, fire safety arrangements for the effective planning, organisation, control, monitoring, and review of the fire safety measures are implemented for premises and workplaces to which they have control to any extent.

6.3 Head of Property and Facilities Management

Responsibility for ensuring that a structured fire safety improvement programme is developed and delivered for premises and workplaces in the Corporate estate.

6.4 Building or Site H&S Responsible Person

At building/site level, the duty holder, working under the direction of the Heads of Service, is responsible for overseeing all aspects of the day-to-day operation of the Policy within the areas under their control, and:

- Ensuring a fire risk assessment has been completed and is reviewed periodically, and at least once per year;
- Ensuring that any discrepancies in the fire safety measures, identified as a result of the fire risk assessment, are prioritised using a risk based approach, and actioned within a reasonable timescale;
- Ensuring that a suitable number of Fire Wardens are appointed and suitably trained, and debriefed on the fire safety measures for the building or site. Sufficient numbers of Fire Wardens must be appointed to cover shift patterns, periods of leave and sickness etc.

- Ensuring that all employees and other occupants participate in planned fire drills at least annually; and a documented review is carried out to identify areas for improvement and that these areas are actioned within a reasonable timescale;
- Ensuring that workplace inspections are carried out each quarter (termly in schools), and that these are documented and the required remedial action is acted upon;
- Ensuring that all fire related incidents are fully investigated and lessons learned to prevent a recurrence;
- Ensuring that the Emergency Evacuation Plan is appropriate and exercised to ensure it is current;
- Ensuring that Personal Emergency Evacuation Plans (PEEP) are in place for individuals who may not be able to reach the ultimate place of safety within a satisfactory period in the event of an emergency evacuation;
- Ensuring that all facilities, equipment, and devices provided in respect of the fire safety management system, are subject to a suitable system of inspection, testing and maintenance.
- In the event of an emergency evacuation, will take on the role of Senior Fire Co-ordinator to co-ordinate evacuations until a safe conclusion is reached or until the Fire and Rescue Service has arrived. In addition, will liaise with the Fire and Rescue Services on their arrival.
- In multiple occupancy buildings, responsible for the co-ordination and co-operation of fire safety arrangements between occupiers.
- Ensuring that information on fire safety measures including Emergency Evacuation arrangements are provided for out of hours access to Council premises to third parties.

6.5 Multi-occupied Building or Multi-occupied Site H&S Responsible Person (Council Buildings/Sites occupied by multiple Council Service Areas)

Responsible for the co-ordination and co-operation where required of health, safety and fire responsibilities that cross Service Area boundaries in the building or site, including:

- Inspection, testing and maintenance of fire safety measures
- Planned fire drills
- Emergency evacuations
- Fire wardens
- Fire safety records
- Incident escalation

6.6 Fire Wardens

- In the event of a fire, fire wardens are responsible for ensuring their areas are evacuated. Fire wardens must report that their area is clear to the Fire Co-ordinator for the building/site.
- Fire wardens must react immediately, ensuring that people leave the building or site. A systematic sweep of the building or site must be carried out and should include:
 - A check of all accessible areas to occupants, including toilets
 - Closure of all windows and doors to prevent the spread of a fire
- To ensure Fire Wardens are competent in carrying out their duties, they must attend relevant training and briefing sessions.

6.7 Fire and Accessibility Officer(s)

The Fire and Accessibility Officer advises on fire safety for operational non-housing premises and workplaces, and is responsible for:

- Supporting the development and delivery of a structured fire safety improvement programme to assist in ensuring that the Council meet its legal requirements;
- Liaising with Corporate Property and Facilities Management, and other departments, to assist in developing and delivering compliance and improvement projects for the Corporate estate;
- Undertaking fire safety surveys to identify non-compliances, and recommend improvement works to ensure statutory compliance;
- Developing a prioritised annual programme of remedial and improvement works across the Corporate estate;
- Maintaining a database on fire safety information in relation to fire protection in buildings, including details of inspections and findings from the Scottish Fire and Rescue Service.
- Assist in raising awareness on fire risks across the Council.

6.8 Corporate Health and Safety Manager

The Corporate Health and Safety Manager is responsible for:

- Defining the content of this Policy and reviewing on an annual basis and after any major incident, and updating as necessary;

- Providing guidance, interpretation and materials as required, to help achieve compliance with this Policy;
- Ensuring all notifiable fire-related incidents are reported to the Health and Safety Executive;
- Providing fire safety training, as part of the corporate health and safety training schedule;
- Responsible for maintaining a well-sighted 'opinion' on compliance with the Policy across the Council;
- Ensuring consultation with employees and their representatives on health and safety matters, including fire safety.

6.9 Line Managers

Responsible for:

- Ensuring that the Policy is communicated, understood and followed by their direct reports and others under their control;
- Ensuring that appropriate fire safety training is conducted for their direct reports and others under their control, and records are maintained;

6.10 Employees

Responsible for:

- Ensuring that individual activities do not contribute to fire risk and are in accordance with the requirements of this Policy;
- Taking reasonable care for the safety in respect of harm caused by fire of themselves and others who may be affected by acts or omissions of the employee; and
- Co-operating as is necessary for the purpose of enabling the Council to comply with the requirements set out in this Policy, including participating in fire drills.

6.11 Contract Management

It is the responsibility of the Contract Owner within the Service Area / Department to:

- Ensure that contractors who may introduce ignition sources, or carry out work in areas that may materially affect any of the fire safety measures, are managed and supervised as appropriate; and

- Provide contractors with all necessary information including this Policy and relevant fire safety information including emergency procedures.

Related documents

- 7.1 Council Health and Safety Policy.
- 7.2 Fire (Scotland) Act 2005.
- 7.3 Fire Safety (Scotland) Regulations 2006.

Equalities impact

- 8.1 There are no equalities issues arising from this Policy.

Sustainability impact

- 9.1 There are no sustainability issues arising from this Policy.

Risk assessment

- 10.1 Fire disasters can result in fatality, serious injury and ill health, and are also associated with a negative impact on mental and physical health of victims, their families, and professional and voluntary responders to the disasters. The effects can be delayed and can persist over several years.
- 10.2 The potential impact of failure to manage fire safety also includes: legal liabilities, regulatory censure, financial losses, business disruption, and reputational damage.
- 10.3 Damage to buildings and artefacts of historical interest may also result from failure to manage fire safety.

Review

- 11.1 In line with the Council's Policy Framework, this Policy will be reviewed annually or more frequently if required.
- 11.2 The Policy will be reviewed once the findings from the Grenfall Fire Inquiry are available.