

East Dunbartonshire Council

Fire Safety Policy

October 2018

FIRE SAFETY POLICY

AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment	Approved
Dec-17	1.1	Aligned responsibilities re. Fire Safety Risk Assessments to Duty Holders Document	Gillian McConnachie, Audit and Risk Manager	

Contents

- 1. Policy Statement**
- 2. Fire Safety Organisation & Responsibilities**
- 3. Compliance**
- 4. Planning and Implementation**
- 5. Monitoring, Audit and Review**

Section 1: Policy Statement

1. Introduction

The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 provide the legislative framework for managing fire safety within non-domestic premises.

East Dunbartonshire Council is committed to ensuring that all premises it owns and/or operates comply with existing statutory legislation, guidance and mandatory requirements in respect of fire safety.

The purpose of this Policy is to ensure the safety of all relevant persons from fire, within Council occupied premises, by implementing effective protective and preventive measures. The Policy is intended to be an effective management tool for controlling risks associated with fire.

The Fire Safety policy has been developed in line with the approach to Partnership at Work and has involved consultation with a range of stakeholders.

The Fire Safety Policy takes account of and supports the strategic priorities at a local and national level outlined within various policy documents and action plans. The Fire Safety Policy has been developed to provide employees and line managers/team leaders with a structured framework to supporting fire safety in the workplace.

The Fire Safety Arrangements contained within this document supports line managers/team leaders in the practical implementation of the policy.

This policy is particularly relevant to the delivery of objectives at a local and national level as outlined in the Corporate Development Plan for the Council.

National Outcome 6:	We live longer healthier lives
Local Objectives:	East Dunbartonshire is a safe and sustainable environment in which to live, work and visit

2. Scope

The Fire Safety Policy will encompass the core elements within the workplace to encourage and support fire safety within the workplace. The Fire Safety Policy covers all employees of East Dunbartonshire Council.

Section 2: Fire Safety Organisation & Responsibilities

1. Organisation & Responsibilities

Key responsibilities for managing fire safety are outlined below to ensure the risk to employees, service users and others is minimised.

1.1 The **Chief Executive** is responsible for:

- Detailing the organisation in the Council through which the Fire Policy and Guidance Note will be implemented,
- Delegating the responsibility for implementation to Directors, and
- Monitoring of the policy to ensure that it remains relevant and effective.

1.2 The **Depute Chief Executives** are responsible for:

- Setting out the organisation within their Directorate through which the Fire Policy and Health and Safety Management System will be implemented,
- Ensuring resources are made available to support the effective management of fire in premises owned, operated and/or occupied by any of the Directorate's Strategic Services,
- Ensuring that appropriate information, instruction and training is provided to employees with specific responsibilities in terms of fire safety,
- Routinely monitoring and reviewing the adequacy of fire safety arrangements across their area of responsibility, and
- Assigning responsibilities to nominated persons (Duty Holders) in each premise to enable them to manage and implement fire safety arrangements.

1.3 All **Duty Holders** are responsible for:

- Provision of suitable and sufficient FSRA and action plan for premises. The Health and Safety team can provide support in conducting the first year's assessment and advice on updating this thereafter.
- Providing appropriate information and instruction to employees to ensure they are aware of and able to manage any risks associated with fire.
- Ensuring that the working environment is managed in such a manner to remove or reduce the risk of fire.
- Ensuring any equipment provided in connection with fire safety is maintained by a competent person, in effective working order and good repair.
- Ensuring maintenance and service records for equipment provided in connection with fire safety is retained on site.
- Retaining the fire log book on the premises and ensuring the necessary checks on equipment are undertaken at the appropriate intervals.
- Retaining a copy of the Fire Safety Risk Assessment (FSRA) on the premises.
- Completing the fire safety risk assessment action plan and taking forward actions which they have been allocated.
- Create an emergency fire action plan specifying the evacuation procedures for everyone, including disabled people, likely to be in the building.

- Liaising with Estates / Neighbourhood Services to ensure defects relating to the fabric of buildings and other matters are progressed.
- Ensuring appropriate information, instruction and training is provided to employees with specific responsibilities in terms of fire safety.
- Ensuring appropriate action plans are provided in response to deficiency notices when served by the Scottish Fire and Rescue Service (SFRS)
- Ensuring all employees and service users are made aware of the fire safety arrangements for the premises.
- Ensuring that local trade union safety representatives are made aware of the location and content of the fire log book, FSRA and any other documentation relating to fire safety.
- Alerting the appropriate persons e.g. senior management and Health and Safety Advisers to any issue which may compromise the fire safety of premises.
- Ensuring that they are familiar with, and adhere to, their duties as set out in the Duty Holder Responsibilities standard which provides more detailed advice.

1.4 All Managers/Team Leaders are responsible for:

- Ensuring that all employees are familiar with fire safety procedures within the building they are working from. Managers/Team Leaders should ensure appropriate local induction is undertaken shortly after commencement of their working.
- Assist the Duty Holder to ensure that the fire safety policy is adhered to.

1.5 The Health & Safety Team are responsible for:

- Providing competent Health & Safety advice for development, implementation and review of FSRAs for all EDC occupied and owned premises.
- Responding to requests for information and advice in respect of all fire safety matters.
- Review, Audit and Monitor all Fire related policies and procedures including SFRS Deficiency notices, action plans.

1.6 All Employees are responsible for:

- Complying with the fire safety arrangements for their place of work.
- Ensuring that they understand and follow all information, instruction and/or training received in relation to fire safety.
- Ensuring their acts or omissions don't increase the risk of fire developing or spreading.
- Reporting concerns in respect of fire safety to their Team Leader, Manager and/or Duty Holder.

1.7 Trades Unions

Safety Representatives should raise any concerns with regard to fire safety issues in accordance with the Resource communication and consultation framework.

1.8 PPP Schools

Within all PPP schools FSRAs will be undertaken in conjunction with Spie on behalf of the owner of the buildings Inspired.

Buildings which have multi occupancy user groups should establish a working group to oversee fire safety issues, security and any other building issues.

PPP Facility Management (Spie) are responsible for:

- Provision of suitable and sufficient FSRA's for premises and ensuring a copy of the FSRA and action plan is forwarded to the Duty Holder with responsibility for the premise in conjunction with Health & Safety Advisers
- Assisting the Duty Holder on implementation of Evacuation procedures
- Responding to requests for information and advice in respect of fire safety matters
- Providing plans and drawings of the buildings highlighting:
 - Essential structural features such as layout of the premises, escape routes, doorways, walls, partitions, corridors, stairways etc.;
 - The extent of compartments and location of ventilation system fire dampers;
 - Details of the number, type and location of fire fighting equipment,
 - Location of manually operated fire alarm call points and control equipment for the fire alarm;
 - The extent and type of automatic fire detectors;
 - Location of emergency lighting and exit route signs;
 - Location of sprinkler heads and the location of the sprinkler shut off valve;
 - Location of the main electricity supply switch, water shot off valve, main gas isolation valve;
 - Details of any facilities to assist fire fighters; and
 - Place of special fire risk.
- Ensuring equipment provided for fire protection are adequately maintained and serviced

Section 3: Legislative Compliance

East Dunbartonshire Council has a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees under the [Health and Safety at Work etc. Act 1974](#).

[The Fire \(Scotland\) Act 2005](#) and [Fire Safety \(Scotland\) Regulations 2006](#) set out the duties for the Council to undertake, to ensure the safety of persons in Council premises it owns or operates in respect of harm caused by fire.

The general requirements are:

- Carrying out a fire safety risk assessment of the premises;
- Putting in place fire safety measures which have been identified as necessary as a result of the fire safety risk assessment;
- Implementing these fire safety measures using risk reduction principles;
- Putting in place fire safety arrangements for the on-going control and review of the fire safety measures;
- Complying with additional specific requirements of the fire safety Regulations;

- Keeping the fire safety risk assessment and outcome under review; and
- Record keeping

Section 4: Planning & Implementation

East Dunbartonshire Council recognises the importance of fire safety for all employees and service users in premises it owns or operates.

The Council will take a pro-active approach to the management of fire safety in these properties by:

- Implementing the following hierarchical principles of fire safety:
 - Avoid fire risk
 - Evaluate the fire risk that cannot be avoided and combat risk at source
- Develop a coherent risk reduction approach which covers technology, organisation of work and the influence of factors relating to the working environment.

Section 5: Monitoring, Audit & Review

5.1 Monitoring

Monitoring will be achieved through health and safety objectives as detailed in the Council's Health and Safety Policy and the programme of inspections of all workplaces.

5.2 Auditing

Health and Safety Advisers will undertake fire audits in accordance with the Council's Audit Programme and determine the effectiveness and reliability of the health and safety management system within defined service areas.

5.3 Reviewing Performance

The Council is committed to the continuous development and improvement of fire safety.

To meet this commitment, the Health & Safety Team in conjunction with Corporate Assets management will:-

- Review their health and safety arrangements at appropriate intervals and after any significant change or incident:
 - Changes to existing legislation, or the introduction of new legislation
 - Findings of an incident or investigation
 - Advice received from the relevant enforcement agency, i.e. Health and Safety Executive (HSE)/Scottish Fire and Rescue Service (SFRS)
- Review and revise their health and safety plans to ensure successful outcomes.

It will also be the responsibility of the Health & Safety Team to:-

- Assess any requests for a review of the Policy
- Consult with all stakeholders on the required change
- Undertake the review and update the Policy as required