

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY POLICY

FIRE SAFETY

HSP03

Date of First Issue:	December 2017
Author:	L Gold – Health & Safety Manager
Revision:	June 2023
Approved by:	A Bauer – Executive - Officer Assets & Facilities

CONTENTS

DOCUMENT CONTROL AMENDMENT RECORD	3
1. INTRODUCTION	4
2. FIRE SAFETY POLICY STATEMENT	4
3. SCOPE	5
4. ROLES AND RESPONSIBILITIES	5
4.1 CHIEF EXECUTIVE AND DEPUTE CHIEF EXECUTIVE	5
4.2 EXECUTIVE OFFICERS	5
4.3 DUTY HOLDERS	5
4.5 HEALTH AND SAFETY	7
4.6 EMPLOYEES.....	7
4.7 PPP SCHOOLS	7
5. LEGISLATIVE COMPLIANCE	8
6. PLANNING AND IMPLEMENTATION	9
7. MONITOR AND REVIEW	9
8. REFERENCES	9
HSE Guidance and Regulation.....	9
East Dunbartonshire Council: Health and Safety Procedures and Forms	9

DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
Dec 17	01	Initial issue	Gillian McConnachie Audit and Risk Manager
Mar 23	02	Review to include changes in role and responsibilities, legislation and SFRS policy update, adapt to fit into management system. Spie change name to Dalkia	Laura Gold Health and Safety Manager Graham McMillan Fire Safety Adviser Debbie Gray Health and Safety Adviser

1. INTRODUCTION

East Dunbartonshire Council (EDC) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 provide the legislative framework for managing fire safety within non-domestic premises. The purpose of this policy is to ensure the safety of all relevant persons from fire, within EDC occupied premises, by implementing effective protective and preventive measures and is intended to be an effective management tool for controlling risks associated with fire.

The Fire Safety policy has been developed in 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 and 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.

2. FIRE SAFETY POLICY STATEMENT



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

EDC will deliver this policy by:

- Clearly defining duty holder's and other delegated responsible persons roles, responsibilities and accountabilities with regards to fire safety.
- Ensuring that fire safety risk assessments are undertaken on all East Dunbartonshire Council relevant premises, copies of the fire safety risk assessments and all other fire safety related documentation are held at the premises and that where appropriate, action plans are developed and implemented to reduce or eliminate any hazards identified.
- Ensuring that all aspects of our premises, plant and/or equipment are provided to secure fire safety are maintained by a competent person in an efficient and fit state, in efficient working order and in good repair in accordance with fire risk assessments.
- Ensuring EDC facilities and estates are designed and constructed in accordance with relevant fire safety standards.
- Providing employees and any other relevant persons affected with appropriate fire safety information, instruction and training.

3. SCOPE

The Fire Safety Policy will encompass the core elements within the premises to encourage and support fire safety. The Fire Safety Policy applies to all East Dunbartonshire Council employees, contractors, visitors and all other relevant persons on the premises.

4. ROLES AND RESPONSIBILITIES

4.1 CHIEF EXECUTIVE AND DEPUTE CHIEF EXECUTIVE

The Chief Executive and Depute Chief Executive have ultimate responsibility for the operation of the Policy across the Council as a whole and for ensuring development of an effective management system to implement the Policy within Services.

The Chief Executive and Depute Chief Executive are also responsible for:

- Ensuring that adequate resources are available to implement procedures, train key personnel and ensure appropriate protective measures are taken as identified in the Policy;
- Detailing the strategic grouping within the Council through which the Fire Safety Policy and Guidance Note will be implemented;
- Delegating the responsibility for implementation to Executive Officers; and
- Monitoring of the policy to ensure that it remains relevant and effective.

4.2 EXECUTIVE OFFICERS

The Executive Officers are responsible for:

- Setting out the Service within their strategic grouping 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 their Services
- Ensuring that appropriate information, instruction and training is provided to employees and any other relevant persons with specific responsibilities in terms of fire safety
- Routinely monitoring and reviewing the adequacy of fire safety arrangements across their area of responsibility
- Assigning responsibilities to nominated persons, Duty Holders and other relevant delegated responsible persons, in each premises to enable them to manage and implement fire safety arrangements.

4.3 DUTY HOLDERS

The overall Duty Holder is the Council. The Council, in its capacity to nominate one or more competent persons to assist in undertaking measures necessary to comply with fire safety regulations will appoint Duty Holders to each premises.

The Estates Team holds specific Duty Holder responsibilities as manager of the Council estate and will therefore support Duty Holders and other nominated persons with control of premises to fulfil their fire safety responsibilities.

The Facilities Management Team holds specific Duty Holder responsibilities as the on-site manager of operational buildings. Additionally, and where relevant, other services within the council will support the completion of the responsibilities below.

Full details of Duty Holder's roles and responsibilities can be found in Health and Safety Procedure SP29: Duty Holder.

For the purpose of Fire Safety, Duty Holders have the following responsibilities:

- Receive the fire safety risk assessment and action plan for premises from fire safety officers and taking forward actions which they have been allocated, in the time frame suggested to support the safety of the occupiers and the building itself.
- Providing appropriate information and instruction to employees and other relevant persons to ensure they are aware of and able to manage any risks associated with fire within the premises they have control of.
- Ensuring that the relevant premises are 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 and updated on site in conjunction with Estates and Facilities Management.
- Retaining and updating the fire log book on the premises and ensuring the necessary checks on equipment are undertaken at the appropriate intervals in conjunction with Estates and Facilities Management.
- Ensure recording of Unwanted Fire Alarms Signals (UFAS) in the Fire Precautions Log book and report UFAS to Health and Safety Team using the form HS1b.
- Retaining a copy of the Fire Safety Risk Assessment (FSRA) on the premises. Estates will also retain an electronic copy.
- Create an emergency fire action plan specifying the evacuation procedures for everyone, including disabled people, likely to be in the building.
- Liaising with Estates 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 adherence to current policies and procedures including UFAS investigation.
- 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 other relevant persons 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 Precautions logbook, FSRA and any other documentation relating to fire safety.
- Alerting the appropriate persons e.g. senior management and Fire Safety Officers 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 Procedure which provides more detailed advice.

4.4 MANAGERS/TEAM LEADERS

Managers/Team Leaders are responsible for:

- Ensuring that all employees are familiar with fire safety procedures within the building they are working from.
- Ensure appropriate local induction is undertaken on commencement of their employment.
- Assist the Duty Holder to ensure that the fire safety policy is adhered to.

4.5 HEALTH AND SAFETY

The EDC Health and Safety Team will advise the management in fulfilling their duties in regards to the implementation of this Fire Safety Policy and associated regulations and guidance.

In particular, the Health and Safety Team are responsible for:

- Carrying out Fire Safety Risk Assessments (FSRA) for all EDC operational and non-operational premises with an action plan for each premises.
- Providing competent advice for implementation and review of FSRAs for all EDC occupied and/or 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 and Enforcement notices, action plans and policy changes.

4.6 EMPLOYEES

Employees of EDC are responsible for:

- Complying with the fire safety arrangements for their place of work.
- Ensuring that they understand, follow and co-operate with 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.

4.7 PPP SCHOOLS

Within all PPP schools FSRAs will be undertaken in conjunction with DALKIA who manage the buildings on behalf of the Council.

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

There is dual Duty Holder responsibility within the PPP schools. Both DALKIA and East Dunbartonshire Council share this responsibility.

DALKIA are responsible for:

- Co-operating and providing information for FSRAs to be conducted on the premises. A copy of the FSRA and action plan is forwarded to the Duty Holder with responsibility for the premises who will work with DALKIA with regards to any action plans.
- 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 shut 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 is adequately maintained and serviced.

5. 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 on an initial and ongoing basis;
- 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;

- Record keeping of all elements of fire safety management including fire safety log book.

6. PLANNING AND 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 utilises technology, organisation of work and the influence of factors relating to the working environment.

7. MONITOR AND REVIEW

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this Fire Safety Policy.

Fire Safety Risk Assessments are conducted and reviewed annually for educational establishments and biannually for other type of council premises.

The EDC Health and Safety Team will review this management procedure every two years from the date of signing or sooner as a result of any changes to legislation or some other event i.e. a major incident or accident.

The EDC Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary, the procedure will be amended and reissued with an updated version number.

All Duty Holders and Team Leaders must ensure that local procedures are updated to reflect any changes to the fire safety policy.

8. REFERENCES

HSE Guidance and Regulation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006

East Dunbartonshire Council: Health and Safety Procedures and Forms

- SP29 Duty Holder
- SP43 Fire Safety Extinguisher Training Manual
- K01 Fire Safety Risk Assessment (PAS 79)

- K03 Safe Use of Portable Heaters
- K04 Personal Emergency Evacuation Plan
- K05 Fire Precautions Logbook