

Section 1: Fire Safety Arrangements

1. Fire Safety Risk Assessment (FSRA)

A FSRA must be carried out which is specific to fire safety and to the premises concerned.

The FSRA is an organised and methodical look at the premises, the activities within the premises, the potential for a fire to occur and the harm it could cause to the people in and around the premises. The existing fire safety measures are evaluated to establish if they are adequate or if more needs to be done.

For the purpose of fire safety risk assessment, a hazard is a situation that can give rise to a fire, risk is the potential for a fire to occur and cause death or injury.

The aims of a FSRA are:

- To identify hazards and reduce the potential for a fire to occur
- To determine what fire safety measures and management policies are necessary to ensure the safety of people in the building should a fire occur

The FSRA will be undertaken by the Health & Safety Team or other identified competent person(s). Recommendations contained in the FSRA will be implemented by the Duty Holder of the premises and the action plan updated accordingly.

1.1 Structural FSRA

A structural FSRA will be undertaken by Corporate Assets and result in the provision of 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
- Place of special fire risk

This FSRA must be:

- kept on the premises and be available for inspection by the Scottish Fire and Rescue Service (SFRS)
- the assessment must be reviewed annually by the Duty Holder, where an activity takes place, where a change in the use of the building occurs or where a failure occurs.

Within PPP schools, the FSRA will be undertaken in conjunction with the FM provider Spie FM on behalf of the owner of the building, Inspired.

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

2. Duty Holder

The Duty Holder is the senior manager within the premises or, in the case of the schools, the Head Teacher. The Duty Holder is required to ensure that the actions contained within the FSRA are undertaken and that an accurate record of all that occurs within the premises is kept and made available for inspection by the enforcing authority. The Duty Holder should appoint a deputy to deal with these issues in their absence.

2.1 Fire Safety Measures

The Duty Holder will ensure and adopt the following hierarchical principles with respect to the prevention of fire:

- Avoid fire risk
- Evaluate the risks which cannot be avoided and combat the risk at source
- Evaluate the risks which cannot be avoided by replacing the dangerous with the less dangerous
- Adapting to technical progress
- Developing a coherent risk reduction policy which covers technology, organisation of work and the influence of factors relating to the working environment
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

3. Building Standards

To restrict the spread of fire in Council premises the building standards elements below have been adopted.

3.1 Fire Compartmentation

Premises will be divided into different fire resisting compartments by fire resisting doors walls and floors which will provide a physical barrier to a fire. Managers and

employees must familiarise themselves with the compartments in their premises so that service users can be evacuated to adjoining compartments away from the source of the fire. Once a person has entered a protected route they should normally be able to proceed to a place of safety without having to leave the protected area.

Any alterations to the premises that affect fire compartmentation should be reported to the Duty Holder immediately. To allow FSRA and Emergency Evacuation plan to be amended accordingly.

3.2 Doors

A closed door can restrict fire spread by holding back fire and smoke.

Fire doors with hold open devices are linked to the fire alarm. When the fire alarm is activated these doors will close automatically thereby preventing fire and smoke from passing through and limiting the possible oxygen supply to the fire. Employees should check the operation of these doors to ensure they remain effective, and are never wedged open.

Doors should be closed, especially at night, or be provided with self-closing devices.

Where fire doors are provided they should be capable of restricting the action of fire and smoke for not less than half an hour in accordance with the current British Standards. All fire doors should display signage indicating that they meet the criteria for resisting the spread of fire and smoke.

3.3 Care Home Bedrooms

Doors to the corridor should be fitted with an electromagnetic hold open device, or an acoustically activated door release mechanism, or automatic self-closing device with a swing free arm and activated by the operation of the detection and alarm system.

Bedroom doors will be able to be locked from the inside. However, they should be easy to open without recourse to a key. Any locking device used should be able to be opened from the outside of the room by means of a standard key issued to all employees.

3.4 Fire separation

Where premises are part of a larger building the risk of an outbreak of fire in the neighbouring building ultimately spreading to those other premises should be considered. The provision of fire separation will ensure that in the event of fire within the building fire and smoke is inhibited from spreading beyond the area of occupation where the fire originated.

3.5 Fire spread through cavities and on internal linings

Cavity barriers will be provided to restrict the spread of fire and be checked to determine if there are any easy paths through which smoke and fire may spread.

Corporate Assets will ensure internal linings offer adequate resistance to the spread of flame and comply with appropriate Building Regulations. Similar provision will be made by Spie in PPP premises.

Management will ensure any proposed refurbishment work involving internal linings such as walls or ceilings is fully discussed with Corporate Assets and Building Standards Team to ensure compliance with appropriate Building Regulations.

Within educational establishments, Practical Fire Safety Guidance for Educational and Day Care for Children Premises recommends that notice boards should be 'limited to 3 metre lengths with gaps of 1 metre between boards and should not be located immediately opposite each other.'

3.6 Means of escape

Once a fire warning has been given, everyone in Council premises or where Council employees' operate must be able to leave the area quickly and safely via the nearest fire exit to the assembly point. Regular users of the building should ensure that they are aware of alternative exits from the building. All Council premises it owns or operates in will be provided with adequate means of escape in case of fire which will be capable of being safely used at all times.

3.7 Stairways

The positioning and design of stairways should ensure it is possible to evacuate all service users from the premises.

Managers, Team Leaders and employees will ensure stairways are free of any stored materials and maintained in good condition.

3.8 Emergency lighting

An emergency lighting system should be provided for use when the electricity supply to the normal lighting fails so as to ensure that the means of escape can safely and effectively used at all times.

Council premises will be provided with emergency lighting necessary to ensure that in the event of an outbreak of fire within the building, illumination is provided to assist in escape and in the implementation of the emergency fire action plan.

3.9 Signs

Fire safety signs must comply with the relevant requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

- Escape signage should be green and white in colour
- Wherever possible signs should be positioned between 2 metres and 2.5 metres above floor level

Directional signs will be in place to indicate:

- Quickest and Safest route to final fire exits
- All fire doors and final exit doors and instructions for operation of door
- Fire fighting equipment
- Fire Action Notices which give concise instructions on the actions to be taken on discovering a fire and on hearing the fire alarm

4. Risk Reduction Principles

Within Council premises all reasonable provision will be made to reduce the possibility of fires occurring due to accidental ignition. This will be achieved by attention to the following areas:

4.1 Housekeeping and general storage

Equipment and packages will be stored in designated locked areas. There will be no storage of combustible materials in plant rooms, service voids and shafts, electrical main or sub switch rooms or boiler rooms, escape stairs, corridors or attics. Linen, paper, and packaging will be stored in an orderly manner. There will be frequent disposal of packaging, waste, and other combustible rubbish, and storage external to the building will be well away from external walls or overhanging eaves.

4.2 Storage and use of dangerous substances

Storage of highly flammable materials and liquids in Council premises will be kept to a minimum and in accordance with relevant legislative requirements.

4.3 Safe use of equipment

Management will ensure provision is made to maintain equipment provided in premises. Only competent persons should maintain machinery, equipment or plant.

4.4 Electrical

Management must ensure electrical equipment is maintained in a safe manner. Provision should be made to test fixed electrical circuits and portable appliances on a regular basis. Only correctly fused extension leads should be used and the use of multi adaptors is prohibited. Electrical equipment must only be used for its intended purpose.

4.5 Smoking

In accordance with current statutory provisions and EDC's Policy on Tobacco and Control of Smoking at Work, smoking is prohibited in Council premises.

This means:

- No smoking in any vehicles owned or leased by the council or in vehicles contracted for transportation of Council clients.
- Smoking is not permitted at entrances and exits to all Council work locations or within the boundaries/curtilage of locations.
- Council employees are not permitted to smoke in clients homes.

There are exemptions (as listed in schedule 2 to the regulations). Those premises (or parts of premises) which are exempt from the legislation include residential accommodation and designated rooms in adult care homes.

4.6 Security

It is recognised there may be a need to protect some service users e.g. children, elderly. Management must ensure that any security measures in place do not compromise the emergency fire action plan.

4.7 Wilful fire raising

Wilful fire raising is often associated with vandalism and burglaries. If small fires have been started in the area of our premises they should be treated as a warning that worse might arise. In these circumstances, a review of fire safety management arrangements should occur and Police Scotland and the Scottish Fire and Rescue Services should be informed.

4.8 New Furniture, textiles, bedding, and sleepwear

All textiles and furniture supplied by the Council should comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988. Any furniture that is torn should be replaced as and when required.

4.9 Managing building works and alterations

It is well documented that fires often occur when buildings are undergoing refurbishment or alterations. To counter this threat, before any building work is undertaken the FSRA should be reviewed and any additional risks likely to be introduced considered and evaluated. The impact of the building work must be continuously monitored to ensure the premises remain free of the risk of fire.

Skips or refuse containers should not be sited against or close to the building (they should normally be a minimum of 6 metres away).

4.10 Escape routes

Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk must not be located on any corridor or stairway that will be used as an escape route. Corridors or stairwells should not become extensions of offices or used for the storage of combustible materials. Items that should not be held in corridors or stairways include:

- Portable gas heaters, such as LPG or electrical radiant heaters and electric convectors or boilers
- Gas cylinders for supplying heating
- Cooking appliances
- Bath chairs and wheelchairs
- Upholstered furniture
- Coat racks

- Vending machines
- Gas pipes, meters and similar fittings, and electrical equipment such as photocopiers

Corridors should generally be 1 metre wide, although wheelchair users will need a width of 1.2 metres.

Within schools it is recommended that paper on walls is separated by a 1 metre break for every 3 metres of paper.

4.11 Hot Works Permit System

Hot Work Permits are required when any hot work, that is any process that generates significant heat such as soldering, grinding, use of a blowtorch, oxy-acetylene cutting, is carried out in or near a building. The intention of the Hot Work Permit is to check that certain actions and precautions are in place to reduce the risk of a fire occurring as a result of a hot process.

5. Fire Detection Systems

5.1 Means for detecting fire and giving warning

It is essential that an outbreak of fire is detected at an early stage so that the occupants are alerted and the emergency fire action plan can be implemented as soon as possible. The provision of adequate means of detecting fire and raising the alarm is of vital importance in Council premises. Early detection permits time for orderly evacuation and allows the fire to be tackled at an earlier stage, thereby reducing the risk to life, safety, and damage to Council premises.

Duty Holders will be provided with adequate information on the location and type of detection provided and be made aware of how the detector communicates with the fire alarm to provide a distinctive sound unique to the fire alarm.

Managers will ensure employees are adequately informed and trained on the interpretation of the alarm and how to report any damage to fire detectors or alarm sounders.

5.2 Manual call points

Manual call points, often known as break glass call points, enable a person who discovers a fire to operate the fire alarm and immediately raise the alarm and warn other people in the premises of the danger. Manual call points will be strategically located throughout Council premises and clearly visible at all times. Employees should be trained on how to operate the manual call point.

5.3 Automatic fire detectors

The choice and type of automatic fire detectors will be dependent on the nature of the hazard, the required speed of system response and the need to avoid false alarms. The type of detector provided in Council premises will be in compliance with appropriate Building Regulations.

5.4 Control and indicator panel

A control and indicator panel will be provided for indication of fire or fault signal and manual controls such as silencing and resetting. The fire alarm control and indicator panel will be sited at a location appropriate for employees use.

When a fire alarm system operates, the source of the actuation should be quickly identifiable to allow employees to investigate the location. To achieve this, the building will be divided into detection zones. These zones will be influenced by compatibility with the emergency fire action plan. A schematic plan showing the fire detection zones will be displayed adjacent to the control panel to allow employees to quickly locate the source of a fire alarm actuation.

5.5 Linked operation

In Council premises, where provided, the sprinkler system will be interlinked so that actuation of the sprinkler system in response to a fire will cause operation of the fire alarm system.

Where there are self-closing doors which are held in the open position by automatic release devices or are fitted with swing free arms, then the operation of the fire alarm will cause automatic closure of these doors and internal swing doors with automatic opening will have the automatic opening facility disabled.

5.6 Fire fighting equipment

All Council premises are provided with adequate fire fighting equipment. Duty Holders will record the location of fire fighting equipment and ensure it is maintained on an annual basis. Any faulty or discharged fire fighting equipment must be replaced immediately. Only employees trained in the use of fire extinguishers should attempt to use them.

The following table highlights the classes of fire which can occur and the most appropriate type of extinguisher which should be used.

Class of Fire	Type of Extinguisher
Class A – free burning fires involving combustible materials such as wood, paper, cloth etc.	Water, Foam or Powder
Class B – fires involving flammable liquids such as oils, spirits, alcohols, greases and fats.	Foam, Carbon Dioxide or Powder

Class of Fire	Type of Extinguisher
Class C – Fires involving flammable gases such as propane, butane and mains gas.	Carbon Dioxide or Dry Powder
Class D – Metals such as aluminium, sodium or potassium.	None of the above extinguishers will deal effectively with a Class D fire. Liaise with the local Fire and Rescue Service for further advice.
Class F – Fires involving cooking fats and oils e.g. chip pans.	Wet Chemical.
Fires involving electrical risks.	It is imperative to first disconnect the power supply. The fire can be dealt with according to the classification of the type of fire indicated above. For fires involving live electrical equipment where the power cannot be isolated and there is a risk of electric shock, the extinguishing agent must be non-conductive, such as carbon dioxide or dry powder.

a. Automatic life safety fire suppression systems

Where these are installed will comply with current Building Regulations.

b. Fire Hose Reels

Permanent fire hose reels can provide an effective means of fighting fire and offer an alternative to or be in addition to fire extinguishers. Like fire extinguishers, these have to be checked regularly on an annual basis to ensure that they are in good working order. A test label will be fixed to the side of the hose reel and the date of the test recorded. Any that have not been tested within the last year should be brought to the attention of the Duty Holder. As a temporary measure, a “Do Not Use” sign should be placed on the hose reel if it has not been tested/ inspected.

Only those who have received training should use fire hose reels.

5.7 Lifts

In an emergency situation lifts should not be used by any member of staff as a means of evacuating the building. The integrity of a lift in a fire situation cannot be assured and anyone attempting to use a lift may find that the lift fails catastrophically or that it opens out onto an area engulfed with flames and smoke. All lift areas above or below ground should be clearly marked with a sign stating that the lift should not be used in the event of a fire.

The only exception to this is where a lift is specifically designed to be used in the event of a fire situation, particularly in newer buildings, and is installed as part of an emergency rescue for disabled personnel. In these cases, lifts will be clearly signed to say they can be used in an emergency situation.

6. Fire Evacuation Arrangements

6.1 Emergency fire evacuation plan

For each Council premise there will be a written emergency fire evacuation plan which sets out the action that employees and other people in the premises take in the event of a fire. The plan will be particular to the premise and will be made available to all employees. The plan will form the basis of the training and instruction provided to all employees. The purpose of the plan is to:

- Ensure that the people in the premises know what to do if there is a fire
- Ensure that appropriate action is taken in the event of fire and that the premises can be safely evacuated

The Duty Holder within each Council premise will develop their own emergency fire action plan and ensure it is communicated and understood by all employees. (See Appendix 1)

6.2 Persons requiring assistance

The design and planning of means of evacuation is usually based on the assumption that the occupants of a building can evacuate unaided. However, some people, particularly those with restricted mobility or impaired vision may need assistance in order to evacuate in the event of a fire.

The Fire Safety (Scotland) Regulations 2006 identify the responsibility of an employer to ensure an effective means of evacuation is in place for employees who require help evacuating a building.

A Personal Emergency Evacuation Plan (PEEP) should be developed for employees and service users who have a physical or sensory impairment which may prevent them from evacuating a building unaided (See Appendix 2)

6.3 Types of Evacuation

In Council premises employees are usually present and so it is expected they will play a major role in the evacuation of service users or visitors. The appropriateness of the evacuation to be undertaken is influenced by the dependency of service users and the layout of the premises.

Immediate evacuation

In offices, schools, depots, business units, day care premises, children's houses etc. it is expected that upon discovery of a fire and a warning being given, the emergency fire action plan involves the immediate evacuation of the premises by the nearest emergency exit.

Progressive evacuation

In residential homes for the elderly progressive evacuation may be adopted. Upon discovery of a fire and a warning being given the emergency fire action plan demands that the Duty Holder or Depute will:

- Carry out an assessment of the situation to determine where the fire is and who is at immediate risk
- Begin evacuating those service users immediately at risk, to a separate compartment or sub-compartment on the same floor
- Put in place arrangements for progressive movement of service users to a place of safety as the situation develops

Training on progressive evacuation and the role employees' play in times of emergencies will be central to the strategies adopted in homes for the elderly and adult residential premises.

6.4 Fire drills

Practice fire drills should be carried out to check that employees understand the emergency fire action plan, to ensure that employees are familiar with the operation of the plan, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

Practice fire drills within offices should take place at least twice a year, one scheduled and one unscheduled with all details recorded.

Practice fire drills within schools should take place at least once per teaching term (three in total), two scheduled and one unscheduled with all details recorded.

When carrying out the fire drill it may be helpful to:

- Circulate details concerning the fire drill and inform all employees of their duty to participate. It may not be beneficial to have surprise drills in certain care premises as the health and safety risks introduced may outweigh the benefits
- Ensure that any equipment which is in use, such as cookers, can be safely left
- Nominate observers who can assess the appropriateness of actions and identify problems
- If the fire alarm is connected to a remote alarm receiving centre, inform the receiving centre to ensure the Scottish Fire and Rescue

Service is not inadvertently called out to the premises, and inform the receiving centre when the fire drill is completed

- On occasion, have a fire drill when resource levels are at their minimum and/or outwith normal working hours if the building is being used
- Inform any visitors

6.5 Provision of information to visitors

All visitors should be advised of the fire safety arrangements in place for the premises they are visiting. Each premise is responsible for the evacuation of all their visitors irrespective of where the visitor is within a building. It is best practice to issue ID to all visitors with accompanying information on the back regarding what to do in an emergency situation e.g. fire

7. Training

All employees, including temporary employees, will be given appropriate information, instruction and training in, the fire arrangements for the premise in corporate and local induction.

Duty Holder training will normally be carried out by the Council's Insurers. This will cover all relevant Fire Safety duties covered under the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006

Fire safety training will be specific to the premises and cover:

- Instruction on the operation of the fire alarm control panel with particular emphasis on the information displayed and how to interpret this information
- The action to take on discovering a fire
- How to raise the alarm and operation of the call point
- The action to take on hearing the fire alarm
- The identity of people nominated with responsibility for fire safety
- The significant findings of the premise's FSRA
- The measures that have been put in place to reduce the risk from fire
- The fire prevention and fire safety measures and procedures in the premises and where they impact on employees and others in the building
- The importance of good housekeeping
- Any special arrangements for serious or imminent danger to persons from fire
- The procedures for alerting visitors including where appropriate, directing them to exits
- The arrangements for calling the Scottish Fire and Rescue Service
- The measures in place to ensure a safe escape from the building

- The personal evacuation needs to be unique to service users
- The evacuation procedures for everyone in the building to reach an assembly point at a safe place
- The principle of immediate and progressive evacuation
- The location and, where appropriate, the use of fire fighting equipment
- The location of the escape routes, especially those not in regular use
- How to open all escape doors, including the use of emergency fastenings (and locks where appropriate)
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- The reason for not using lifts

Where employees are required to physically move or assist service users and/or customers during an evacuation they will be trained in the method of achieving this and be familiar with any evacuation aids or equipment provided for this purpose, e.g. Evacuation Chair.

Specialised training will also be given to nominated individuals for fire warden and fire extinguisher training. Refresher training will only be required for fire extinguisher training on a biannual basis as the other specialist training should be applied within regular fire drills.

8. Testing and maintenance of fire safety measures

Emergency routes and exits, fire fighting equipment, fire alarm, emergency lighting and other fire safety measures must be kept in efficient working order and have a suitable system of maintenance. There should be regular checks, periodic servicing and maintenance and any defects put right as quickly as possible. Checks where applicable should include:

8.1 Daily

- All escape routes (internal and external) to ensure that they are free from obstruction
- All connecting and final exit doors to ensure that they can be effectively used and are free from obstruction
- Statutory fire safety signs, symbols and notices to ensure that they are free from obstruction
- Fire alarm call points and portable fire fighting equipment locations to ensure that they are serviceable and free from obstruction damage
- Fire alarm system control/indicator panel and repeater panels to ensure normal function
- Luminaries and illuminated signs to ensure normal function
- Visual inspection of any Ski Pads to ensure they are available where required

8.2 Weekly

- Fire alarm system, test all warning devices visual and audible where applicable to ensure normal function (use a different call point each week). This must be carried out during working hours and should be a short burst duration test lasting a few seconds (This may require 2 persons).
- Automatic fire detection system
- Electro-magnetic door holders in conjunction with fire alarm test
- Check all fire doors effectively close onto rebates and strips and seals are not damaged

8.3 Monthly

- Portable fire extinguishing equipment (physical inspection, i.e. in their proper position and have not been discharged or lost pressure or suffered obvious damage)
- Recorded fire compartment evacuation practice for residential premises provided with a written horizontal fire evacuation procedure
- Physical inspection of evacuation chairs to check they are in proper location, free from obstructions and not visibly damaged.
- Practical use of any Ski Pads during monthly fire simulations
- Emergency Lighting System inspection and test

8.4 Quarterly

- Fire alarm and automatic detection system
- Electro-magnetic door holders test and maintenance
- Physical inspection of evacuation chair by trained user to ensure they are in good condition and operating properly.

8.5 Six Monthly

- Fire drill with full evacuation of the building (note that false alarms which result in full evacuation may be counted as a fire drill.)
- Practice the use of evacuation chair at planned fire drills.
- Visual inspection and cleaning of all Ski Pads (stitching, handles, etc)

Note *in residential care homes provided with a written horizontal fire evacuation procedure there is no requirement for a full evacuation of the building however there should be regular recorded drills to practice the efficient evacuation of individual fire compartments in accordance with the established written procedures.*

8.6 Annually

- Service and maintenance of Fire Extinguishers
- Servicing of evacuation chairs by a competent person
- Record Fire Awareness Training for all employees
- Service and maintenance of emergency lighting system
- Service and maintenance of Fire Alarm System

5.10 Fire log book

A fire log book will be provided in Council premises in which nominated employees will record various checks designed to monitor the effectiveness of the fire precautions provided at the premise.

1. Records Maintenance

All records shall be maintained in accordance with the Fire Safety Policy & Arrangements and be available for inspection by internal and external audit at any time.

- Fire Safety Risk Assessment
- Fire Log Book
- Fire Safety related training
- Fire Evacuation Plan for the Premise
- Fire Compliance Checklist (appendix3)

These records will be retained in accordance with Data Protection legislation and Council Policy.

References

- Fire (Scotland) Act 2005
- Sector Specific Guidance Notes
- Guidance Booklet. Scottish Government
- Practical Fire Safety Guidance. The Evacuation of persons from buildings. Scottish Government.

APPENDIX 1

EMERGENCY EVACUATION ACTION PLAN

Property name:

Property Address:

Duty Holder:

Position:

Deputy Duty Holder:

Position:

Emergency Evacuation Action Plan Declaration

This Emergency Evacuation Action Plan has been developed to ensure the safe evacuation of employees and visitors in the event of an emergency at [insert location]. The Emergency Evacuation Action Plan has been developed in line with current Fire Safety Regulations and guidance. The main contributors in the development of this Emergency Evacuation Action Plan were:

Duty Holder:

Deputy Duty Holder:

The building will be open routinely Monday – Friday 08:00 to 20:00 hours. The on-site FM team, Local Neighbourhood Services Managers, will resource the building during these hours and will be available to support any on-site building issues.

A weekly fire alarm test will be conducted at 10am each Friday by an appointed Cluster Co-ordinator/Janitor .

The main fire assembly point is located at [insert location]

Signed Date.....
Duty Holder

Signed..... Date.....
On behalf of FM

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PREPARATION

1.0 Roles and Responsibilities

Designated Duty Holder - the designated Duty Holder shall be responsible for the implementation and continual reviewing of this document and where necessary put in place any changes or actions in accordance with the Fire Safety Policy. In the event of any evacuation, all information provided by the Fire Wardens should be recorded in the Duty Holder Evacuation Checklist (Appendix A).

Fire Wardens - employees designated as Fire Wardens will have the responsibility to search specific rooms or areas to ensure that no visitor or employee has been left behind when the building is being evacuated. On completion of the check of the specific room/area the Warden should report to the Duty Holder / Responsible person

Cluster Co-ordinator/Janitor - the FM Cluster Co-ordinator, if safe to do so, should check the zone on the fire control panel to determine the location of the activation. They should then liaise with the Fire Wardens and thereafter with Strathclyde Fire and Rescue Service on arrival.

Other Employees (EDC staff & office tenants) - All employees will familiarise themselves with the fire evacuation procedures and follow these instructions in the event of a fire alarm. A nominated person should collect the visitors sign in book on leaving.

Visitors/ Contractors - on entering the building should sign in and be made aware of fire evacuation procedures and accompanied / escorted to their nearest assembly point in the event of an emergency.

2.0 Training Requirements

All employees should receive fire evacuation instruction and training as part of their initial induction. Responsibility for fire evacuation instruction will lie with the relevant line Managers.

Fire Wardens, as nominated by the Duty Holder, will attend the Fire Warden training course provided by EDC prior to commencing this role. Refresher training will be programmed as and when required. A number of Fire Wardens should also have training in the use of fire fighting equipment.

Fire Drills will be undertaken as follows:-

At least 2 per year, one of which should be unannounced

This will ensure that all employees are familiar with the fire evacuation procedures.

All records of training for staff will be held in the training records folder. All drills will be recorded and held within the Fire Log Book. The responsibility for updating of the Fire Log Book will lie with the FM Cluster Coordinator, an officer in Local Neighbourhood Services or other nominated person(s).

3.0 Fire evacuation within assembly and social space areas

The set up of seating and equipment for any activities within assembly and social space areas must at all times be done ensuring that all evacuation routes and doors are not compromised.

4.0 Special Evacuation Arrangements

Specific personal emergency evacuation plans (PEEPs) will be drawn up for employees with disabilities to ensure their safe evacuation from the building.

5.0 Fire Alarm Systems

Fire and smoke detection sensors are located throughout the building. The alarm will be raised automatically in the event of an incident within the building. Call points located throughout can also be activated manually. The following actions would be initiated by the system:-

1. Activate the local warning devices in all areas (sounders and beacons).
2. Initiate a call to the emergency services via the Scotshield connection (where applicable).
3. Automatically release all “Hold open” fire doors (where applicable).
4. Automatically disengage the internal access control doors to allow free passage through.

The alarm will be an oscillating electronic tone and will be activated from a central fire alarm panel. The main panel is located in the entrance vestibule of the main entrance area. An automatic alert will be sent to the alarm receiving centre on activation of the fire alarm.

6.0 Fire Fighting Equipment

A range of additional fire fighting equipment will be located in areas deemed to be of higher risk, such as staff bases and kitchens. The full details of locations, including fire safety signage, can be found in the FM Six Pack (if applicable) located in the cluster co-ordinators office .Additional information can also be found on signs displayed at all exit points of the building.

Fire fighting equipment will include fire extinguishers and fire blankets as required. Only trained employees should use fire fighting equipment if safe to do so.

RESPONSE

7.0 Action to be taken by a person discovering a fire

In the event of an outbreak of fire, the person who discovers it should immediately raise the alarm by breaking the nearest fire alarm break glass panel.

8.0 Alerting the Emergency Services

An automatic alert will be sent to emergency services via the RedCare Alarm Line connection in addition to a manual alert (999) via nominated responsible person.

9.0 Evacuation Procedures

GENERAL INSTRUCTIONS TO BE FOLLOWED

General Fire Safety

Read the instructions given on the Fire Action Notices and evacuation plan /routes in order for you to familiarise yourself with them. These should be displayed in prominent positions or areas throughout the building i.e. room or office doors and notice boards

- Break glass/call points or other means of raising the alarm. Break glass/call points are generally located in all fire escape routes and at final exit doors.
- Make yourself aware of fire exits and available evacuation routes and the location of assembly points/muster areas.

If you have any disabilities or medical conditions that could result in you not being able to hear the alarm or evacuate the building in the normal manner you should make the Nominated person aware of this to ensure that a personal emergency evacuation plan (PEEP) is prepared for you

In the event of the fire alarm sounding:-

- Immediately evacuate the premises on hearing the fire alarm or when informed to do so by either the Nominated person or designated Fire Wardens.
- Evacuate by stairs (if appropriate). **DO NOT USE LIFTS.** Proceed to the designated assembly point and report to your Nominated person / Fire Warden. Do not assemble on vehicular entrances or emergency vehicle routes.
- If you have a PEEP, follow the procedure that has been agreed.
- Do not collect personal belongings prior to evacuation.

DO NOT RE-ENTER THE PREMISES UNTIL AUTHORISED TO DO SO BY THE FIRE AND RESCUE SERVICE

10.0 Key Escape Routes

Fire action notices displayed prominently throughout the building will indicate the fire assembly points to be used when evacuating the building. All fire escape routes will be identified by green fire exit and directional signage.

Escape route details are provided in the floor plans (Appendix B).

11.0 Assembly Points

All appropriate British Standard signage should be displayed with designated assembly points identified on the fire action notices; these should be displayed locally

(Appendix B). On exit from the building all users should gather at the designated assembly point.

12.0 Liaison with Strathclyde Fire and Rescue on site

The Duty Holder / Responsible person should be available to liaise with the Senior Fire Officer in attendance regarding status of evacuation and other information relating to the building.

RE - ENTRY

12.0 All Clear – Return to Building

THE ALL CLEAR MUST BE GIVEN BY THE FIRE AND RESCUE SERVICE BEFORE ANYONE RE-ENTERS THE BUILDING OR BY THE DUTY HOLDER IN THE EVENT OF A DRILL

The all clear will be indicated by an agreed audible sound i.e. horn/whistle. All employees, visitors and contractors will return to their location. All visitors should be escorted back in to the building.

REVIEW

13.0 Debrief and Review of Fire Evacuation Action Plan

Any issues arising as a result of the fire evacuation should be reported to the Duty Holder as soon as possible after the event and a meeting arranged to agree the actions required. This meeting should include the Duty Holder and the building users, including FM and tenants.

Reviews of the fire action plan should be undertaken regularly by the Duty Holder i.e. PEEPs, special events, etc

A debrief template is included at Appendix E.

APPENDIX A: DUTY HOLDER EVACUATION CHECKLIST

FIRE DRILL / EMERGENCY

Area Covered	Name of Floor Fire Warden	Name of Floor Fire Warden Deputy	Reported Clear
<u>GROUND FLOOR</u>	<ul style="list-style-type: none"> • Fire Wardens assigned to Ground Floor Zones will assist on sweep and evacuation procedures. • Where there are locked rooms Fire Wardens will be required to knock the door and listen for any response. • Fire warden assigned to Zone 7, 9 and 10 will assist in traffic control to Broomhill Depot. • Fire warden assigned to Zone 3 will take First Aid Kit 		
Services Corridor and Reception Area (Zone 1)			
First Aid corridor and Services Corridor (Zone 3)			
Stores and Joiners Workshop (Zone 6)			
Contact Centre to Roads Office (Zone 7)			
Bothy (Zone 9)			
Boiler House at Bothy (Zone 10)			
LISTER PETTER BUILDING			
<u>FIRST FLOOR</u>	<ul style="list-style-type: none"> • Fire Wardens assigned to Ground Floor Zones will assist on sweep and evacuation procedures. • Where there are locked rooms Fire Wardens will be required to knock the door and listen for any response. 		
Unison Corridor (zone 2)			
Training Room and F6 and F7 Meeting Rooms (Zone 4)			
Services Corridor to Boardroom (Zone 5)			
Emergency Response Centre to Bistro (zone8)			

APPENDIX B: LIST OF FIRE WARDENS

Area Covered	Name of Floor Fire Warden	Date Trained	Name of Floor Fire Warden Deputy	Date Trained
<u>GROUND FLOOR</u>				
<u>FIRST FLOOR</u>				

LIST OF FIRE WARDENS TRAINED IN USE OF FIRE EXTINGUISHERS

Name of Fire Warden	Date Trained

APPENDIX C: PLAN OF EVACUATION ROUTES / MUSTER AREAS

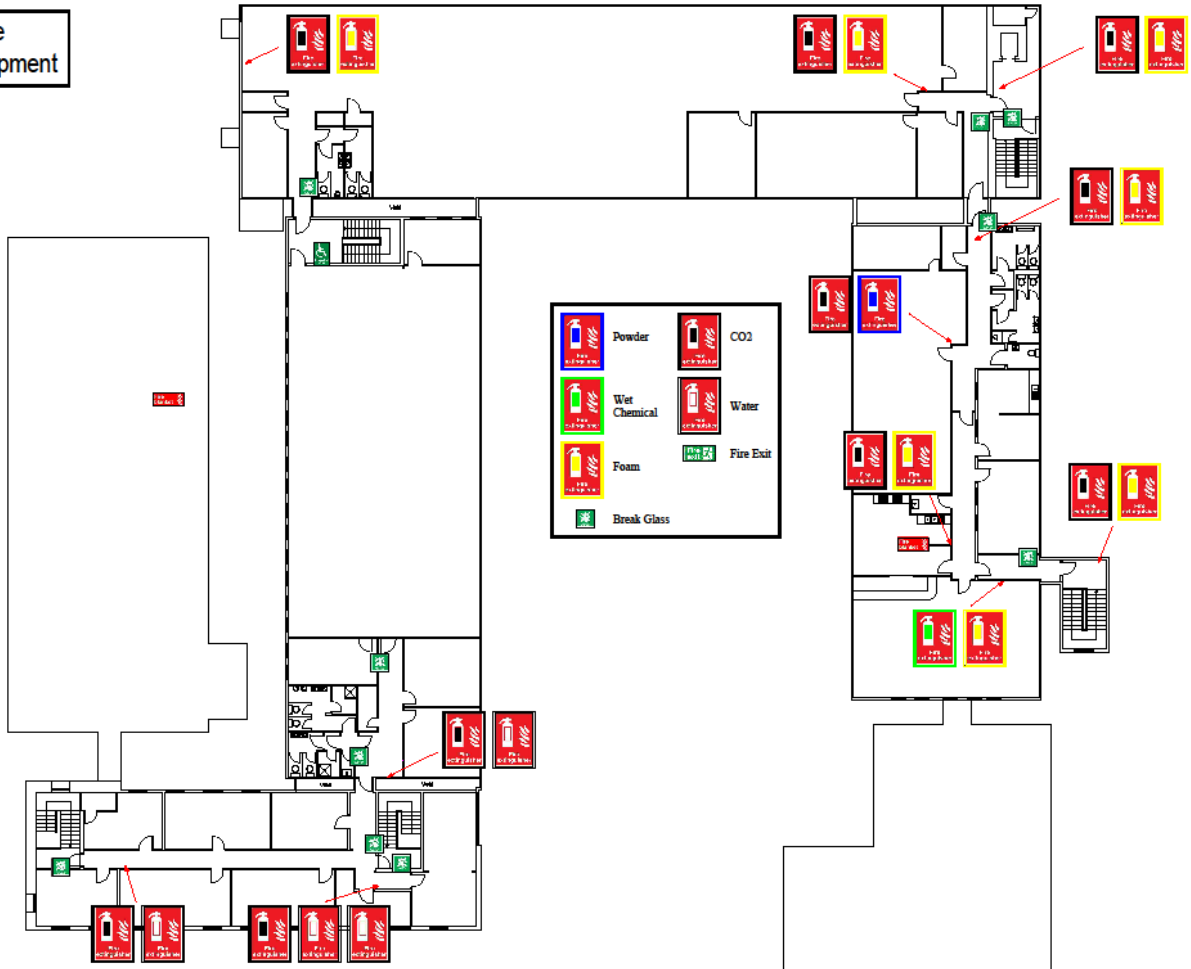
Plan A – Evacuation Routes Main Building – First Floor/Ground Floor and showing Fire Zones

ZONE AREA	FLOOR LEVEL	RESPONSIBLE AREA
1	Ground	Services Corridor and Reception Area
2	First Floor	Unison Corridor
3	Ground Floor	First Aid corridor and Services Corridor
4	First Floor	Training Room and F6 and F7 Meeting Rooms
5	First Floor	Services Corridor to Boardroom
6	Ground Floor	Stores and Joiners Workshop
7	Ground Floor	Contact Centre to Roads Office
8	First Floor	Emergency Response Centre to Bistro
9	Ground Floor	Bothy

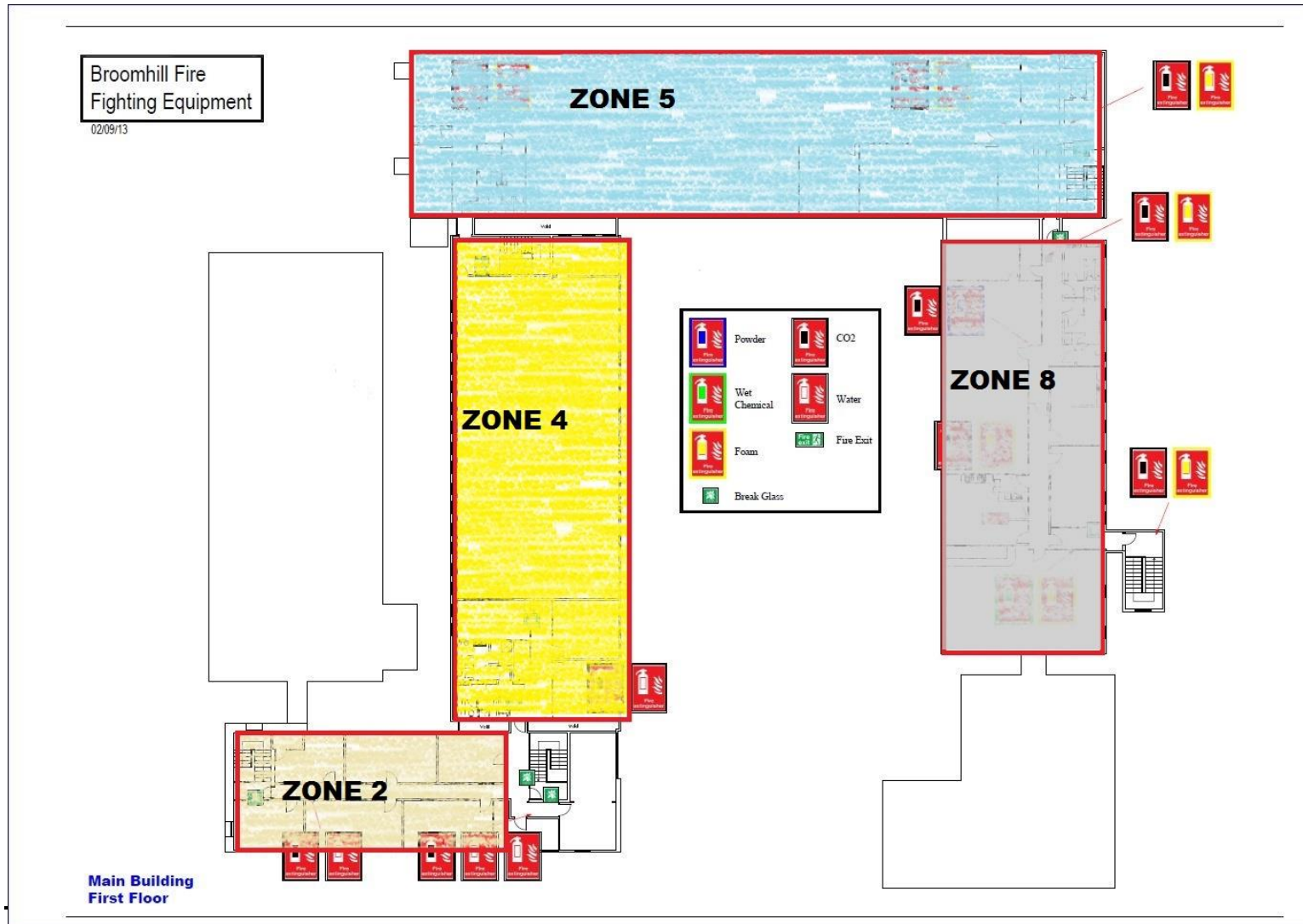
ZONE AREA	FLOOR LEVEL	RESPONSIBLE AREA
10	Ground Floor	Boiler House at Bothy

Broomhill Fire Fighting Equipment

02/09/13

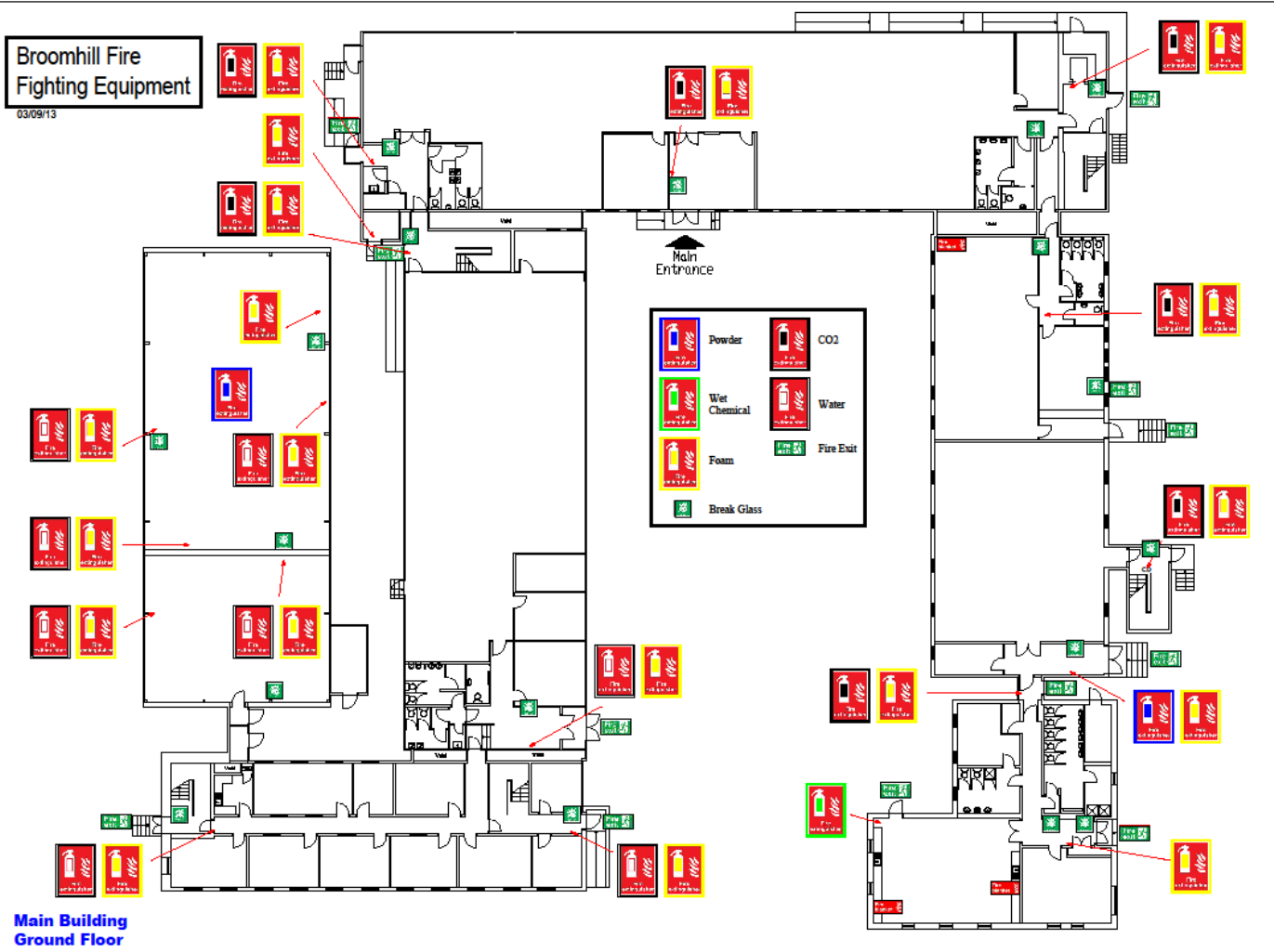


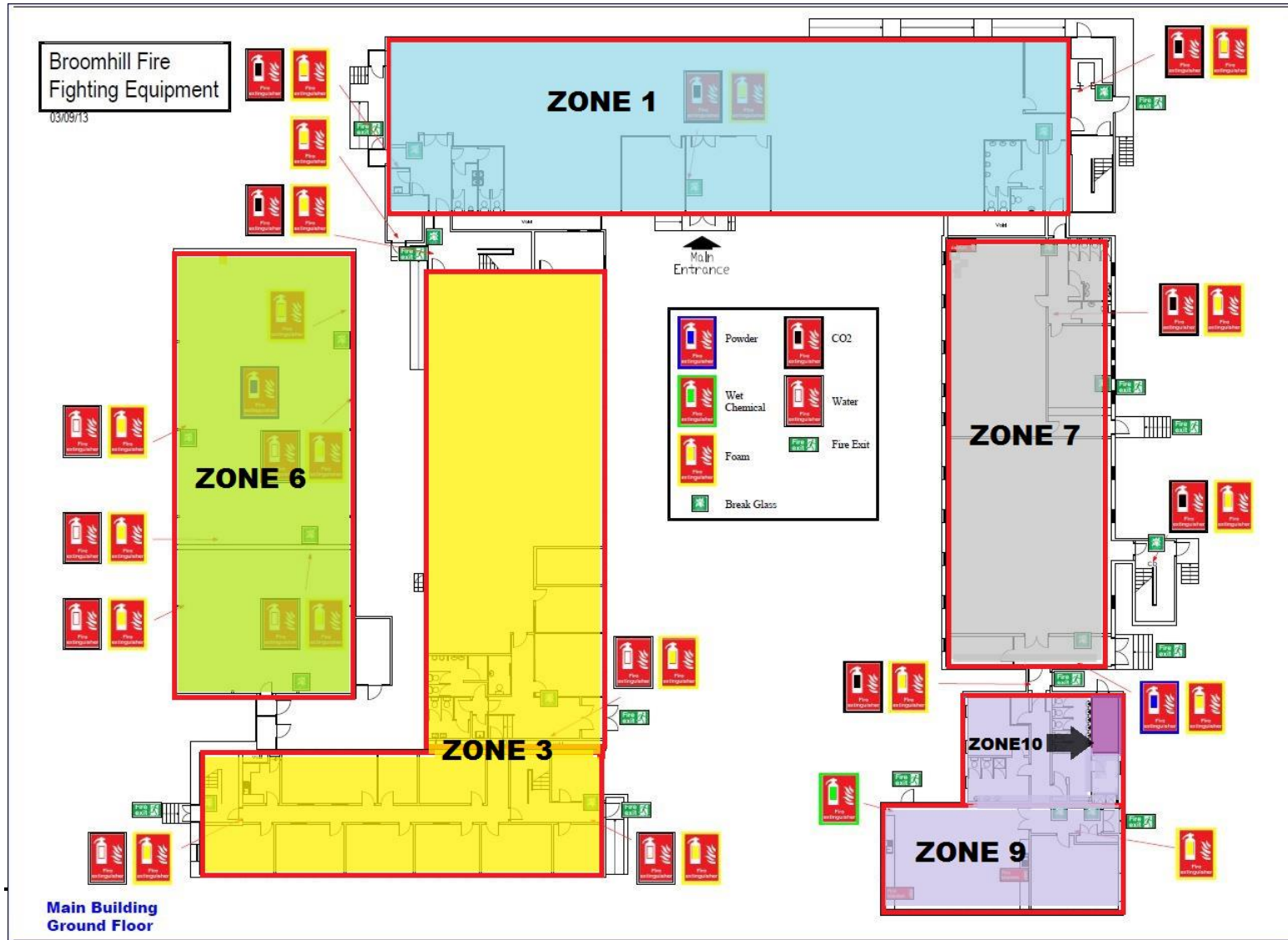
**Main Building
 First Floor**



Broomhill Fire Fighting Equipment

03/09/13





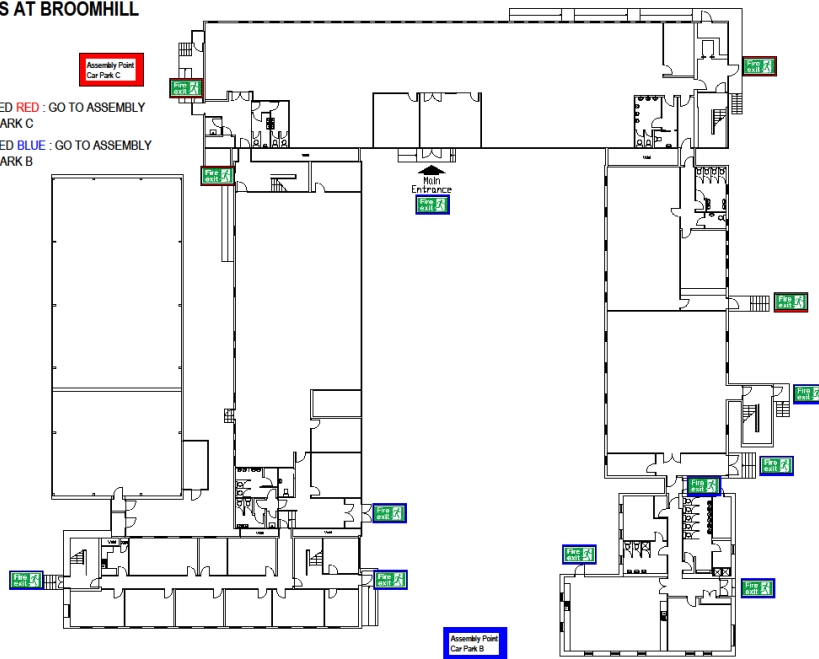
Plan B – Assembly Points / Muster Areas

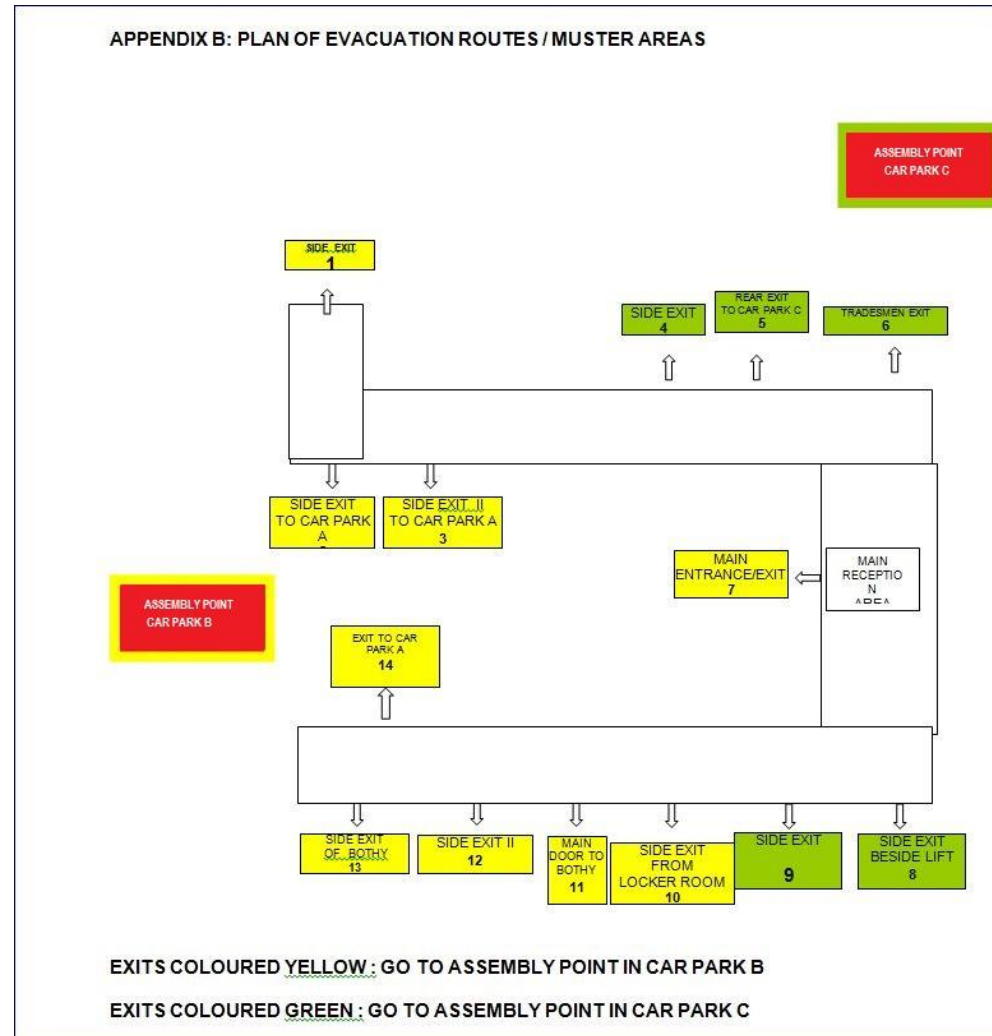
FIRE EXITS AT BROOMHILL

02/09/13

Assembly Point
Car Park C

EXITS COLOURED RED : GO TO ASSEMBLY
POINT IN CAR PARK C
EXITS COLOURED BLUE : GO TO ASSEMBLY
POINT IN CAR PARK B





APPENDIX D: FIRE DRILL INSTRUCTION

APPENDIX D (i) - INSTRUCTIONS FOR SERVICE USERS

WHEN FIRE SIREN ACTIVATES:

- 1 Leave belongings
- 2 Listen for instructions for e.g.
 - a) Which way out
 - b) Which inside stair
 - c) Which area to assemble
- 3 Make your way to your designated assembly point
- 4 Do not use lifts

PERMISSION TO RE-ENTER THE BUILDINGS

- 5 Wait until your designated person instructs you that it's safe to leave assembly point.
- 6 Stay with your designated person as you return to the building

APPENDIX D: FIRE DRILL INSTRUCTION

APPENDIX D (ii) - INSTRUCTIONS FOR DESIGNATED PERSONS

1. CHECK 4 THINGS:

- A) Your '**ROUTE INSTRUCTIONS**' & '**SWEEP AREAS**'
- B) **INSTRUCTIONS FOR EMPLOYEES / SERVICE USERS**
- C) The map of **FIRE DRILL EXIT ROUTES** and **ASSEMBLY POINT**
- D) Your **REGISTER** (if appropriate). Take it with you.

2. Evacuating personnel with mobility problems:

- Allocate a "buddy" as identified in the **PEEP**
- Ensure you are aware of persons with mobility, hearing or sight problems as identified in their **PEEP**

The "buddy" will assist the person to a refuge point and will aid their evacuation.

3. Escort your service users to the appropriate **Assembly point**. **DO NOT USE THE LIFTS.**

4. Inform all that they should make their way to the **Assembly Point** in the event that the alarm is activated.

Fire Policy Guidance Notes

APPENDIX E: FIRE EVACUATION DEBRIEF

A fire evacuation debrief should be arranged within one week of a fire drill and/or an emergency evacuation. Parties to be involved include Duty Holder, fire wardens, and representatives from FM staff or whoever maintains the fire log book.

Date	Time	Location activated	Time taken to evacuate

Did all Fire Wardens report their area clear to the Duty holder / responsible person? If no, why?

Please list any issues raised by Fire Wardens in evacuating safely?

Please list any issues raised returning to normal business?

Were disabled people evacuated from the building? Please give details of any issues raised.

APPENDIX 2

PEEP 1 - Personal Emergency Evacuation Plan Checklist

Section 1 - General information

Name of Assessor:		
Name of Person Plan Prepared For:		
Assessed Person's School /Unit/ Service/Team :		
Date of Assessment:		
Nature of Impairment(s)/Disability:		
Area(s) ⁽¹⁾ Covered By The Assessment:		
What times / days ⁽²⁾ are covered by this assessment?		
Does the building Fire Risk Assessment ⁽³⁾ denote that the proposed building has suitable access/egress.	YES	NO

(1) The PEEP1 should, as far as practicable, be specific to individual areas of study / work / residence. However, if, for example, a number of activities are proposed to take place in adjacent areas from which escape will be affected using the same emergency provisions then it may be possible to assess the provisions on one form. Hearing impaired persons will normally be able to be assessed on one form since the provisions made are likely to be the same regardless of location.

(2) It is important to distinguish in the PEEP1 whether the area to be accessed will be used inside or outside of "normal" working areas. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. to assure security. The PEEP needs to demonstrate that this has been adequately considered.

(3) If a building assessment deems that a particular area does not meet the general access requirements for person being assessed then alternative management arrangements will need to be identified. Once these arrangements have been identified then a new PEEP1 will need to be undertaken to ensure that the new

Fire Policy Guidance Notes

location(s) is/are adequate. Additionally, the Assessor should complete form PEEP2 and send to the Duty Holder (person in overall control of the building) to arrange for an evaluation of possible “reasonable adjustments” to the existing building to permit future access.

Cont....

Fire Policy Guidance Notes

Please indicate which other buildings you will be using and whether a PEEP1 has been completed for them:

Other Buildings used:	PEEP Completed?
	YES / NO
	YES / NO
	YES / NO
	YES / NO
	YES / NO

One of the following forms should be completed by the assessor and the assessed person.

- Form A – Mobility Impairment
- Form B – Visual Impairment
- Form C – Hearing Impairment
- Form D – General – For all other impairments/disabilities not falling within Forms A, B and C.

Completed questionnaires should then be attached to this header sheet along with a copy of any remedial actions deemed necessary on PEEP2.

In order that an effective PEEP can be prepared for you it may be necessary to share some of the information provided with other relevant members of East Dunbartonshire Council.

I understand that these details will only be disclosed if they are required to meet the needs of my Personal Emergency Evacuation Plan.

Signature:Date:

Fire Policy Guidance Notes

FORM A - MOBILITY IMPAIRED PERSONS

Name:		Name of School/Service:	
Building to which this PEEP applies:			
Floors used:			
	Personal Emergency Evacuation Plan Checklists	yes	No
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	Are you able to and have you been shown how to use the refuge communications equipment?		
6	Do you use a manual wheelchair?		
7	What is the approximate width of your wheelchair?		
8	If you use another type of mobility aid, what is it?		
9	Could you transfer to an Evacuation Chair in an emergency with assistance?		
	Activities on the Ground Floor:		
10	At the intended time of use, how many fire exits are available for disabled use?		
11	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
12	How long, approximately, would it take you to evacuate, unaided, from the building? (please record a time for each of your available exits up to a maximum of 4)		Mins
			Mins
			Mins
			Mins
13	Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		

Fire Policy Guidance Notes

	The following questions need to be answered by all “ground floor based” mobility impaired persons that will be assisted by full time “helpers”.		
14	Who will be providing this assistance? (insert names, job titles)		
15	Who will cover this “help” role when your normal helper is absent e.g. due to sickness, leave etc? (insert names, job titles)		
	Activities based above the Ground Floor (or in a basement with access by stairs):		
16	Have all possibilities for relocating the activity or service provision on the ground floor (of this or any other building) been exhausted?		
17	Is there a “fire lift”?		
18	At the intended time of use, how many fire exits from the floor to be used are available for use? (Insert number in column)		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Fire Policy Guidance Notes

FORM B - VISUALLY IMPAIRED PERSONS

Name:		Name of School/Service:	
Building to which this PEEP applies:			
Floors used:			
Personal Emergency Evacuation Plan Checklists			
	AWARENESS OF EMERGENCY EGRESS PROCEDURES	yes	no
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	Do you require the emergency escape procedure to be on tape?		
6	Do you require the emergency escape procedures to be in Braille?		
7	Do you require the emergency escape procedures to be in large print?		
8	Can you read the fire escape signs?		
9	How long would you estimate that it would take to evacuate the building under assessment, unaided (other than with the help of any items identified above), in the event of an emergency?		min
10	How many escape routes are available to you in the event of an emergency?		
11	Have any hazardous "projections" or other structural components been identified on your escape routes?		
	The following questions need only be answered by those visually impaired persons possessing some degree of visual capacity		
12	Are all escape routes clearly sign posted to meet YOUR requirements?		
13	Where applicable, is all escape corridors designed so as to prevent visual confusion in YOUR circumstances?		
14	Where applicable, are all escape staircases fitted with adequate colour contrasting nosing and a suitable handrail?		
	The following questions need to be answered by all visually impaired persons that will be using / provided with full time "helpers" while in the building for which this peep is being prepared.		
15	Who will be providing this assistance? (insert names, job titles)		

Fire Policy Guidance Notes

Name:		Name of School/Service:	
16	Who will cover this “help” role when your normal helper is absent e.g. due to sickness, leave etc. (insert names, job titles)		
17	ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY		
18	If yes, please detail measures.		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Fire Policy Guidance Notes

FORM C - HEARING IMPAIRED PERSONS

Name:		Name of School/Service:	
Building to which this PEEP applies:			
Floors used:			
Personal Emergency Evacuation Plan Checklists			
	AWARENESS OF EMERGENCY EGRESS PROCEDURES	yes	no
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	Can you hear the fire alarm in normal circumstances?		
6	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		
7	Do you require written emergency procedures to be supported by BSL interpretation?		
8	Is your work room fitted with a "hard wired" flashing light (and a vibrating pillow if a study bedroom) linked to the fire alarm?		
9	Is your toilet fitted with a flashing beacon linked to the fire alarm?		
10	ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY		
11	If yes, please detail measures		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.

Fire Policy Guidance Notes

GENERAL – FORM D

Name:		Name of School/Service:	
Building to which this PEEP applies:			
Floors used:			
Personal Emergency Evacuation Plan Checklists			
	AWARENESS OF EMERGENCY EGRESS PROCEDURES	yes	no
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	Can you hear the fire alarm in normal circumstances?		
6	Do you need assistance to get out of your place of work/study in an emergency?		
7	Is anyone designated to assist you to get out in an emergency?		
8	Is the arrangement with your assistant a formal arrangement?		
9	In an emergency could you contact the person in charge of evacuating the building in which you work and tell him where you were located?		
10	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		
11	Can you move quickly in the event of an emergency?		
12	ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY		
13	If yes, please detail measures		

ASSESSMENT SIGN-OFF:

Signed (Assessor)	
Signed (Building User)	

Fire Policy Guidance Notes

Thank you for completing this form the information provided will be used to help produce a Personal Evacuation Escape plan to meet your needs.

You should now move on to complete PEEP 2

PEEP 2

PERSONAL EMERGENCY EVACUATION PLAN:

Name:

Service /School:

Building:

AWARENESS OF PROCEDURE

I am informed of a fire emergency requiring evacuation by:

Existing alarm system

Visual alarm system

other (please specify) _____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name _____

Contact details

Name _____

Contact details

Name _____

Contact details

Fire Policy Guidance Notes

APPENDIX 3

Occupational Health and Safety Management System

Fire Compliance Checklist

To be completed annually by Duty Holder:

	YES	NO
1. Has a Fire Risk Assessment been undertaken for the premises?		
2. Have the issues identified as failing to meet the required standards been addressed?		
3. Is there an established set of fire precautions, including means of escape in case of fire, a warning system, means of fighting fire and fire action notices?		
4. Are employees trained in fire safety and fire evacuation procedures?		
5. Have Personal Emergency Evacuation Plans (PEEPs) been developed for employees and service users with physical or sensory impairments?		
6. Is fire safety equipment and fire fighting equipment regularly serviced?		
7. Do you have a sufficient number of fire wardens for the premises?		

If you answered 'no' to any of the above please complete the table below:

State what Action is 'Required' or 'Not Applicable'	Responsible Person	Timescale for Completion
1.		
2.		
3.		
4.		

Manager: _____

Location: _____

Dates: _____

This form should be maintained and made available to Health and Safety Advisers and Trade Union Safety Representatives when they are performing workplace inspections