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## **NORTH AYRSHIRE COUNCIL**

**1 May 2018**

### **Cabinet**

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**Title:** **Fire Safety Policy**

**Purpose:** To seek Cabinet approval of the Council's Fire Safety Policy.

**Recommendation:** It is proposed that Cabinet approves the Fire Safety Policy.

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### **1. Executive Summary**

- 1.1 The Council is required to comply with relevant legislation in relation to Fire Safety.
- 1.2 A Fire Safety Policy, which clearly sets out the Council's Statement of Intent in relation to fire safety, has been developed to support this requirement. The Policy outlines the roles and responsibilities in relation to Fire Safety for Elected Members, employees, contractors and service users.
- 1.3 The Policy is attached for Cabinet approval at Appendix 1. This will be supported by two further documents, the Fire Safety Guidance and the Premises Fire Safety Register.

### **2. Background**

- 2.1 The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 impose duties to meet the relevant standards for fire safety.
- 2.2 The Corporate Health and Safety team, together with Property Management and Investment, have been working pro-actively to enhance the Council's compliance with these requirements.
- 2.3 An extensive programme of Fire Risk Assessments across around 120 Council premises was concluded in March 2018.
- 2.4 Fire warden training is provided to relevant employees and a fire safety e-learning module has recently been developed and launched; completion of this will provide employees with a basic knowledge of fire safety and an understanding of their responsibilities in the workplace.
- 2.5 It has also been identified that the Council required to develop a Fire Safety Policy. This has been prepared with advice from a specialist Fire Safety adviser.
- 2.6 The Policy is attached at Appendix 1 to this report. It clearly sets out the Council's Statement of Intent in relation to fire safety.

- 2.7 Section 3 of the Policy outlines the roles and responsibilities in relation to Fire Safety for Elected Members, employees, contractors and service users.
- 2.8 Training and awareness raising for employees is detailed in Section 4, while Section 5 outlines Fire Safety arrangements. This includes the requirements for fire risk assessments, dealing with dangerous or unsafe conditions and alarm activations and incident reporting, as well as evacuation planning.
- 2.9 The Fire Safety Policy is supported by two further documents; the Fire Safety Guidance and the Premises Fire Safety Register. These are outlined in Section 6.
- 2.10 The Fire Safety Guidance document provides information and instruction on meeting specific legislative requirements and for the completion of the Premises Fire Safety Register. It is intended to be a main fire reference point for fire safety arrangements in all Council premises.
- 2.11 A Premises Fire Safety Register must be maintained and held at all individual premises. It must contain up to date information concerning the premises. It is used to record checks and inspections and provide an audit trail for all requirements undertaken for fire safety.

### 3. Proposals

- 3.1 It is proposed that Cabinet approves the Fire Safety Policy.

### 4. Implications

<b>Financial:</b>	None.
<b>Human Resources:</b>	Supporting health, safety and wellbeing for Council employees, customers and service users.
<b>Legal:</b>	Ensuring that the Council meets its Duty of Care and complies with Health and Safety and Fire Safety legislation. Failure to do so may result in prosecutions or financial penalties.
<b>Equality:</b>	None.
<b>Children and Young People:</b>	None.
<b>Environmental &amp; Sustainability:</b>	None.
<b>Key Priorities:</b>	A robust Health and Safety culture supports the Council priority of 'Supporting all of our people to stay safe healthy and active'.
<b>Community Benefits:</b>	None.

## **5. Consultation**

- 5.1 Consultation has taken place with Council Services and trades unions on the new Fire Safety Policy.



**Laura Friel**  
**Executive Director (Finance and Corporate Support)**

For further information please contact **James Walls, Corporate Health and Safety Manager** on **01294-324679** or **Paul Doak, Senior Manager (Internal Audit, Risk and Fraud)** on **01294-324561**.

### **Background Papers**

N/A

# North Ayrshire Council

## Fire Safety Policy Version 1.0



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<b>Related Forms/ Template Letters</b>	<b>All of the template letters and forms referenced in this document are available on the Council's Intranet site '<a href="#">Connects</a>'.</b>
<b>Related documents</b>	<ul style="list-style-type: none"> <li>• <b>Fire Safety Guidance</b></li> <li>• <b>Fire Risk Assessment Guidance</b></li> <li>• <b>Premises Fire Safety Register</b></li> <li>• <b>Personal Emergency Evacuation Plan Guidance</b></li> <li>• <b>The Health and Safety at Work Act 1974</b></li> <li>• <b>The Management of Health and Safety at Work Regulations 1999</b></li> <li>• <b>Fire (Scotland) Act 2005</b></li> <li>• <b>The Fire Safety (Scotland) Regulations 2006</b></li> </ul>
<b>Prepared by</b>	<b>Corporate Health and Safety</b>

<b>Equality Impact Assessment</b>	
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<b>Version Number</b>	<b>Effective Date</b>	<b>Details of Last Revision</b>
1.0	01/05/2018	New document

## 1. Introduction

### 1.1 Statement of Intent

# North Ayrshire Council Fire Safety Policy Statement of Intent

## Corporate Health and Safety Wellbeing

North Ayrshire Council recognises that fire poses a risk to its business and to the health and safety of its employees, members of the public and service users with life-safety being the primary concern above that of property protection.

For those reasons, this policy has been developed to formally recognise fire safety as an integral part of the Council's risk management process, with the emphasis being on prevention.

North Ayrshire Council accepts its responsibilities under the Fire (Scotland) Act 2005 and other related legislation, and will ensure that:

- Roles and responsibilities for fire safety are effectively established, understood and fulfilled.
- All members of staff, and any other appropriate persons, will be provided with suitable and sufficient fire safety information, instruction and training commensurate with their responsibilities.
- Risk from fire is suitably assessed and effective mitigation is taken to reduce the likelihood of harm.
- Effective methods and arrangements are employed to ensure life safety in the event of a fire and that provisions are made for persons affected to reach a place of safety.
- All fire safety provision is of an appropriate standard and that installation, inspection and maintenance is effectively managed.
- There are effective, structured communications and consultation processes in place within the management of fire risk.
- Effective co-operation is established and maintained with the Scottish Fire and Rescue Service (as the Enforcing Authority) and other relevant agencies where appropriate.

North Ayrshire Council will ensure that fire safety is the responsibility of all staff and that each member of staff is charged with the duty of care for their own safety and that of any other persons who could be affected by their activities.

Fire Safety legislation sets minimum standards and at North Ayrshire Council we are committed to promoting a positive fire safety culture. We will continue to improve our Fire Safety performance through continuous monitoring, review and auditing of all fire safety associated activities and events.

## 1.2 Policy

North Ayrshire Council's policy will ensure all its premises and buildings comply with statutory fire requirements and, as far as is reasonably practicable, that all steps are taken to minimise the risks of fire.

North Ayrshire Council acknowledges its responsibility for the prevention of fire, the safety of people if a fire occurs, and for the statutory requirement to have a written statement of general policy.

In support of this, the Fire Safety Policy is one of four Fire Safety Documents. These are as follows:

- **Fire Safety Policy:** This document outlines the Council's duties and responsibilities and the overarching requirements and arrangements for fire safety.
- **Fire Safety Guidance:** To complement the Fire Safety Policy, this document gives specific guidance on the practicalities of fire safety and for the completion of the Premises Fire Safety Register.
- **Premises Fire Safety Register:** Individual Council premises hold a Premises Fire Safety Register on site. This is used to record the checks and inspections made and holds evidence of training that has been undertaken. This Register must be kept up to date and be available for audit purposes at any given time.
- **Fire Risk Assessment Guidance:** The Council will ensure Fire Risk Assessments are undertaken within all its premises and will action any significant findings. Individual Fire Risk Assessment will be retained within the Premises Fire Safety Register.

Further information on these documents is provided in Section 6 of this Policy and all of the documents are accessible to employees on the Council's intranet site [Connects](#).

## 1.3 Purpose and Application

This Fire Safety Policy is the overarching standard applied to the Council's premises and all activities undertaken by its employees, partners and contractors on its premises.

The Council will ensure compliance with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006, The Management of Health & Safety at Work Regulations 1999 and other appropriate regulations.

The Policy will be applied to protect from harm and mitigate the risks to all non-domestic premises where the Council is the employer, owner or occupier (or is otherwise in control of the premises), or where a premises is used as part of its business, for example:

- Office accommodation
- Residential care premises
- Day care premises
- Libraries
- Educational establishments
- Museums
- Places of entertainment
- Installation and storage facilities
- Transport support facilities
- Depots
- Shared occupancy buildings

The Policy will also be applied as relevant to Common Areas of Council owned domestic properties such as High Rise Flats, Amenity Flats and Sheltered Housing Units.

The policy will not apply to Council Housing Stock. While the Council is responsible for ensuring the housing stock meets the required standards, it does not have an ongoing presence and the tenant is primarily responsible for managing the fire risk.

Due to North Ayrshire Council's diverse property portfolio it is recognised that some service areas may have unique issues with respect to fire safety, which may not be fully detailed in this Policy. Where this situation presents itself, each Directorate/Partnership will develop, record, monitor and review specific arrangements for fire safety that will effectively manage these issues where they exist, while maintaining compliance with the spirit of this policy.

#### **1.4 Principles of Fire Prevention**

North Ayrshire Council strongly maintains the belief that successful fire safety management is founded upon the principles of effective fire prevention.

This approach brings fire safety into line with general health and safety in which the first step is to risk assess hazards and to adopt suitable control measures to ensure that the hazard is mitigated, if not eliminated.

The following principles of fire prevention will be applied to all Council premises:

- Provision of premises that are fit for purpose, effectively maintained and which meet the required standards associated with fire safety and building legislation.
- Ensure all installations, plant, machinery and equipment are maintained in a safe condition and regular inspection and testing is carried out.
- Carry out regular inspections to identify fire hazards and apply effective controls before they present a risk.
- Assess fire risk where it cannot be fully eliminated and implement effective risk control measures.
- Isolate sources of ignition from sources of fuel.
- Ensure fire safe housekeeping and storage standards at all times.
- Encourage all persons to be vigilant and empower them to continually assess the fire risk associated with their premises and report concerns.
- Encourage staff and service users to promote fire safety and to report poor practice.
- Encourage staff and service users to submit suggestions on how to reduce fire risk and promote good practice.

All premises where the Council is the employer, owner, occupier, or otherwise in control of the premises will have appropriate fire safety precautions in place. This duty will fall to those being Responsible Persons for the premises and they will ensure that the appropriate fire safety precautions are implemented, reviewed and maintained.

## **2. Legislation**

### **2.1 North Ayrshire Council**

North Ayrshire Council will comply with legislation and other relevant regulations including the following:

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

### **2.2 Scottish Fire and Rescue Service**

The Scottish Fire and Rescue Service (SFRS) has the power to inspect all North Ayrshire Council premises to assess compliance with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.

SFRS will look for evidence that a suitable and sufficient Fire Risk Assessment has been carried out, and that any significant findings are recorded and have been acted upon.

The SFRS has the powers to serve an enforcement notice requiring that fire safety improvements are carried out, or in extreme cases serve a prohibition notice that restricts the use of all or part of a premises until improvements or actions have been taken to reduce any fire risk to a reasonable level.

If premises are considered a high risk in terms of fire safety the SFRS may issue an alteration notice requiring them to be informed before any physical changes are made to the premises or the way it is used. Failure to comply with any notice issued by SFRS is an offence.

Further details can be found within the Fire Safety Guidance.

### **3. Roles and Responsibilities**

#### **3.1 Council**

The Council (corporate body including Elected Members) is ultimately responsible in law for:

- The fire safety of the Council's employees whilst at work.
- The conduct of the Council's undertakings to ensure the fire safety of members of the public, other visitors and service users.

To meet these responsibilities, the Council will ensure that:

- There is an effective overall policy for the fire safety for those who may be affected by the Council's undertakings.
- Any necessary changes are made in a timely manner to the Council's fire safety policy.
- The Council has sufficient numbers of competent staff to meet its responsibility for fire safety.
- Where officers hold fire safety responsibilities, they will familiarise themselves with relevant legislation and supporting guidance and be provided with the relevant training or information to fulfil their duties.
- Resources are provided to meet the requirements of all fire safety legislation.

#### **3.2 Chief Executive**

The Chief Executive has ultimate executive responsibility for implementing this Fire Safety Policy. The Chief Executive is deemed to be the Responsible Person for Fire Safety by the Scottish Fire and Rescue Service.

The Chief Executive shall ensure that:

- Appropriate management structures are in place to implement this Policy and for delegating the day to day responsibility for such implementation within Council Services to Executive Directors, Heads of Service and Senior Managers.

- Sufficient funds and resources are provided for the establishment, implementation and continuous improvement of the Council's role in delivering on fire safety requirements.

### **3.3 Executive Directors**

Executive Directors are responsible for:

- Ensuring that Heads of Service fully implement the Fire Safety Policy, Fire Safety Guidance, Premises Fire Safety Register and the Fire Risk Assessment Guidance documents within their areas of control.
- Where relevant, making the Chief Executive aware of any fire related incidents within their Directorate/Partnership.
- Ensuring that Heads of Service provide adequate fire safety information, instruction, training and supervision to all employees and other appropriate persons within their Directorate/Partnership.
- Ensuring that sufficient resources and funds are in place to meet the foreseeable fire safety requirements of their Directorate/Partnership.
- Ensuring that Fire Risk Assessments are in place for all premises within their Directorate/Partnership.

### **3.4 Heads of Services / Senior Managers**

Heads of Service / Senior Managers are responsible for:

- Supporting the Chief Executive and Directors in implementing and discharging their duties under the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.
- Implementing the requirements of the following documents: Fire Safety Policy, Fire Safety Guidance, Premises Fire Safety Register and the Fire Risk Assessment Guidance.
- Appointing Premises Managers as responsible persons for fire health and safety management. If there are services from different Directorates/Partnership who share the same premises and there is difficulty in appointing one person as the Premises Manager, then each Head of Service will nominate a manager from their Service to form a Premises Fire, Health and Safety Management Team. The Team will jointly take on the role as Premises Manager and have joint responsibility and accountability.
- Fire Safety within their areas of control and are accountable to their Executive Director and ultimately to the Chief Executive.
- Ensuring that the responsibilities of their Premises Managers / Responsible Persons are carried out effectively.
- Ensuring that all employees who may have duties and responsibilities under Fire Safety are appropriately enabled to fulfil their duties and responsibilities.
- Ensuring that fire safety arrangements are practised and that relevant information is disseminated to appropriate persons for whom they are responsible.

### **3.5 Premises Managers (Responsible Person)**

Premises Managers are responsible for ensuring:

- The Fire Safety Policy, Fire Safety Guidance, Premises Fire Safety Register and Fire Risk Assessment Guidance are implemented within premises under their control.
- Fire alarm systems and fire safety equipment are properly tested and maintained.
- Overall management of emergency procedures.
- There are suitable numbers of Evacuation Controllers and Fire Wardens to provide for the safe and efficient evacuation of premises.
- Fire Risk Assessments have been carried out at all workplaces and relevant premises within their remit.
- All completed Fire Risk Assessments are retained with the Premises Fire Safety Register (hard copy or electronic).
- All operational actions identified within the Premises Fire Risk Assessment that can be resolved locally are done so within a reasonable timescale.
- Any operational actions identified within the Fire Risk Assessments that cannot be resolved locally are forwarded to senior managers or other relevant persons for completion within a reasonable timescale.
- A Fire Risk Assessment review is carried out annually or in accordance with the current Fire Risk Assessment review date. Also that a review is undertaken where use of workplace or relevant premises' circumstances change or if there has been a fire related incident at the premises.
- The Fire Risk Assessment of any new premises they are asked to manage is reviewed.
- Regular fire safety checks are conducted and recorded within the Premises Fire Safety Register. A hard copy of the Premises Fire Safety Register should be kept in a safe place on the premises at all times and should be available for inspection by any authorised officer and Fire and Rescue Service.
- Statutory inspections and testing of fire alarms and fire safety equipment through liaison with Property Management and Investment (PMI).
- Property, system or services defects are reported to PMI through the appropriate corporate processes.
- All employees are aware of the procedures to be taken to prevent fire and the procedures to be adopted in the event of fire.
- Personal Emergency Evacuation Plans (PEEPs) are put in place as soon as the individual need is identified.
- All relevant staff are made aware of evacuation plans for specific categories of individuals who may need assistance to evacuate the building safely.
- Fire drills are undertaken at relevant intervals and that a record is kept of these drills.
- Effective communications of fire safety information to all relevant employees, members of the public, visitors and service users.

- Where reasonably practicable, all buildings which the public have access to should be managed in such a way as to ensure that staff can account for all visitors within the premises at any given time to ensure safe evacuation.
- Liaison and exchange of local operational information with contractors to ensure fire safety and the further communication of relevant information local staff or visitors.
- Effective records are kept for all fire safety arrangements.
- Section 3 of the 'Report on Fire Evacuation Form' is completed and emailed to the Corporate Health and Safety Team.
- That when they are not in the premises or available, they have arranged for someone with the appropriate knowledge and understanding of fire safety arrangements, procedures and documentation to be the point of contact for the Scottish Fire & Rescue Service, Corporate Health & Safety or other enforcing agency and to provide the relevant information.

**Please Note:** In conjunction with the above, the premises managers can delegate responsibility to others, however they will still retain overall responsibility and accountability.

### **3.6 Fire Evacuation Controllers**

Fire Evacuation Controller Role includes:

- Liaising with nominated Fire Wardens to ensure the building is fully evacuated of all employees, members of the public, visitors and service users.
- Reporting the status of the evacuation to the attending Scottish Fire and Rescue Service.
- Completing Section 2 within the 'Report on Fire Evacuation Form' and forwarding to the Premises Manager for completing.

All Fire Evacuation Controllers must attend the Corporate Fire Warden training course.

### **3.7 Fire Wardens**

Fire Warden Role includes:

- Undertaking specific fire warden duties at all times.
- Assisting in the evacuation of the building to the designated fire evacuation assembly areas.
- Liaising with the Evacuation Controller who will have overall control.
- Promotion of fire safety in the workplace and undertaking specific duties to ensure the safe evacuation of their allocated area in the event of the fire alarm or a fire emergency.
- In some of the larger or more complex buildings fire evacuation can be achieved more easily with the support of a team of staff who are routinely familiar with the building. In such premises Fire Warden Teams from resident staff or appropriate persons who occupy the building can be best used to support safe and efficient evacuation procedures.

- Completing Section 1 of the 'Report on Fire Evacuation Form' and forwarding to the Fire Evacuation Controller for completing.

All Fire Wardens must attend the Corporate Fire Warden training course.

### **3.8 Corporate Health and Safety / Property Management & Investment**

#### **Corporate Health & Safety is responsible for:**

- Ensuring the provision of advice and guidance to those identified as having responsibility under North Ayrshire Council's Fire Safety Policy.
- Continually raising awareness of fire safety and promoting a positive fire safety culture.
- Supporting employees and other appropriate persons with the interpretation and application of fire legislation and guidance.
- The delivery of fire safety training for employees and other appropriate persons.
- Proactive monitoring and oversight of premises six monthly inspections.
- Undertaking and reporting the outcomes of fire safety audits and reviews, both planned and ad hoc.
- Monitoring premises (fire drills and non-planned fire events) and evacuations
- Investigating all fire related incidents.
- Liaising with the Council's employees and other appropriate persons, authorities and organisations on relevant fire safety issues.
- Implementation and review of North Ayrshire Council's Fire Safety Policy.

#### **Property Management & Investment (PMI) are responsible for:**

- Compliance with all statutory requirements for inspection, service and maintenance including fire alarm systems and equipment and other emergency systems.
- Engaging competent fire risk assessment contractors
- Ensuring that PMI actions from fire risk assessments are actioned within a reasonable timescale and in accordance with the recommendations from the Fire Risk Assessment Action Plans.

### **3.9 Employees**

All North Ayrshire Council employees have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- Complying with all instructions, information and training intended to secure fire safety.
- Co-operating with the Council on all matters relevant to fire safety.
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety.
- Reporting any defects or short-comings in the Council's fire safety provision, arrangements or procedures.

- Reporting fire safety issues to their supervisor, line management or another appropriate person.

### **3.10 Contractors**

Where contractors are on site or are present in buildings it will be the responsibility of the relevant person who engaged the contractor, to ensure the appropriate level of fire safety arrangements are effectively incorporated within any work schedule, contract agreement or risk assessment or method statement.

Where such works are likely to impact on the existing fire safety provision/arrangements, the contractor must communicate this to the relevant contract manager for consideration and appropriate action.

Alternative effective arrangements must be made to ensure adequate means of raising the fire alarm and adequate means of safe evacuation take place. The arrangements where required may involve the Premises Manager / Responsible Person, the Contractor and the Contracts Manager.

Contractors should sign in and out of the premises and should be made aware of the fire safety arrangements relevant to the area they are working in or are likely to attend. Contractors must notify the relevant premises manager prior to any work being undertaken or progressed.

In the event of a fire, contractors must make their way to the most appropriate Fire Assembly Point and make themselves known to the Fire Evacuation Controller/Fire Warden and inform if all contractors have safely evacuated or not.

If further advice is required then contact should be made with Property Management & Investment or to the Corporate Health and Safety Team.

### **3.11 Members of the Public, Visitors and Service Users**

Appropriate and relevant fire safety information should be displayed so that members of the public, visitors and service users are informed of the Emergency Evacuation plans for any relevant premises they access. To communicate this, adequate "Fire Action Notices" are required to be displayed at prominent locations within the premises (i.e. at reception areas, every final exit and within meeting rooms within all premises).

All buildings which the public have access to should be managed in such a way as to ensure that staff can account for all visitors within the premises at any given time to ensure safe evacuation.

Responsible staff must ensure generic Personal Emergency Evacuation Plans (PEEPs) are created for the requirements of service users, visitors and contractors who may need assistance to evacuate the building safely. Further guidance and advice can be found within the Fire Safety Guidance and the Personal Emergency Evacuation Plan Guidance.

## **4. Training**

### **4.1 Fire Safety Training**

Fire Safety legislation requires that all employees are provided with adequate fire safety training at the commencement of their employment and refresher training if or when circumstances change which affect fire safety.

All staff with allocated fire evacuation duties will be provided with relevant training and sufficient instruction in procedures, detailing what actions they are expected to take in the event of a fire.

North Ayrshire Council will provide all employees with responsibility for fire safety management and fire evacuation with the necessary information, instruction and training to enable them to undertake their duties effectively.

All fire safety training must be formally recorded within the Premises Fire Safety Register. This will include both induction or refresher training or any fire specific courses attended.

Training records should also be recorded on the Development Screen (D80) on CHRIS.

Additional details of instruction and training can be found within the Fire Safety Guidance.

### **4.2 Fire Safety Awareness**

E-Learning Fire Safety Awareness training is mandatory for all employees.

Fire Safety Awareness Training may take place on the premises site where practical.

Additional details of Fire Safety Awareness can be found within the Fire Safety Guidance.

## **5. Fire Safety Arrangements**

This Policy document provides an overarching summary of Fire Safety arrangements. The specific requirements, criteria and actions to be taken for each category are laid out in the Fire Safety Guidance.

## **5.1 Fire Risk Assessments**

The Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 place a duty on employers and other persons who have control of buildings to carry out a fire risk assessment of the building and put in place controls to prevent harm from fire to any persons who may be lawfully on the premises.

North Ayrshire Council has responsibility to ensure suitable and sufficient fire risk assessments are carried out within Council premises.

The main purpose of the fire risk assessment process is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of the fire safety arrangements applicable to a relevant premises and fire hazards within.

The Fire Risk Assessments for High Risk Premises such as residential units will receive a formal annual review. Fire Risk Assessments for all other premises will be reviewed in accordance with the current Fire Risk Assessment review date or if any major building alterations, change of use or occupation takes place within premises. This will ensure that the Fire Risk Assessments remain valid and comply with applicable legislation requirements, or in accordance with specific requirements of the Fire Risk Assessment.

A copy of the Fire Risk Assessment must be available for inspection by Scottish Fire and Rescue Service or any other relevant persons. The Fire Risk Assessment will be held within the Premises Fire Safety Register (hard copy or electronic). Further information and advice can be found within the Fire Safety Guidance.

## **5.2 Emergency Procedures**

Fire Evacuation Drills will be carried out in all buildings at sufficient intervals to ensure that all members of staff and others who may occupy the building take part in at least two evacuation drills per year.

The frequency of Fire Evacuation Drills for each building will be different and should reflect the level of risk. Fire Evacuation Drills should take place when buildings are occupied and also outwith normal working hours where applicable.

Fire Evacuation Drills within educational premises such as schools should be held at least once per term and as soon as possible after the start of each school year for new staff and pupils.

It is accepted that drills should be avoided during times - such as exams and conferences - however, consideration should be given to ensuring advantage is taken of peak occupancy times and that the nearest and safest fire exits are used.

### **5.3 Dangerous Substances**

The impact of dangerous substances when exposed to fire can create a hostile and unpredictable environment. Where such substances are stored and used within Council premises, particular attention should be given to the safe use and storage guidance supplied with the substance's Safety Data Sheet and the Control of Substances Hazardous to Health (COSHH) records of the premises.

### **5.4 Unsafe or Dangerous Conditions**

Where an unsafe or dangerous condition exists that is likely or has the potential to compromise the safety of any person in the event of fire, the condition should be brought to the immediate attention of the Premises Manager.

The Premises Manager should investigate the concerns and, where necessary, implement the appropriate means to mitigate the risk. Where assistance is required, the Premises Manager should contact the Corporate Health and Safety Team.

### **5.5 Alarm Activations and Incident Reporting**

A record of all fires and fire alarm activations must be logged by the Premises Manager/Responsible Person within the Premises Fire Safety Register. This process will enable the Corporate Health and Safety Team to be aware of all incidents where the Scottish Fire and Rescue Service has been summoned to Council premises, but more importantly allows for investigations to be carried out where necessary.

Where a small fire has occurred and subsequently extinguished without activating of the Fire Warning System, an incident report must still be completed and forwarded to the Corporate Health and Safety Team. In such circumstances the incident must be reported to the line manager who will then arrange for the report to be completed.

**Unwanted Fire Alarm Signals (UFAS)** are activations of the Fire Warning System that are set off by any effect other than fire. These signals ultimately have a negative impact on the Council's core business and also results in complacency, as well as eroding user confidence.

It is the intent of the North Ayrshire Council to strive towards reducing the incidences of UFAS incidents whilst at the same time recognising the importance of fire detection systems in protecting employees, members of the public, visitors and service users and the building environment from the effects of fire.

### **5.6 Fire Action and Evacuation Planning**

Every premises shall have Fire Action Notices located at various points within the building detailing information from the fire action plans. All employees are required to be familiar with the Fire Action Notices as well as the details within the Fire Action

Plans. Further detail on Fire Action Notices and Fire Action Plans are contained within Fire Safety Guidance.

Every North Ayrshire Council premises shall have a written **Emergency Fire Evacuation Plan** describing the actions required should a fire occur in the premises. A copy of this plan must be retained within the Premises Fire Safety Register.

The roles and responsibilities of employees shall be communicated to them through team briefings, specific training and participation in drills.

The nature and complexity of the Fire Action Plans must be appropriate to the abilities and mobility of employees, members of the public, service users, visitors and contractors, the nature of premises, the work activities and the potential risks involved.

The Fire Safety Guidance also sets out more specific criteria, requirements and actions to be taken in regard to:

- Emergency Fire Action Plan (including Out with Normal Working Hours)
- Fire Evacuation Drills
- Fire Assembly/Muster Points
- Progressive Phased Evacuation
- Means of Escape
- People with disabilities or additional needs
- Evacuation Chairs
- Use of Temporary Refuse Areas
- Fire Alarm Systems
- First Aid Firefighting
- Fixed Firefighting Installations
- Firefighting Equipment
- Emergency Lighting
- Fire Signs and Notices

The above guidance should be read in conjunction with the premises Fire Action Plan (contained within the Premises Fire Safety Register). This will be individual to each premises and may or may not have specific requirements or actions relating to the above.

## **5.7 New and Refurbished Properties**

All new-build and refurbishment projects must be designed and constructed in accordance with the prevailing Technical Standards, including fire protection measures and facilities for the Scottish Fire & Rescue Service. All construction projects must also be carried out in accordance with the Construction Design & Management (CDM) Regulations.

Similarly, arrangements for people with disabilities or additional needs to safely evacuate from the building in times of emergency should be included at this stage.

All persons who undertake design work for or including alterations to North Ayrshire Council Premises that may affect fire safety must:

- Notify, consult and seek approval from Property Management and Investment.
- Ensure appropriate approvals have been granted and documentation received to authorise the approved work before, during and after they take place.

In relation to refurbishment works and prior to any building work commencing, the contractor and Council contracts manager must consult the existing premises fire risk assessment to consider additional fire hazards that may be introduced. Further clarification may be required from the fire risk assessment assessor.

The Council Contracts Manager will liaise with site contractors to ensure that a general work activity assessment in relation to fire safety hazards has been undertaken and that the buildings occupiers have been informed of any significant findings and preventative measures they may employ prior to work commencing. The impact of building work on general fire safety precautions should be monitored for additional risk that can then occur.

Where refurbishment work is being undertaken appropriate safety measures must be implemented to ensure adequate fire detection and escape routes (i.e. means of raising the alarm and an appropriate number of effective escape routes should be maintained).

Additional information and advice regarding New and Refurbished Premises can be found within the Fire Safety Guidance.

## **6. Fire Safety Documents**

This Fire Safety Policy is complemented by and should be read in conjunction with the Fire Safety Guidance, Premises Fire Safety Register, Fire Risk Assessment Guidance and the completed premises Fire Risk Assessment. A copy of the Fire Risk Assessment must be held in the premises.

### **6.1 Fire Safety Guidance**

The Fire Safety Guidance provides information and instruction on meeting specific legislative requirements and for the completion of the Premises Fire Safety Register. It is intended to be a main fire reference point for fire safety arrangements in all Council premises.

### **6.2 Premises Fire Safety Register**

A Premises Fire Safety Register must be maintained either in hard copy or electronic format and be held at all individual premises. It will contain up to date information concerning the premises. It is used to record checks and inspections and provide for an audit trail for all requirements undertaken for fire safety.

The information contained within each Premises Fire Safety Register may vary depending on the size and complexity of the premises. Not all sections will be relevant to every building and those sections not relevant must be marked as not applicable. Additional details are available within the Fire Safety Guidance.

The responsibility for ensuring that the Premises Fire Safety Register is completed, up to date and accessible, lies firmly with the Premises Manager.

### **6.3 Fire Risk Assessment Guidance**

The Fire Risk Assessment Guidance provides information and instruction on how the Council will comply with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 in relation to fire risk assessment.

The guidance will assist the Premises Manager/Responsible Person with conducting the Fire Risk Assessment, any actions required to address the findings and on-going monitoring and reviews.

## **7. Fire Safety Reviews**

### **7.1 Compliance and Monitoring**

Compliance with the requirements of the Fire Safety Policy and related documents will be verified by the Corporate Health and Safety Team through monitoring the following:

- Incident reports
- Safety reports
- Six monthly workplace inspection reports
- Internal Audit reports
- Scottish Fire and Rescue Fire Safety Audit reports

Any weaknesses in compliance will result in recommendations for improvement.

### **7.2 Inspection**

In addition to the above requirements of monitoring and compliance regular scheduled and ad-hoc inspections will be undertaken by the Corporate Health and Safety Team.

This will help to ensure that the measures are implemented effectively to eradicate or reduce possible fire risk.

### **7.3 Policy Reviews**

The Fire Safety Policy, Fire Safety Guidance, Premises Fire Safety Register and the Fire Safety Risk Assessment Guide will be reviewed as a result of any changes either to the applicable legislation or any fire safety incident that has an effect upon the arrangements for fire safety. These reviews will be conducted by the Corporate Health and Safety Team in consultation with senior management. Amendments to documents will be circulated to relevant personnel including Trade Unions.