
Report To:	Policy & Resources Committee	Date:	6 February 2024
Report By:	Corporate Director, Education, Communities & Organisational Development	Report No:	PR/05/24/RB/BM
Contact Officer:	Barbara McQuarrie	Contact No:	01475 712845
Subject:	Fire Risk Assessment, Fire Safety Policy		

1.0 PURPOSE AND SUMMARY

- 1.1 For Decision For Information/Noting
- 1.2 The purpose of this report is to seek Committee approval for the adoption of a reviewed Fire Risk Assessment and Fire Safety Policy.
- 1.3 This reviewed policy details the position of Inverclyde Council with regards to compliance with statutory Scottish fire regulations and guidance.
- 1.4 The Scottish Fire and Rescue Service (SFRS) policy for attendance to automated fire alarm activations and unwanted fire alarm signals (UFAS) has changed. As a result, council procedures for evacuation of premises in the event of a fire have been updated and the Fire Risk Assessment and Fire Safety Policy has been updated to reflect those changes.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Policy & Resources Committee approves the reviewed policy.

Ruth Binks
Corporate Director
Education, Communities & Organisational Development

3.0 BACKGROUND AND CONTEXT

3.1 The Fire (Scotland) Act came into force in 2005 with the Fire Safety (Scotland) Regulations following in April 2006, their main thrust is to ensure the safety of employees and others in the workplace during a fire incident. For employers the regulations have formalised the following duties:

- Assess the risks, of and from, fire in the workplace
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people who may be in the building can get out safely
- Provide suitable fire fighting equipment
- Check that those in the building know what to do in the event of a fire
- Check and maintain the fire safety equipment.

3.2 From 1st July 2023 SFRS are no longer attending automatic fire alarm activations in commercial premises and workplaces, unless it is backed up by a call confirming there is a fire or there are signs of fire. Control Room Operators or Automated Response Centre Operators will ask whether there is an actual fire or signs of fire, before sending the nearest fire appliance. It is therefore incumbent on the Council to check for signs of a fire to ensure that the fire service will attend. There are exemptions to this; it will not apply to sleeping premises i.e. Inverclyde Centre, children's residential care premises or domestic premises. In these instances, a full emergency response will still be mobilised without a call challenge being made.

3.3 While there is no change to the current legislative requirements, this policy change by SFRS required the Council to update its current fire evacuation processes to ensure that on activation of a fire alarm a check is carried out for signs of a fire, and that appropriate processes are in place to answer a call challenge in relation to whether there is a fire or signs of a fire.

3.4 This Inverclyde Council Fire Risk Assessment and Fire Safety Policy replaces the existing Policy dated September 2008.

The key changes are:

- Updated and clarified "duty holder" responsibilities in terms of evacuation procedures for Council establishments, and
- Removal of the arrangements section, which gave detailed operational guidance, to a new procedures and guidance document separate from the policy.

4.0 PROPOSALS

4.1 It is proposed that the Policy & Resources Committee approves the reviewed policy.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		X
Legal/Risk	X	
Human Resources	X	
Strategic (Partnership Plan/Council Plan)		X
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing	X	

Environmental & Sustainability		X
Data Protection		X

5.2 Finance

There are no financial implications arising from this report.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if Applicable)	Other Comments
N/A					

5.3 Legal/Risk

This policy and related procedures supports Council compliance with the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006.

5.4 Human Resources

Changes to duty holder responsibilities were referred for job evaluation; it was determined there would be no impact in regard to pay and grading.

Additional training has been provided to all duty holders and fire evacuation teams which incorporates fire safety and how to check for signs of a fire. This training is now incorporated into the suite of training available for fire safety.

5.5 Strategic

This report helps deliver Council Plan outcome:

- Our employees are supported and developed.

5.6 Equalities and Fairer Scotland Duty

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

X	YES – Assessed as relevant and an EqIA is required, which will be made available on the Council website: https://www.inverclyde.gov.uk/council-and-government/equality-impact-assessments
	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required.

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision: -

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – Assessed as not relevant under the Fairer Scotland Duty.

6.0 CONSULTATION

- 6.1 Consultation has taken place with the Corporate Health and Safety Committee, and Trades Union colleagues.

7.0 BACKGROUND PAPERS

- 7.1 None.

Appendix 1

Version 1.2
Produced by:
Health & Safety,
OD, HR & Comms
Inverclyde Council
Municipal Buildings
GREENOCK
PA15 1LX

Fire Risk Assessment and Fire Policy



INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

THIS POLICY BOOKLET IS AVAILABLE ON REQUEST, IN LARGE PRINT, BRAILLE, ON AUDIOTAPE, OR CD.

Inverclyde Council

2023

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DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
Pauline Ramsay	Health and Safety Team Leader	Organisational Development and Human Resources

Change History		
Version	Date	Comments
1.1	May 08	Policy updated to take account of legislative changes.
1.2	July 2023	Updated in light of changes to SFRS response to AFAs
1.3	July 2023	Arrangements section removed to a new document.

Distribution		
Name	Title	Location
CMT and Extended Management Team		
Trades Union Representatives		

Distribution may be made to others on request

Policy Review		
Review Date	Person Responsible	Service
July 2028	Health and Safety Team Leader	OD, Policy and Comms

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1 INTRODUCTION

The Fire (Scotland) Act came into force in 2005 and the Fire Safety (Scotland) Regulations came into force April 2006, their main thrust is to ensure the safety of employees and others in the workplace during a fire incident. For employers the regulations have formalised the following duties:

- Assess the risks, of and from, fire in the workplace
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people who may be in the building can get out safely
- Provide suitable fire fighting equipment
- Check that those in the building know what to do in the event of a fire
- Check and maintain the fire safety equipment.

2 POLICY STATEMENT

- 2.1 Inverclyde Council will ensure that all employees, service users, pupils, visiting members of the public, contractors and others affected by our buildings are protected from the risks from fire in line with its legal duties as defined by the Fire (Scotland) Act 2005, the Fire Safety Scotland Regulations 2006 and the Health and Safety at Work etc. Act 1974.
- 2.2 Inverclyde Council will undertake fire risk assessments as required under the relevant fire safety legislation, to this end the Council will ensure that there is a suitable system in place to undertake, monitor and implement assessments and their findings.
- 2.3 As a result of assessment, the Council will ensure that sufficient resources are made available to ensure that the fire safety action plan, as identified in the fire risk assessment, is implemented, within the shortest practicable timescale.
- 2.4 The Council shall ensure that appropriate evacuation procedures are developed and periodically tested and that all persons are provided with sufficient and appropriate fire awareness training and instruction.
- 2.5 The Fire Safety/Fire Risk Assessment guidance will offer a mechanism by which such assessments can be undertaken and provides guidance to assist in the assessment.
- 2.7 All Inverclyde Council premises shall comply with the relevant fire safety legislation and recognised good practice.

3 AIMS

- 3.1 The Council's Health and Safety Policy requires to ensure, in so far as is reasonably practicable, the health, safety and welfare of the Council's employees, pupils, service users and visiting members of the public, including those contractors appointed to work within Council premises.

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- 3.2 The Council is committed to providing and maintaining safe buildings and effective management of their occupation through competent persons. This is in accordance with the current standards of best practice and in full compliance with legislation. This includes effective fire safety.
- 3.3 In the context of fire prevention, this includes the provision of suitable instruction and training when employees start work, the conduct of regular practice fire drills, and the posting of fire action notices (including floor plans where necessary) showing the location of fire alarm points, fire extinguishers and fire exits.
- 3.4 In order to ensure compliance the policy requires that no change to any premise or arrangement of space shall take place without prior consultation and agreement with the Head of Physical Assets. All proposed changes to any premises must be approved by the Physical Assets Manager. Examples of changes would be the addition of fixed partitions to rooms, blocking of fire doors, breaching compartmentation through running cables through walls.
- 3.5 Whatever the number of employees, it is vital that responsibility for action in the event of fire is assigned to specific persons. Premises with a large number of occupants may have fire wardens who will oversee the immediate evacuation of any people from their area of responsibility. Each establishment will have procedures in place for notifying the Fire and Rescue Service.
- 3.6 Training should be given to all new employees and this induction training will be followed by regular re-training sessions.

4 SCOPE

- 4.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation. The policy also applies to contracted staff as far as is reasonably practicable and to any external organisations, contractors or members of the public using Council premises.

5 CONSULTATION AND IMPACT ASSESSMENT

- 5.1 Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:
- Trade Union Representatives through the Corporate Health and Safety Committee.
 - All Chief Officers.
 - Employees via the Council Intranet.
- 5.2 An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

6 ROLES AND RESPONSIBILITIES

Designation	Role	Responsibilities
6.1 Chief Executive	Duty Holder	<p>Overall Duty Holder – The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 places duties on employers to ensure the so far as is reasonably practicable the safety of employees in respect of harm caused by fire in the workplace.</p> <p>So far as the Council has control to any extent of a premises ensure the safety of relevant persons in respect of harm caused by fire.</p>
6.2 Director Environment and Regeneration	Duty Holder The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006	Delegated by the Chief Executive as Duty Holder for “The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. To ensure the Council comply with the requirements of the relevant legislation relating to fire safety of premises.
6.3 Head of Physical Assets	Responsible Person	<p>Appointed as Responsible Person by the Duty Holder for The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006</p> <p>The Responsible Person is described as someone with responsibility for managing and controlling all identified risks from fire by having in place appropriate fire safety measures within Council premises relating to the design, build and maintenance of those premises.</p>
6.4 Service Manager Assets	Deputy Responsible Person	Delegated as the day to day responsible person by the Head of Physical Assets for managing and controlling all identified building risks from Fire by ensuring appropriate fire safety measures, systems and resource are in place.
6.5 Property Management Team Leader	Appointed Team	<p>Appointed Team within the Service by the Responsible Person(s)</p> <p>Ensuring the Appointed Person is meeting the requirements set out by the Duty Holder(s) and Responsible Person(s). and providing support to the appointed person where required.</p>
6.6 Property Officer (Statutory Compliance)	Appointed Person	Manages the day-to-day requirements relating to fire risk assessment. Control of record keeping and highlighting any issues arising which are a cause

Designation	Role	Responsibilities
6.7 Technical Services Manager	Responsible person for design and build	<p>concern.</p> <p>Delegated responsibility for ensuring that all new build design, and refurbishment works take into account the requirements of fire safety legislation including:</p> <ul style="list-style-type: none"> • Completion of a Fire Safety Design Summary where required as required by The (Miscellaneous Amendments) (Scotland) Regulations 2013. • Completion of a fire safety design strategy and/or the appointment of a Fire Safety Engineer to assist with design matters as appropriate to the complexity of the project. • That documentation is available for inspection at the point of practical completion and that all physical infrastructure including passive and active fire protection measures are in place, including new or additional portable fire fighting equipment and fire safety signage and notices.
6.8 Lead officers/Heads of Establishment	Establishment dutyholder	Designated the responsible person in terms of the legislation to ensure the co-ordination and implementation of fire safety issues and corporate policy, this will be the Duty Holder for the premises. Generally this will be the most senior person in the building or location. The Duty Holder will have overall responsibility for the co-ordination of emergency arrangements including fire and first aid.
6.9 Fire Coordinator	Nominated person to co-ordinate fire evacuation	Working with the establishment duty holder they will liaise with the fire evacuation team and others to gather information on the location of the activation, of any signs of fire; persons still in the building; unaccounted persons; and disabled persons who may still be in the building. They will ensure that all persons are ushered to the recognised fire assembly points and, if called out and in conjunction with the Duty Holder will liaise with the emergency services on their arrival.
6.10 Fire Wardens	Nominated members of staff for designated areas of a building	They will assist in the initial evacuation of the building, marshalling personnel to the appropriate fire evacuation point.

Designation	Role	Responsibilities
		They will liaise with the Fire Co-ordinator and Duty-holder who will have overall control in an evacuation situation unless there are confirmed signs of fire in which case it will be SFRS.
6.11 Fire Officers	Assist duty holder and fire coordinator	Fire Officers will assist the Duty Holder and Fire Coordinator in carrying out their responsibilities, this may involve carrying out an investigation into the source of an activation following by the AFA protocol.
6.12 Health and Safety Team Leader and advisors	Competent advisor	Responsible for controlling, reviewing and updating the procedures and policies relating to the Fire Risk Assessment and Fire Safety in collaboration with the Duty Holder(s) and Responsible Persons(s). Monitoring compliance with these procedures and policies.
6.13 Employees	Compliance with this policy and procedure.	Comply with any processes or procedures laid down in this policy and to bring to the attention of the Dutyholders or Health and Safety any concerns regarding these procedures or Fire Safety measures..

7 KEY DUTIES AND REQUIREMENTS

The following key duties and requirements under the legislation are expanded on in the guidance and arrangements document which accompanies this policy.

7.1 General Duties

- 7.1.1 This Policy is effectively implemented, with managers to whom specific responsibilities are allocated being aware of their responsibilities and appropriately trained to discharge their duties correctly.
- 7.1.2 Appropriate action is taken on matters pertaining corporately to fire safety which are brought to the attention of dutyholders or responsibly persons, and that the appropriate senior managers are made aware of those matters out with their control.
- 7.1.3 Corporate Fire Safety Standards are monitored to ensure that they are relevant and reflect industry best practice or statutory minimum standards where no such practice is recognised.
- 7.1.4 The corporate fire safety auditing system is effectively supported and an appropriate programme of functional audits are undertaken, to ensure reasonable feedback is provided to assess the management of fire safety within the Council.

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- 7.1.5 Arrangements are made/maintained to provide for the effective discussion and consultation on fire safety matters and that appropriate facilities are made available to the recognised Trade Union Safety Representatives to allow them to carry out their prescribed function.
- 7.1.6 Managers at all levels will lead in the promotion of a positive fire safety culture by setting the standard and leading by example. They will each ensure, so far as is reasonably practicable, the safety of their employees and all other persons who may be affected by the work of the Service from harm caused by fire in the workplace and take reasonable steps to ensure their safety.
- 7.1.7 All premises to meet the requirements of the relevant statutory provisions with regard, in particular, to emergency evacuation procedures and arrangements.
- 7.1.8 Fire risk assessments are carried out and that specific dutyholders are nominated to have fire safety responsibilities.
- 7.1.9 That fire risk assessments are reviewed before employing anyone under the age of 18.
- 7.1.10 That disabled persons are considered when undertaking the fire risk assessment in respect of their evacuation from the premises.
- 7.1.11 Those employees with responsibilities are made aware of their responsibilities and what is expected of them with due regard for the fire safety of themselves in following safe working practices as dictated by applicable Regulations, Approved Codes of Practice or Council Safety Standards.
- 7.1.12 Appropriate resources are allocated to permit the operation of a fire safe environment.
- 7.1.13 An appropriate course of action is taken when fire safety deficiencies are identified, and where such matters are cannot be resolved, ensure the issue is escalated to the appropriate senior management.
- 7.1.14 That appropriate arrangements exist and are implemented for the effective control of contractors working on the premises of the Council.

7.2 Physical Assets

- 7.2.1 The Physical Asset Service are responsible for:
- ensuring all properties owned and managed by Inverclyde Council have an appropriate fire risk assessment carried out to the extent to which the Council has responsibility for the property.
 - ensuring the Council attains legal compliance in all matters under their direct control relating to premises fire precautions through the integration of structural and fabric fire protection, and the inclusion of active systems for detection and control where appropriate;
 - ensuring fire precautions and safety systems are incorporated within new design works;
 - assessing, prioritising and seeking funding for improvements to fire precautions;
 - informing building occupiers and Lead Officers/Heads of Establishment of any changes to alarm systems;

- ensuring that testing and maintenance regimes, in respect of the Physical Assets Service areas of responsibility, are implemented, performed and recorded within the Fire Log Book;
- fire signage and maintenance of fire extinguishers;
- where appropriate ensuring fire alarm isolation procedures are communicated to those carrying out works in Council premises;
- ensuring fire risk assessments are carried out for each building or establishment under the Council's control.

7.3 Council Establishments

For each property/establishment under the control of the Council there will be the following in place as appropriate to the size and function of the property:

Written fire evacuation procedures and an Emergency Fire Action Plan which are brought to the attention of all employees with appropriate training being provided. In large premises (offices, schools, residential homes etc), particularly those occupying more than one floor, designated "fire wardens" should be appointed and trained in the primary role of assisting in the planned evacuation of the premises and the maintenance of fire precautions and procedures. A generic emergency evacuation procedure is available on the council intranet; Further information on the development of a this emergency evacuation procedure has been included in the guidance and procedures document.

At least two fire drills carried out a year, or at least one per term for Education properties. After each evacuation drill or actual fire situation a review should take place, and be recorded, in order that problems can be highlighted and any remedial action taken.

Fire procedure notices displayed, detailing the action to be taken in the event of fire. These must remain legible and up-to date and be replaced as required. This will ensure anyone else working on Council premises, for example, contractors and their employee(s) are notified of the procedures;

Through the risk assessment process and in conjunction with Physical Assets the property equipped to an appropriate level with means of escape, means of detecting fire and giving warning in the event of fire, means of fighting fires and arrangements for action to be taken in the event of fire;

Through the risk assessment process and in conjunction with Physical Assets fire safety measures including all equipment will be kept in working order. This includes all fixtures and fittings such as fire doors, keeping staircases and corridors clear, fire detection and alarm systems, fire fighting equipment, notices and emergency lighting. Regular checks will be undertaken together with periodic testing, servicing and maintenance whatever the size of the premises. Further detail is provided in the guidance and procedures document. Any defects should be reported and corrected as quickly as possible.

Personal emergency evacuation plans (PEEPs) undertaken for all disabled employees and frequent users of Council premises, for example, pupils, clients of day care centers, residential homes. This will ensure suitable plans are in place for their emergency evacuation from the premises. Additionally Fire Co-ordinators, Fire Officers and Fire Wardens will be made aware of the outcome of any PEEP's undertaken within the premises.

Copies of the Emergency Egress Questionnaire and PEEP forms are available on the Council Intranet and in the guidance and procedures document.

Record the details of all fire drills, evacuations, staff training and instructions, together with routine testing and servicing carried out in a fire log book which shall be kept on the premises and be available for inspection by the enforcing authority.

Have contingency plans in place for when systems relating to fire are out of order, for example, alarm panels, smoke detectors;

Co-operate with anyone else who has fire safety responsibilities for the same premises (including sharing information about the activities/measures undertaken, where appropriate) and taking all reasonable steps to co-ordinate the fire safety measures regarding the premises

Ensuring all contractors are aware of the fire emergency procedures including the emergency evacuation arrangements determined from the completed fire risk assessment for the premises.

In the event of the Duty holders absence then a deputy must be nominated.

In the event of any emergency evacuation the duty holder will liaise with all appropriate persons to determine the overall response to the evacuation, including:

- Determination of whether there are signs of a fire
- Authorising further investigation of the alarm signal by following the AFA activation investigation protocol see guidance and procedures document.
- Evaluating all evidence presented and deciding whether to cancel the fire alarm and authorise re-entry to the building.
- Any positive signs of a fire will require an immediate call out to be made to 999 and fire service attendance requested.

Procedure for accompanying visitors including making them aware of the fire evacuation plan.

8 TRAINING

8.1 Information

Inverclyde Council recognises the need to provide staff with relevant information on Fire Safety. Employee awareness will help with the implementation of the policy and the fire prevention measures. Information on fire safety and fire prevention will be made available on the Council's Intranet System, via Line Managers and Trade Union Safety Representatives. The information will be updated on a regular basis.

8.2 Training

The Council recognises that training of managers and employees is important to ensure that all employees have the necessary skills to control the risks from fire within the workplace. The following training will be made available through the Corporate Training planner or if identified through the fire risk assessment process, other specialist training can be made available. All training provided will include information about this Council policy. Details of all Council training is available on the Council's Intranet.

-
- Fire Awareness Training
 - Fire Awareness Elearning Course
 - Fire Warden Training
 - Fire Risk Assessment Training
 - UFAS training

8.3 Communication of the Policy

The Council recognises the importance of communicating the policy to all employees. This policy will be communicated to staff via the Corporate Health and Safety Committee, any Service team briefing system and a copy will be placed on the Council's Intranet system.

9 MONITORING, EVALUATION & REVIEW

- 9.1 This policy was ratified by the Council's Policy and Resources Committee on <<>> and implemented immediately thereafter.
- 9.2 Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. The Head of OD, Policy and Comms will have responsibility for the on-going monitoring and review of the policy, including taking action to amend the policy, where required, in consultation with staff.
- 9.3 The policy will be reviewed 12 months from implementation or major review and every five years thereafter unless there is significant change in legislative requirements; and/or incident investigation or fire risk assessment identifies a need for review. Measuring the effectiveness of the policy will include audits and inspections of fire safety and fire prevention, and investigation of fire incidents.