



Fire Safety Risk Management Plan

June 2014

Version 1a

(i) **Introduction**

The provision of safety from fire are the responsibilities of the owners, occupiers, and managers of a premises.

Maintenance of appropriate standards of safety may be demonstrated by compliance with the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006. The Act and associated regulations outline the duties, responsibilities and measures to be taken for compliance with the Act.

(ii) **Scope**

The council contains service areas with responsibilities for the control of fire safety within the community e.g. Building Standards, but fire safety in building design for the West Lothian Council (WLC) estate is provided by Construction Services.

This document is primarily concerned with the management of safety in existing premises within the council estate but also in other premises where the council has direct responsibilities as owners, occupier or managers.

1.0 Enforcement Authorities

1.1 Building Standards

Newbuild design, and alterations of existing buildings, are provided through WLC Construction Services in compliance with:

- the Building (Scotland) Act 2003, and
- the Building (Scotland) Regulations 2004

Building Standards are described in the Technical Handbook which recognises that, for the provision of fire safety, building users may require to adhere to 'other' legislative standards.

It should be noted by building users that building works, including the erection or dismantling of partitions, may require appropriate approval prior to the commencement of works. Where necessary appropriate advice as to intended works may be gained from the premises Maintenance Inspector.

1.2 The Fire (Scotland) Act 2005

The properties owned, occupied or managed by the council may feature a varied range of responsibilities under the 2005 Act. Some building use may have overlapping or multiple responsibilities ie a school may have a clear defined role during office hours but have separate control arrangements for 'out of hours' lets.

All persons with responsibilities or duties under the Fire (Scotland) Act 2005 ie all persons with control of buildings, or persons within buildings, require to coordinate and cooperate in the identification and reduction of risk from fire.

The assessment of risk from fire is generally enforced by the Scottish Fire and Rescue Service using the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006; however there are other enforcing authorities ie the Health and Safety Executive are the enforcing authority for fires in buildings under construction or major refurbishment.

Further detail is included in the WLC document - 'Fire Safety Awareness and Procedures for Employees and Managers'.

1.3 Risk Awareness

Concerns regarding risk of fire, or safety in the event of fire, should be made to the relevant Responsible Officer for the building, or the relevant Maintenance Inspector in Construction Services.

The Maintenance Team Principal in Construction Services is Derek Hume (01506 281162) and he has responsibility for the building Maintenance Inspectors within Construction Services.

Members of staff should consult their line manager or supervisor.

Members of the public or other visitors may request assistance from any member of staff.

1.4 Contact with Enforcing Authorities

All direct contact by building users (occupiers) with the Fire Service, or other authorities, directly related to fire safety enforcement activities ie letters received regarding intended fire service audit, deficiencies notices, and similar, should be reported immediately to the appropriate Maintenance Inspector in Construction Services.

2.0 WLC Core Suite of Fire Documents

The current documents listed below are provided within WLC to support the identification and reduction of risk from fire.

- Fire Safety Policy
- Fire Safety Risk Management Plan
- Fire Safety Awareness and Procedures for Employees and Managers
<http://www.westlothian.gov.uk/media/downloadoc/2354709/2363125/2393438>
- Fire Safety Risk Assessment (FSRA), 1yr
<http://www.westlothian.gov.uk/jobs/mytoolkit1/HealthSafety>
- Fire Evacuation Procedure
(see Appendix A, FS Awareness + Procedures)
- Personal Evacuation Plan (PEP)
(see Appendix H, FS Awareness + Procedures)
- Fire Equipment Impairment Procedures
- Emergency Incident Response Pack
- 'How Safe Are You From This?'
<http://www.westlothian.gov.uk/media/downloadoc/2354709/2363125/2393435>

3.0 Fire Procedure

A Fire Procedure should be formulated by the building occupier or Responsible Person to ensure that all persons are able to escape in the event of fire.

Where the council is the owner or manager for common areas, or the building fabric, a Fire Procedure shall be supplied to the occupier(s) outlining the Designated Escape Routes, and where appropriate, the relevant escape strategy for the building.

Where the property is in sole occupation by a tenant, the tenant should produce a Fire Procedure for the premises consistent with information supplied by the owner.

Where a multi occupied premises is owned or managed by the council, the council shall provide a Fire Procedure for the building and coordinate with occupiers / tenants to ensure effectiveness of the Procedure.

All persons producing a Fire Procedure should include details of functional limits ie restrictions of the building access, support required by the occupier that is necessary for effective performance of the Procedure, limits on building use with regard to flammable materials, ignition sources, user group profile, occupant numbers, support necessary for disabled persons, and effectiveness of building systems for non-standard use e.g. lone workers.

The Fire Procedure should ensure that all persons are able to escape in the event of fire. Where appropriate, or in case of doubt, further assistance may be obtained from the relevant Maintenance Inspector.

Further Detail is included in the WLC document - 'Fire Safety Awareness and Procedures for Employees and Managers'.

Where necessary further advice is available from the appropriate Maintenance Inspector.

4.0 Responsibilities

In addition to the organisational responsibilities and duties outlined in the Policy document, the following responsibilities and duties should be noted:

4.1 Employees, Indirect Employees, & Contractors

Employees, Indirect Employees, & Contractors resorting to, using, or carrying out works in buildings owned, occupied or managed by WLC shall:

- In the event of fire follow directions as outlined in the Fire Action Notices and Fire Procedures.
- Inform a member of staff or supervisor where risk of fire, or harm from fire, or potential risk of harm, is identified.
- Ensure that their actions, or omissions, do not put other persons at risk of harm from fire, or place a building at risk from fire.

4.2 All Building users including Visitors, Industrial Visitors and Members of the Public

Persons using any building owned, occupied or managed by WLC shall:

- In the event of fire follow directions as outlined in the Fire Action Notices and Fire Procedures.
- Inform a member of staff where risk of fire, or harm from fire, or potential risk of harm, is identified.

5.0 Fire Risk Assessment and Reviews

5.1 5 Year Fire Safety Risk Assessment (FSRA)

A Fire Safety Risk Assessment shall be carried out, where relevant, by Housing, Construction and Building Services (HCBS) for buildings within the council estate.

5.2 Annual FSRA review

A Fire Safety Risk Assessment shall be carried out each year by the appropriate Responsible Officer or Nominated Person at each building.

5.3 Review of Risk

A Review of Risk may be carried out by HCBS where considered appropriate.

5.4 Action Plan / Remedial Works

A fire risk assessment may identify areas of risk and the appropriate works or actions required to reduce or remove the risk. Remedial works or actions may be delegated to Responsible Persons, or other 'assigned' persons, with a suitable timetable for completion.

The Heads of Service shall be responsible for ensuring the completion of actions. Any person with responsibilities for works or actions who feels they may be unable to complete assigned actions should contact Housing Construction and Building Services as soon as possible (not waiting until the timetable suggested has expired). They can do this either through their Maintenance Officer for the building or the Property Compliance Officer (Lesley McKinlay) in Construction Services.

6.0 Training

The training of council employees shall be carried out in accordance with the recommendations of the WLC document 'Fire Safety Awareness and Procedures'.

Persons with direct responsibilities for management, supervision, or employment of non council employees, indirect employees, self employed persons and contractors should ensure that appropriate training is provided to ensure the safety of all persons within the building.

Information, and where appropriate training, may be supplied by West Lothian Council to support the safety of indirect employees and other persons in the event of fire within the building.

All persons utilizing council property shall follow appropriate direction or instruction to ensure safety in the event of fire.

7.0 Drills

A scheduled drill should be carried out in West Lothian Council buildings at least once every six months and in schools at least once every term.

Drills shall be carried out for buildings where the rehearsal of evacuation and consolidation of training can support safe evacuation of the building.

8.0 Records

8.1 Records to be Kept

The following records shall be kept:

- Staff Training
- Drills
- Fire Safety Risk Assessments

Test, Maintenance and Repair Records related to the following areas shall be retained:

- Emergency Lighting
- PAT tests
- Periodic Electrical Circuit Testing
- Automatic Fire Alarm
- Fire Alarm actuated equipment
- Fire Operated Vents
- Equipment required to support escape (eg Evac Chairs)
- Lifts, where appropriate
- Suppression Systems
- Fixed Systems eg Wet / Dry Risers, Foam Inlets,
- Hydrants, where relevant
- Portable Fire Fighting Equipment

The Maintenance Team Principal will ensure that these records are kept.

8.2 **Records Retention**

Retention of records should reflect the cycle of relevance ie:

Short term: records of for example drills, training, weekly or daily checks, fire extinguisher maintenance, should be kept for at least 3 years.

Medium term: where the cycle of examination is extended, or occurring only at a period of three years or more eg some PAT tests, periodic electrical mains testing records, should be kept for at least ten years or three times the interval of inspection, whichever is greater.

Long term: records of adjustment to electrical main circuits, emergency lighting, fire alarm systems, ducting systems, compartmentation and non standard compliance of FSRA should, where feasible, be kept for the life of the building.

8.3 **Record Repositories**

Copies of reports and certificates will be:

- Kept on site in the Compliance Logbook; or,
- Stored electronically in the electronic record management system.
- Subject to a suitable date back-up scheme where held electronically.

9.0 Business Continuity

Services should include appropriate procedures in their Business Continuity Plan to deal with a range of fire incidents from room size fires, wing/dept closure, to total building shutdown. An assessment of impact of fire damage may include identification of critical features within dept or building use.

All fire incidents occur without warning or notice and continuity arrangements must be sufficiently robust to allow rapid deployment of services.

10.0 Compliance Performance Monitoring

10.1 External Audit

The Scottish Fire and Rescue Service may audit fire safety risk assessments as part of a programmed schedule of inspections, or following a fire incident.

10.2 Internal Audit of Fire Safety Risk Assessments

Monitoring of the consistency of fire risk assessments and of delivery of the Action Plan recommendations and any associated works shall be carried out by Housing Construction and Building Services.

The Maintenance Team Principal will put systems in place to ensure fire risk assessments are reviewed when necessary and that fire risk assessment records are kept.

11 Policy Review

The Fire Safety Policy and Risk Management Plan will be reviewed as necessary by the Authorising Person in consultation with the recognised trade unions and other relevant parties as determined by the Council.

- Full reviews of this policy shall be carried out at least once every 3 years;
- Interim reviews will be carried out when appropriate and, in particular, when there are:
 - changes to the underlying legislation or, supporting guidance or documents.
 - significant changes in the awareness of risk.