

Fire Safety Policy

June 2014

Introduction

The council contains service areas with responsibilities for the provision of fire safety within the community ie the regulation of building design and construction provided by Building Standards. The council also has some authority for enforcement with regard to fire safety under the Fire (Scotland) Act 2005 ie for particular sports stadia.

This policy document however is primarily concerned with the management of safety in buildings where the council has direct responsibilities as owners, occupiers or managers.

1. Policy Statement

This Policy shall allocate legal and functional responsibility for compliance under the Fire (Scotland) Act 2005 in the provision of safety in case of fire for persons employed by the council and for other persons using premises owned, occupied or managed by the council.

2. Policy Aims

The aims of the Policy are:

- To ensure safety by the provision of an effective system of management control in the identification of risk and the provision of safety control measures for the reduction of risk from fire within the estate, and other premises, owned, occupied or managed by the council.
- To support the safety and health of the local communities, and protect the environment, by the avoidance or reduction of fire incidents.

3. Policy Objectives

The Objectives of this Policy are to provide systematic management control that will:

- Allow demonstration of compliance to the Fire (Scotland) Act 2005.
- Allow external audit by the enforcing authorities.
- Allow internal audit of fire safety performance.
- Provide organisational accountability.
- Allow the allocation of resources proportionate to risk throughout the council estate.
- Enable the programming of improvements in the provision of fire safety.

4. Policy Responsibilities

In accordance with the council's Scheme of Delegation to Officers, the Chief Executive is responsible for compliance with the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.

Depute Chief Executives

Depute Chief Executives are accountable and responsible to the Chief Executive for ensuring the implementation of this Policy within their portfolio of services.

Head of Housing, Construction and Building Services

The Head of Housing, Construction and Building Services is responsible to the appropriate Depute Chief Executive of Corporate, Operational and Housing Services for ensuring the implementation of this Policy.

Heads of Service

Heads of Service are responsible to the appropriate Depute Chief Executive for implementing this Policy by ensuring that all employees and others who may have duties and responsibilities under the Act are appropriately enabled to fulfil their duties and responsibilities.

Construction & Design Manager (Designated Person)

The Construction & Design Manager is responsible to the Head of Housing Construction & Building Services for implementing this Policy by ensuring that risk, associated with responsibilities and duties under the Fire (Scotland) Act 2005, is identified and prioritised for appropriate action.

Estates Manager

The Estates Manager shall ensure that relevant fire safety information is provided to TNRP tenants in accordance with their duties as landlord.

Maintenance Team Principal (Authorised Person)

The Maintenance Team Principal is responsible to the Construction & Design Manager for ensuring and managing the identification of risk in line with the following key responsibilities:

- Monitoring Service Areas compliance.
- Providing guidance and advice on the identification and management of risk from fire.
- Monitoring the performance of contractors and consultants engaged in fire risk assessment and related activities.
- Ensuring suitable fire risk assessments are undertaken by appropriate persons or competent contractors.
- Monitoring progress and completion of remedial works
- Monitoring the provision of appropriate information, instruction and training.
- Record keeping.
- Developing and publishing the council's Fire Safety Risk Management Plan.
- Liaising, cooperating and coordinating with other persons as required to ensure the identification and reduction of risk from fire in all properties owned, occupied or managed by the council.

- Liaising with the HR Manager (Health and Safety) on all aspects of fire safety risk management.

Fire Safety Officer

The Fire Safety Officer is responsible to the Maintenance Team Principal and provides support and guidance in all aspects of fire safety to Service users and Maintenance Inspectors. The Fire Safety Officer shall:

- Provide guidance and advice on the identification and management of risk from fire.
- Ensure suitable fire risk assessments are undertaken by appropriate persons or competent contractors.
- Undertake interim fire safety risk assessments where required.
- Make arrangements for and monitor the provision of appropriate information, instruction and training.
- Liaising with Health and Safety on all aspects of fire safety risk management.
- Liaising, cooperating and coordinating with other persons as required to ensure the identification and reduction of risk from fire in all properties owned, occupied or managed by the council.

Maintenance Inspectors

Maintenance Inspectors shall:

- Undertake fire risk assessments for the identification of risk from fire.
- Respond appropriately where informed of risk.
- Prioritise works and actions required for the reduction of risk.
- Allocate works or actions to relevant Service Areas and Responsible Persons.
- Implement works as directed in accordance with the management of risk.
- Where appropriate, inform relevant 3rd parties of the identification of risk.
- Monitor the delivery of Action Plan remedial works or actions.
- Monitor progress and completion of remedial works identified through fire risk assessments.

Persons in Control of Property (Responsible Persons)

Persons in control of premises are responsible for:

- Undertaking annual fire risk assessments for the identification of risk from fire.
- Ensuring that allocated Action Plan recommendations are implemented and completed as directed.
- Respond appropriately where informed of risk.

HR Manager (Health and Safety)

The HR Manager (Health and Safety) is responsible to the Head of Corporate Services for reporting fire safety incidents to HSE, leading and co-ordinating investigations. The development, publishing and maintenance of the Fire Safety Policy and Fire Safety Risk Management Plan will be undertaken by the Maintenance Team Principal in consultation with the HR Manager (Health and Safety) and the Fire Safety Officer.

5. Business Continuity

Services should include appropriate procedures in their Business Continuity Plan to deal with a range of fire incidents of all sizes including room size fires, wing/dept closure, and total building shutdown.

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

6. Review of Policy

The Construction & Design Manager will review the Policy as appropriate in conjunction with the Maintenance Team Principal, HR Manager (Health & Safety) and in consultation with recognised trade unions and other relevant parties.