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1. **OBJECTIVE AND SCOPE**

Fire Safety is one of a number of health and safety standards forming the Trust’s Health and Safety Policy written arrangements in compliance with the general duties under the [*Health and Safety at Work etc. Act 1974*](http://www.legislation.gov.uk/ukpga/1974/37).

This Standard relates specifically to the management of fire safety in the Trust’s buildings, in compliance with legal requirements under the [*Fire (Scotland) Act 2005*](http://www.legislation.gov.uk/asp/2005/5/contents) and the [*Fire Safety (Scotland) Regulations 2006*](http://www.legislation.gov.uk/ssi/2006/456/pdfs/ssi_20060456_en.pdf).

1. **RESPONSIBILITY**

The Chief Officer, Executive Leads and Strategic Leads are responsible for ensuring the arrangements in this Standard are fully implemented within their areas of control.

Key duties and responsibilities belong to Premises Managers, Evacuation Controllers, Fire Wardens, designated fire checkers and East Ayrshire Council’s [Health and Safety Section](http://eacintranet/Services/HealthandSafety/HealthandSafety.aspx).

All employees have a responsibility for fire safety and must ensure that issues or defects which could increase the risk of fire within their workplace are immediately reported to their line manager.

Fire safety information must be contained in the Fire Register, including a copy of the fire risk assessment, evacuation procedures and records of inspection and tests carried out within each premises. The Fire Register is subject to inspection by the Council’s Health and Safety Section and Fire and Rescue Enforcement Officers.

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1. **INTRODUCTION**

The Fire Safety Standard provides managers and employees of the Trust with information and procedures necessary to protect against the risks associated with fire in Trust premises.

The Chief Officer, Executive Leads and Strategic Leads must ensure that this standard is fully implemented by those with responsibility not only for managing premises, but also those involved in the design and refurbishment of buildings occupied by employees and/or Service users.

When working on behalf of the Trust, all employees have a responsibility for fire safety and must ensure that any issues, defects or conditions which could increase the risk of fire within the workplace are immediately reported to their line manager.

Employees who have been nominated and trained as Evacuation Controllers/Fire Wardens or other designated roles, such as designated for carrying out fire checking procedures, have additional responsibilities for fire safety within their work location.

Fire risk assessments will be carried out by suitably trained employees in all premises under the control of the Trust. This is a statutory duty under Sections 53 and 54 of the [*Fire (Scotland) Act 2005*](http://www.legislation.gov.uk/asp/2005/5/contents)

Within every Trust premise there is a requirement to install and maintain warning devices, fixed firefighting systems and fire escape routes, appropriate to the size, complexity and occupancy of the building.

Fire evacuation plans proportionate to the building’s function and layout must be prepared, tested and records held onsite to ensure the safe evacuation of occupants in an emergency.

**Note:** All cases of fire, no matter how small and irrespective of whether Fire and Rescue are called to attend, must be reported on the Incident reporting system (SHE).

1. **LEGAL REQUIREMENTS**

**2.1** **Scottish Fire and Rescue Services (SFRS) - Response to Automatic Alarm Activations**

As of 1 July 2023, Scottish Fire and Rescue Services (SFRS) will no longer attend automatic fire alarm activations within non-domestic premises unless it has been confirmed by a trained employee (fire checker) that there are signs of fire.

Signs of fire include: visual flame or smoke, smell of smoke or burning, or sounds of fire, such as cracking or popping noises.

These changes do not apply to domestic properties or non-domestic premises with sleeping accommodation e.g. Children’s Houses and other residential accommodation but does apply to all other Trust buildings e.g. offices, leisure centres etc.

Premise Managers must therefore ensure that a suitable number of trained employees are designated to carry out fire checks of the building in the event of the fire alarm being activated, in order to confirm if there are signs of fire.

Employees must never put themselves at risk by entering an area where there are any signs of fire under any circumstances, and should immediately leave the building by the nearest available exit and activate the call point on their way out.

In the event of the fire alarm sounding, a trained employee should check the panel to identify where in the building the activation has taken place. A clear schematic plan, showing the location of the building zones, should be available next to the panel.

A minimum of one, or two employees where practical, should proceed to the corresponding zone, maintaining radio/ mobile phone contact with the person at the panel. Should there be any signs of smoke and/ or fire, a secondary activation should be initiated immediately and the person at the panel should notified that there are signs of fire and a 999 call made.

Where it is confirmed that there are no signs of fire; most commonly due to someone deliberately activating a break glass call point, an accidental activation e.g. burning toast in the kitchen, or a fault in the system e.g. faulty detector head, the fire alarm system can be reset and the Evacuation Controller can give the instruction that it is safe to re-enter the building.

**Further details of these changes are provided in Appendix 2.**

# FIRE RISK ASSESSMENT

Suitable and sufficient assessments of fire risk will be carried out in all premises by the Council’s Health and Safety Section or other suitably trained officers.

The Health and Safety Section will ensure that fire risk assessments are carried out and reviewed at intervals not exceeding three years or as circumstances dictate e.g. after a fire or where there are significant changes to a building or occupancy profile.

In higher risk premises, e.g. sleeping accommodation, buildings requiring entertainment licenses assessments will be reviewed on an annual basis.

The fire risk assessment examines the following areas:

* Fire prevention measures
* Occupancy levels and profile
* Means of escape
* Limitation of fire spread
* Fire safety systems
* Housekeeping and safe storage
* Heating and cooking
* How fire safety is managed

On completion of the fire risk assessment, the Premises Manager will be provided with an electronic copy of the assessment which includes an action plan and separate user guide, detailing any areas for improvement. The Premises Manager or nominated person should:

* Print off and retain a copy of the assessment and action plan within the local Fire Register
* Update the actions in the action plan as they progress
* On completion of each action update, the Premises Manager must update Technology Forge (TF) by going to <http://eaccon02:806/newSearch.aspx>

**Note:** Only buildings which have outstanding actions are viewable on the portal.

The Premises Manager should liaise with the Council’s Facilities and Property Management where structural and/or statutory maintenance issues have been identified in the fire risk assessment which impact upon the safety of occupants. A programme of repair or improvement must then be identified and suitably managed.

# DUTIES AND RESPONSIBITLITIES

## **3.1 Premises Managers**

Premises Managers have responsibility for ensuring the requirements of the Fire Safety Standard are implemented within premises under their control and for co-ordinating actions in the event of a fire emergency. Day to day duties may be delegated to other nominated employees.

The Premises Manager’s responsibilities in relation to fire safety are:

* Overall co-ordination of emergency procedures
* The co-ordination of training for a suitable number of employees with key responsibilities to ensure the safe evacuation of occupants from their premises in an emergency e.g. Fire Evacuation Controller, Fire Wardens, persons carrying out checks for signs of fire, evacuation chair use, alarm operation etc.
* Ensuring fire safety checks are carried out and recorded within the premises Fire Register
* Assisting the Council’s Facilities and Property Management with the co-ordination of statutory inspections, testing and maintenance of fire safety devices and equipment
* Reporting any defects with the fire safety systems e.g. fire alarm, missing or illegible alarm panel schematics, emergency lighting, fire extinguishers etc. to the Facilities and Property Management Helpdesk
* Ensuring all employees are aware of the precautions to be taken to prevent the outbreak of fire
* Ensuring all employees and anyone using Trust premises are informed of fire emergency procedures, including any persons requiring a Personal Emergency Evacuation Plan (PEEP)

Managers of properties with sleeping accommodation e.g. residential centre, have additional responsibilities to:

* Review and agree the employee/resident’s ratio to evacuate residents with high dependency needs (day or night)
* Ensure that there are a sufficient number of trained Fire Wardens and employees to implement the evacuation plan for the premises (day or night)
* Extend fire safety awareness training to **all** employees

**3.2 East Ayrshire Council Facilities and Property Management**

The Council’s Facilities and Property Management have responsibility for ensuring that all fire safety devices and equipment within Trust buildings are suitably inspected, tested and maintained.

Designated staff within the service will have responsibility for the following:

* Ensuring that competent contractors are appointed and engaged to carry out works necessary to ensure that fire safety devices and equipment are inspected and maintained in a fully operational state
* Uploading and maintaining all statutory inspection and maintenance records related to fire safety devices and equipment within the Council’s Technology Forge system
* Ensuring that all actions arising from fire risk assessments are uploaded to the Technology Forge system. Actions relating to fire safety devices and the fabric of the building are addressed within the assessment’s agreed timescales. Also any management actions will be addressed by the property manager.
* Ensuring that all defect reports from Premises Managers and Development Officers relating to the fire safety systems e.g. alarm and fire suppression systems; fire extinguishers and blankets, emergency lighting and fire alarm panel schematics in buildings are acted upon as soon as possible.

## **3.3 Evacuation Controller**

The nominated Evacuation Controller (and if appropriate a Deputy) has the overall responsibility for:

* Ensuring Fire and Rescue have been called where it is confirmed that there are signs of fire i.e. call 999 first then notify the Council’s Risk Management Centre.
* Liaising with Fire Wardens other employees with delegated duties throughout the evacuation.
* Ensuring roll calls are carried out as appropriate.
* Liaising with emergency services e.g. SFRS, Police and advising them of the location of the fire or zone in which the alarm has activated, missing persons, locations of services, potentially hazardous areas etc.
* Giving the employees instruction to re-enter the building, after it is deemed safe to do so by SFRS in the event of a confirmed fire or, following confirmation that the area in which the alarm has been activated has been checked by designated employees and no signs of fire have been observed.
* Liaising with emergency services e.g. Fire and Rescue Service, Police, and advising them of the location of the fire event, missing persons, locations of services, potentially hazardous areas etc.
* Giving the instruction to re-enter the building, when deemed safe by the Fire Officer in charge
* Co-ordinating and leading the de-briefing meeting and reporting any issues to the Premises Manager including the reason for the alarm activation, if known e.g. faulty detector head, malicious activation or accidental activation.
* Co-ordinating two fire drills per year (every six months)

The name of the nominated Evacuation Controller(s) for the premises should be displayed on the premises Health and Safety Notice Board.

**3.4 Fire Wardens**

Fire Wardens have a vitally important role to play in the effective management of fire safety, namely:

* Being proactive in fire prevention by carrying out visual inspections of the premises and ensuring means of escape within their designated areas are kept clear at all times
* Supervising and assisting in the evacuation of all employees, service users and members of the public from their designated areas
* Preventing persons returning to the premises until the Evacuation Controller has given clearance
* Closing doors along the evacuation route when leaving the building
* Switching off devices that may develop further fires e.g. cookers
* Taking roll calls/ head counts and reporting unaccounted persons to the Evacuation Controller
* Attending and reporting issues at the de-briefing meeting

The name of the nominated Fire Warden(s) for the premises should be displayed on the Health and Safety Notice Board.

## **3.5 Employees Designated To Carry Out Fire Checks**

A suitable number of employees must be designated and trained to carry out fire checks, in the event of the fire alarm being activated. This is in addition to those employees who are designated Evacuation Controllers or Fire Wardens, who already have specified duties under this standard.

Full details of the procedures which should be followed when carrying out fire checks are provided in Appendix 2.

Note: **The Council’s Risk Management Centre and The Fire Service must be notified in the event of a fire or of a false activation of the system.**

## **3.6 ALL Employees**

Fire safety is the responsibility of **everyone** in the workplace and all employees should be aware of the following important points in the event of an evacuation:

* The location of call points in their area of the building and how to raise the alarm in an emergency
* The location of escape routes and any protected areas
* The importance of keeping fire doors closed i.e. **not to wedge fire doors** **open**
* Why lifts must not be used at the time of a fire unless they are designated Fire Lifts or Emergency Lifts
* How to evacuate the premises safely and quickly, closing doors and windows on the way where possible and safe to do so
* Assisting persons with additional support needs e.g. mobility issues, mental capacity etc., or visitors/ members of the public to leave the premises safely.
* Notifying the Evacuation Controller as soon as possible if the reason for the alarm activation is known and confirming any signs of fire in the area they have just left.

# 4. TRAINING

## **4.1 Fire Safety Training**

Employees with particular responsibilities for the management and evacuation of premises, must be provided with suitable information, instruction and training in fire safety and emergency evacuation.

Designated Evacuation Controllers and Fire Wardens and others with specific responsibilities for fire safety within Trust buildings will therefore be provided with appropriate Fire Safety training, which includes particular emphasis on their respective roles and responsibilities.

The Fire Safety training course is delivered by Health & Safety and it is recommended that refresher training is carried out every three years.

**4.2 Fire Safety Awareness E-Learning**

Fire safety awareness, which now includes the procedures for carrying out fire checks, in the event of an alarm activation is a mandatory requirement for all employees.

The training is available as an eLearning module on LearnPro and must be taken soon after initial employment and then refreshed on an annual basis.

All employees should be aware of the following:

* Fire evacuation procedure for the premises including the fire assembly point
* Location, fire exits, and day and time of fire alarm test
* Who are the appointed Evacuation Controller and Fire Wardens for the premises
* The procedures for carrying out fire checks and reporting faults, defects and unsafe conditions.

**4.3 Evacuation Chair Training**

Where evacuation chairs are located within buildings, the Premises Manager must ensure that nominated employees are fully trained in their use and also carry out pre-use and 6 monthly visual checks. Any defects identified in these checks should be reported the Council’s Facilities and Property Management Helpdesk at [FPMRepairs@east-ayrshire.gov.uk](mailto:FPMRepairs@east-ayrshire.gov.uk)

All fire safety training undertaken i.e. Fire Warden training, site specific training on the premises evacuation procedures, fire safety awareness and use of evacuation chairs should be recorded and retained in the premises Fire Register.

Further information on fire safety training, including training requests is available by contacting [HealthandSafety@east-ayrshire.gov.uk](mailto:HealthandSafety@east-ayrshire.gov.uk)

# 5. THE MANAGEMENT OF FIRE SAFETY

## **5.1 Fire Prevention**

Fire safety management starts with good fire prevention measures and all employees should be encouraged to remember the importance of a proactive approach to fire safety. The following tips should be considered and implemented, where appropriate, to prevent or minimise the risk of fire:

* Keep storage areas secure and out of bounds to members of the public, pupils, Service users etc.
* Do not let rubbish accumulate
* Waste paper baskets should be placed in an accessible area for emptying by cleaners
* Keep flammables in secure and approved storage
* Remember smoking is strictly prohibited in Trust premises
* Only approved PAT validated electrical devices e.g. radios, heaters etc., are permitted within Trust premises
* Employees welfare areas must be free from combustible materials and cooking food never left unattended
* Ensure all lights and heating appliances are switched off when not in use
* During office closure, appliances should be switched off and disconnected from their sockets, where practical
* External waste to be kept in covered bins within secured areas where possible; these must be located at least 6 metres from the building.

Avoid accumulation of combustible displays on walls – allow at least 1m break between any displays and doors frames to reduce the potential of fire spread. Keep displays away from heat sources, hanging from lights or near safety signage.

**Note:** Combustible displays e.g. paper, card or fabric in stairwells, on doors and final exits is strictly prohibited.

Also, remember the importance of good housekeeping, such as:

* Never obstructing staircases, landings and means of exit, either inside or outside the building
* Never obstructing access to fire alarms, extinguishers or fire exits
* Keeping fire doors closed and unlocked as they serve a vital purpose - to contain a fire in the area where it started
* Never store flammable or combustible materials under stairwells
* Keeping IT server rooms, boiler houses and electrical cupboards free from flammable and combustible materials
* Storing outdoor bins away from the immediate perimeter of the building and within a secure cage wherever practical.

**5.2 Fire Register**

All Trust premises within must hold a **Fire Register** containing up to date fire safety information about the premises. The Fire Register must be available for inspection at all times and should be as simple or complex as the premises it covers.

The Fire Register should contain the following key documents, but this may vary depending on the size and complexity of the premise:

* Copy of the most recent fire risk assessment
* Site-specific fire evacuation procedures and plan
* Details of any employee [Fire Safety Training and Instruction Record](https://leisurenet/media/1345/fire-safety-training-and-instruction-record.docx)
* Records of completed [fire drills](https://leisurenet/media/1342/fire-safety-fire-drills.docx) and [fire drill reports](https://leisurenet/media/1340/fire-drill-report.docx)
* Records of [daily inspections of means of escape](https://leisurenet/media/1338/daily-inspections-of-means-of-escape-routes.docx)
* [Location of fire alarm call points](https://leisurenet/media/1349/location-of-fire-alarm-call-points.docx)
* [Records of weekly fire alarm and emergency lighting tests](https://leisurenet/media/1346/fire-safety-weekly-tests-of-fire-alarm-system.docx)
* Instructions for testing and resetting the fire alarm system
* Locations and types of [portable fire extinguishers](https://leisurenet/media/1343/fire-safety-portable-fire-extinguishers.docx)
* Records of engineer call outs to fire alarm
* Records of service and inspections of fire safety devices e.g. fire alarm, sprinkler systems, emergency lighting, firefighting equipment, smoke vents etc. *Where service records are not available in the Fire Register this information can be accessed on the Councils* ***Property Portal*** [***http://eacintra02/pp/***](http://eacintra02/pp/)
* Fire servicing engineers log book completed by the engineer
* Contact details for service and repair of fire systems and equipment.

## **5.3 Fire Evacuation Procedures**

It is the responsibility of the Premises Manager and nominated employees to ensure that all occupants of the building are evacuated safely. For this to be achieved, a written evacuation procedure should be in place for all Trust premises to enable staff, service users, contractors, visitors and members of the public to leave the building in a safe and co-ordinated manner.

Where there are vulnerable service users within the premises, the evacuation procedures should include a contingency plan to evacuate and relocate occupants to another building.

The nature and complexity of the fire evacuation procedures should be proportionate to the premises, the work activities carried out, the occupant numbers and capabilities, and the potential risks involved. Progressive/phased evacuation is normally used where there are higher dependency occupants such as residential units or swimming pools. Full evacuation is recommended for all office accommodation. The fire evacuation procedure should document the following:

* Details of nominated employees and their specific fire safety roles and responsibilities
* The provision of the necessary fire safety information, instruction and training for employees
* The arrangements for carrying out and recording fire evacuation drills
* The action to be taken on discovery of a fire in the building
* The location of any temporary waiting areas and/or fire evacuation chairs
* The arrangements to ensure all occupants of the premises know how to report to the assembly point(s)
* The prohibition of, and means of preventing the use of passenger lifts in a fire emergency situation
* In the event of confirmed fire, prohibiting re-entry to the premises until a Fire and Rescue Officer declares it safe to do so and the means by which instructions to re-enter the building are communicated to occupants
* In the event of a planned fire drill or false activation, the means by which the Evacuation Controller gives instruction to re-enter the building to occupants
* The provision and type of fire detection/warning systems and firefighting equipment within the building
* The inspection, test and maintenance regime for the means of escape, firefighting equipment, alarm/detection systems and emergency lighting, sprinkler systems, smoke vents etc.

Consideration must also be given to any arrangements required for **Personal** **Emergency Evacuation Plans** (PEEPs) to ensure the safe evacuation of those with reduced mobility or additional support needs, who either work in, occupy or visit the premises.

**5.4 Fire Evacuation Plan**

The Premises Manager is responsible for ensuring schematic evacuation plans are displayed around the building, within commonly occupied areas and adjacent to call points, clearly depicting fire evacuation routes, stairwells, all final exit routes and fire assembly points(s) (including whether or not they are stepped or allow for level egress).

The plan should be given to identifying the quickest means of escape from the current location to the fire assembly points, with secondary means of escape also indicated.

## **5.5 Personal Emergency Evacuation Plan (PEEP)**

[The Personal Emergency Evacuation Plan (PEEP)](https://leisurenet/media/1344/fire-safety-record-of-personal-emergency-evacuation-plan-peep.docx) refers to recorded actions for any individual who cannot independently evacuate a building in the event of an emergency.

PEEPs will most commonly be required for an employee, pupil or person under the care of the Trust, however there may also be circumstances where a PEEP is required for a visitor or member of the public.

The reduced ability/mobility of persons to independently evacuate will vary and may apply to:

* Wheelchair users
* People with a temporary restriction such as broken leg
* People with a disability, such as a sensory impairment or learning difficulty

It should not be assumed that a person with some form of disability (whether temporary or permanent) will require a PEEP. Some individuals will be confident that they will be able to evacuate without direct assistance.

The purpose of the PEEP is to identify what assistance is required to enable the safe evacuation of an individual from the building. This may include help with finding the nearest exit or physical assistance such as the transfer into an evacuation chair.

PEEPs should be completed with the individual present to enable a practical understanding of the individual’s specific requirements by all parties involved. This may also include having the person’s carer/ support worker present.

PEEPs should be retained electronically and as hard copy by the Line Manager and issued to the individual (where appropriate), the Evacuation Controller/ Fire Warden and any person nominated to assist the individual in their evacuation.

Signage should be clearly displayed at the entrance to each premises advising visitors/members of the public to notify a member of staff of any required assistance in the event of an emergency evacuation. The signage template can be downloaded from the [Intranet](https://leisurenet/media/1320/notice-template-colour.docx)

A template for carrying out the PEEP has been developed to accompany this standard, available to download from the [Intranet](https://leisurenet/media/1344/fire-safety-record-of-personal-emergency-evacuation-plan-peep.docx)

Employees nominated to assist an individual in the event of an emergency **should not be** the designated Evacuation Controller or Fire Warden or person nominated to carry out checks due to a conflict of responsibilities.

Where evacuation equipment is required, such an evacuation chair, nominated persons must receive appropriate training in the safe and correct use of the equipment. Regular refresher practice on the use of evacuation equipment should be carried out during the six monthly fire drills.

**Note:** Avoid involving persons in evacuation chair practice if other risks are introduced e.g. brittle bone, manual handing issues etc.

## **5.5.1 Temporary waiting areas**

The first priority should always be to get everyone out of the building as quickly as possible. However this is not always practical for some premises due to the size or complexity of the building, and a **temporary waiting area** may have to be utilised. Where these areas have been identified, the following must be ensured:

* The area is surrounded by a structural fire-resisting compartment
* There is a safe route to a final exit
* There is sufficient space to accommodate the individuals (including wheelchairs etc.) without restricting egress through the area
* A fire alarm bell/sounder is not located directly in the area
* There is assistance and communication available

## **5.5.2 Evacuation Chairs**

Evacuation chairs are installed in Trust premises where it has been identified as a requirement due to the layout of the building and/or specific needs of the occupants.

The requirement for evacuation chairs will generally be identified within the fire risk assessment and/or PEEP, and the chair number(s) and location(s) should be included in the fire evacuation procedure.

Trained users of evacuation chairs are required to carry out a visual checks prior to their use (i.e. six monthly evacuation drills), and any issues reported to the Council’s Property Officer.

Any relevant information on the operation or use of the chairs should be recorded on the fire drill form, held within the Fire Register and discussed at the drill debrief session.

**5.6 Fire Drills**

In order to ensure that the written evacuation procedures work effectively in practice, regular fire drills must be carried out.

Drills should normally take place **every six months**, however some premises with higher risk occupancy such as residential homes etc., should consider increasing the frequency if it is appropriate to the premises use and its activities.

Most fire alarms are remotely linked to either the Council’s Risk Management Centre or another monitoring service i.e. security company. Where this is the case, the Evacuation Controller must ensure the Council’s Risk Management Centre/Security Company are informed before the drill taking place.

A **fire drill report** should be completed after every pre-planned drill and unplanned activation. The Evacuation Controller should hold a **debrief meeting** to discuss the result of the drill with the Fire Wardens and where it has been an unplanned activation, the cause of the activation i.e. malicious, accidental or fault, must be recorded on the drill report and the Premise Manager/ Council’s Property Officer, Council’s Risk Management Centre notified as appropriate.

The size of the building, its complexity and occupancy will determine the time reasonably required to safely evacuate.

Fire drills must be recorded and retained within the Fire Register. Templates for recording [fire drills](https://leisurenet/media/1342/fire-safety-fire-drills.docx) and [drill reports](https://leisurenet/media/1340/fire-drill-report.docx) are available from the Intranet.

# 6. BUILDING RISK CONTROL MEASURES

**6.1 Means of Escape**

All fire escape routes within buildings should be checked daily as part of the building walk round to ensure routes are kept clear at all times, with displays and combustibles kept to a minimum.

The operation of all final fire exit doors should be checked daily, with any faults logged and reported to the Council’s Facilities and Property Management Helpdesk.

[Daily means of escape inspections](https://leisurenet/media/1338/daily-inspections-of-means-of-escape-routes.docx) should be carried out by a nominated employee and recorded and retained within the Fire Register. Templates for recording fire safety inspections are available from the Intranet.

## **6.2 Fire Alarm Systems**

Where required, Trust premises will have the appropriate fire alarm system installed to warn occupants e.g. employees, Service users, members of the public etc., in the event of an emergency. The system installed will be proportionate to the complexity, risk profile and occupancy of the building.

All fire alarm systems must be inspected and maintained to ensure they remain in efficient working order. The Premises Manager should co-operate with the Council’s Facilities and Property Management to ensure the system is inspected and maintained on a six monthly/ annual basis.

A simple fire alarm system will be activated by call points normally located next to final exit doors and along escape routes. [The location of call points](https://leisurenet/media/1349/location-of-fire-alarm-call-points.docx) should be recorded and retained within the Fire Register.A template for recording this information is available from the Intranet**.**

Some fire alarm systems will have a combination of call points and automatic detection devices that will activate the fire alarm under smoke or heat rising conditions.

For sensitive data systems, the fire alarm system may also be linked to gas suppression systems. Specific protocols are in place to restrict access to these areas to authorised persons only, particularly in an activation event.

Where possible, fire alarm systems will be remotely monitored through the Council’s Risk Management Centre or Security Company. Where this system is in place, Fire and Rescue Services are immediately notified of any emergency.

Where possible, fire alarm systems will be remotely monitored through the Council’s Risk Management Centre or Security Company.

## **6.3 Building Schematic Plan**

A copy of the building schematic, which clearly shows the fire zones within the building, should be displayed near to the fire alarm panel**.** Simple single zone fire alarm systems do not require a building schematic.

Premises Managers have responsibility for ensuring that the fire alarm panel is checked during the weekly alarm test for the presence of a legible schematic. In the event that the schematic is missing from any alarm panel within the building, this should be immediately reported to the Council’s Facilities and Property Management Helpdesk.

**6.4 Inspection and Test of Fire Alarm Systems**

The Premises Manager should ensure the following inspections and tests are completed in respect of the fire alarm system for the premises:

1. **Weekly test of one call Point,** ensuring each call point is tested in rotation.

* Tests should be carried out by a nominated employee on the same day and time each week
* The alarm should be sounded for approximately 15 - 20 seconds in duration
* Tests should be recorded and retained in the Premises Fire Register
* Where there is a remote monitoring centre e.g. Risk Management Centre, they must be advised no more than 5 minutes before and after the alarm activation has been carried out.

1. **Six monthly/annual test and inspection** by the appointed Term Contractor (or installer for new system).

* Details of the visit and works completed in the **Fire Alarm Log Book,** and should be retained in the premises Fire Register
* Where there is a remote monitoring centre, they must be advised that the engineer is attending site and again within 5 minutes of completion of work on the system.

1. **Six monthly fire evacuation drills** (activated through one of the call points or fire alarm panel)

* The Evacuation Controller should co-ordinate fire drills
* Drills should not be carried out at the same time as normal weekly tests
* Drills should be recorded and kept in the premises Fire Register
* Where there is a remote monitoring centre, they must be advised no more than 5 minutes before and after the fire drill has been carried out.

## **6.5 Fixed Fire Systems**

Fixed fire systems include devices and equipment permanently installed to protect the means of escape, reduce the spread of fire or assist the Fire and Rescue Services when fighting a fire. Examples include:

* **Smoke vents** to protected stair wells – automatically operating upon activation of the fire alarm system
* **Sprinkler systems** to reduce the effects of fire at source
* **Gas flood suppression systems** – installed on sensitive or critical data equipment
* **Dry or wet risers** – fixed pipe network usually within a building stairwell with fittings compatible to Fire and Rescue Service hoses.

Some of these fixed fire systems are linked to the fire alarm system for the premises but their inspection, test and maintenance falls out with the remit of the Term Contractor for the fire alarm system.

**Note:** Facilities and Property Management will ensure that fixed fire safety systems, including fire alarm, sprinkler, emergency lighting, firefighting equipment etc. are subject to a programme of inspection, testing and servicing by a competent person. Premise Managers should periodically check Technology Forge or the Property Portal <http://eacintra02/pp/> to ensure that the appropriate checks are being undertaken.

**6.6 Sprinkler Systems**

Where sprinkler systems are installed, weekly pressure checks must be carried out and recorded by a nominated employee, with annual inspections carried out by a competent contractor.

## **6.7 Emergency Lighting**

In areas where the means of escape cannot be clearly identified in a power cut or because of poor natural lighting, emergency lighting will be required.

In addition to emergency lighting above the escape route doors, it is likely that some longer routes may require intermediate lighting to guide occupants to safety. This will include lighting external routes as well as internal corridors and rooms.

1. **Weekly test of each lighting unit (where test switches are available)**

* Carried out by a nominated employee with the use of an appropriate testing method e.g. ‘fishtail key’, and recorded within the Fire Register
* Where operation of the emergency lighting units require fuses to be pulled or circuits isolated, **weekly tests will not be possible** and these will be completed by the Term Contractor during their visits

**Note:** Under no circumstances should the mains power be disconnected in order to test and activate the emergency lighting.

1. **Six monthly/annual test and planned inspection of the emergency lighting system**

* Carried out by the appointed Term Contractor (or installer of a new system)
* Details of the visit, units sampled (identified either by location or by zone) and any works carried out to be retained in the premises Fire Register
* Usually completed at the same time the Term Contractor attends to the fire alarm system.

1. **Annual full emergency lighting discharge** (residential centre – all other premises on a rolling basis) **Note:** **to be carried out during daylight hours only**

* Test the emergency lights for a full discharge for a period of a minimum of 2 hours, but ideally for 3 hours (as instructed by the Council’s Facilities and Property Management)
* The full discharge should be recorded with the weekly tests of the emergency lighting, and a copy of the certificate held within the Fire Register

**6.8 Fire Fighting Equipment**

Portable firefighting equipment is provided in all Trust premises and includes fire extinguishers and fire blankets. The fire risk assessment will identify whether the location, number and types of extinguishers are suitable and sufficient.

[Fire extinguisher types and locations](https://leisurenet/media/1343/fire-safety-portable-fire-extinguishers.docx) should be recorded and retained in the Premises Fire Register. The template for recording this information can be downloaded from the Intranet.

Service and maintenance of portable firefighting equipment will be carried out on an annual basis by the appointed Term Contractor.

Fire extinguishers should only be used by persons trained in their use and where the fire is small and contained e.g. the size of a waste paper basket.

**Note:** Life safety is always the most important priority and employees should NEVER PUT THEMSELVES AT RISK.

The following table identifies the different types of extinguisher and their uses.

|  |  |  |
| --- | --- | --- |
| **Type of**  **Extinguisher** | **Class of**  **Fire** | **Types of Use** |
| **Water** | A | For use on solids such as paper, wood, plastic etc. |
| **Foam** | A & B | Can be used on paper, wood, plastic etc., but also flammable liquids, such as paraffin, petrol, oil etc. |
| **Dry Powder** | A, B & C | The multipurpose extinguisher, can be used as foam and water above but also on flammable gases such as propane, butane etc. (best on class B fires). |
| **CO2** | E & B | Mainly for use on electrical fires but will also extinguish class B, flammable liquids. |
| **Wet Chemical** | F & A | Found mainly in kitchens, this is used on cooking oil and fat fires etc. |

## **6.9 Fire Safety Signs**

Fire safety signs are required in all buildings to give clear instructions, provide warnings and direct people to safety.

Safety signs giving direction to places of safety must be instantly recognisable so they do not create confusion in an emergency. Illuminated safety signs must be checked for emergency operation as a part of the weekly emergency lighting checks (where test facilities are available).

The standards for all safety signs including fire safety signs are:

* BS 5499 - this applies to all older style signs
* ISO 7010 – this standard applies to all signs in new build premises.

All fire safety signs must display an appropriate pictogram or symbol. The older style signage has both symbol and supporting text. The new ISO Standard displays pictograms only.

The ISO 7010 Standard does not require businesses to remove and replace all existing BS5499 signs which do not show the EN 7010 symbols. However, any **new safety signs bought, including all signage for new build and refurbished premises** must comply with the ISO 7010 Standard.

# 7. NEW AND REFURBISHED PROPERTY

In new built premises, consideration must be given to the type of fire alarm system and other fire protective devices to be installed during the design phase of the project.

The Council’s Health and Safety Section must be advised before occupation of the building to ensure a fire risk assessment can be carried out. The Council’s Facilities and Property Management should make suitable plans available indicating the proposed fire safety systems within the premises.

Where a significant refurbishment or extension of a building is carried out, the existing fire alarm system may need to be upgraded or extended to ensure its continued suitability.

# 8. VEHICLE FIRES

Whilst unlikely, vehicle fires can occur and therefore it is important to know what measures to take to reduce the risk of its occurrence and what procedures are needed in such an event.

Most vehicle fires occur in the engine bay which is hidden from view therefore it can be difficult to detect its cause e.g. cracked or loose wiring. However, it is important to recognise possible warning signs, including:

* Oil or fluid leaks
* Rapid changes in fuel or fluid level, or engine temperature
* Fuses blowing

Further measures which can be taken to reduce the risk of vehicle fires include:

* Checking the vehicle fire extinguisher is in good condition and serviceable as part of the driver checks
* Keeping the vehicle clean and tidy inside and out
* Clearing all combustibles (where relevant) such as paper and cardboard etc. from components that can become hot e.g. the exhaust and engine
* Only transporting fuel in small quantities in a suitable container
* Don’t store loose batteries in a glove compartment etc., of a vehicle

**Note:** Fuel and gas containers must never be carried in the passenger compartment and should be secured inside a ventilated box/compartment.

In the event of a fire breaking out in the vehicle or if the smell of smoke is detected, the following procedure should be followed:

1. Pull in as quickly as possible to somewhere safe e.g. lay-by, open ground, quiet side road etc. Put the handbrake on and switch off the engine
2. Get everyone out of the vehicle and check for visible signs of fire. **NB:** Never open a compartment door to check inside if you suspect there is a fire.
3. If you see smoke or flame, tackle with an extinguisher **only if safe to do so**
4. Get everyone back to a safe distance from the vehicle and call the Fire Service on **999**
5. Notify line manager as soon as possible
6. Stay with the vehicle (at a safe distance) until assistance arrives.

**9 HOT WORKING**

Hot work is a major contributor to fire starting within premises. Data sources indicate that 15% of all fires in commercial and industrial properties are caused by hot work. Hot works can include the use of:

* Bitumen and tar boilers
* Gas or electrical welding and cutting apparatus
* Hot air guns
* Blow lamps/torches
* Grinding wheels and cutting discs.

While hot work inherently carries a degree of risk, the dangers are often increased by poor practices and processes. These can include a failure to:

* Fully understand the nature of the works taking place and the specific risks they pose
* Select the right contractor to carry out hot works and to monitor their work
* Remove all combustible materials from the site vicinity
* Maintain site security
* Establish proper procedures for dealing with an emergency.

Appointed contractors should hold the expected trade qualifications to demonstrate competency. If subcontractors are being used, they should also be working to required safety standards and managed effectively.

Before engaging in hot works, safer alternatives should be considered before proceeding with construction or maintenance projects e.g. cold adhesive-applied roofing systems.

If hot work has to be undertaken, a hot works permit system must be adopted. This should take into account the following:

* Who will be carrying out the work (employees or contractors)
* What the work will involve
* A risk assessment(s) and method statement(s)
* Fire watch procedures
* Site inspection procedures
* Emergency procedures.

Typical controls for a hot works and a permit system are:

* Appointment of a fire watch supervisor onsite. The Fire Watch Supervisor should:
  + Have access to firefighting equipment during the works
  + Maintain a fire watch during the progress of works
  + Complete a final check of the works area is made one hour after the work is completed and at the end of each working day
* Persons carrying out works have sufficient training in the use of firefighting equipment
* Ensure firefighting equipment is routinely inspected/serviced
* Any available alarm/detection system is tested/serviced
* Ensure other detectors are available if detectors in works area are isolated
* An emergency evacuation plan is in place and communicated to all parties
* Routine checks to ensure emergency routes and exits are available and remain unobstructed.

# FURTHER INFORMATION

For any further information contact:

Health and Safety Strategy Group, East Ayrshire Leisure

Tel: 01563 554057

E Mail: [EALHealthandSafety@eastayrshireleisure.com](mailto:EALHealthandSafety@eastayrshireleisure.com)

Intranet: [Health & Safety](https://leisurenet/admin-docs/health-safety/)

Health and Safety Section, East Ayrshire Council

Tel: 01563 554825

E Mail: [healthandsafety@east-ayrshire.gov.uk](mailto:healthandsafety@east-ayrshire.gov.uk)

Intranet:[Health and Safety](http://eacintranet/Services/HealthandSafety/HealthandSafety.aspx)

Property Management, East Ayrshire Council

Tel: 01563 555525

E Mail: [FPMenquiries@east-ayrshire.gov.uk](mailto:FPMenquiries@east-ayrshire.gov.uk)

Further information on fire safety, visit:

[Scottish Fire and Rescue Services Website](http://www.firescotland.gov.uk/your-safety.aspx)

[Fire Safety Advice Centre Website](http://www.firesafe.org.uk/)

[Health and Safety Executive Fire Safety Website](http://www.hse.gov.uk/toolbox/fire.htm)

[Scottish Government Website with Sector Specific Guidance on Fire Safety](http://www.gov.scot/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance)

**APPENDIX 1 - FIRE SAFETY TEMPLATES**

**FIRE SAFETY TRAINING AND INSTRUCTION RECORD**

**Dates of training, instruction and tool box talks should be recorded below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Training** | **Type of Training** | **Name of Delegate** | **Delivered By** |
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**This information should be kept in the Premises Fire Register**

**RECORD OF PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

|  |  |
| --- | --- |
| **Location for PEEP** |  |
| **Persons Name** |  |
| **Contact Details** |  |
| **Designation (Employee, Pupil, Client etc)** |  |
| **Reason why PEEP is required (briefly describe type of mobility/ ability restriction)** |  |
| **Date Plan Created** |  |
| **Review Date(s)** |  |
| **Plan Created By** |  |
| **Indicate where separate plans have been provided at other locations** |  |

1. **Awareness of Fire Evacuation Procedure**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Instruction of the premises evacuation procedure communicated by (please circle)** | **Verbal Instruction** | | **Hard Copy** | | **Electronic Copy** | | **Other** | |
| **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
| **Comments** |  | | | | | | | |
| **The method of alert in an emergency is by (please circle)** | **Alarm System** | | **Vibrating Pager** | | **Visual Alarm** | | **Member of Staff** | |
| **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
| **Names of Fire Wardens in the building/ floor (Wardens should be given a copy of this plan)** |  | | | | | | | |

1. **Evacuating the Premises**

|  |  |
| --- | --- |
| **Name of Persons nominated to provide assistance (each person requires copy of this plan)** |  |
| **Equipment required to assist in evacuation (identified type of equipment and location)** |  |
| **Safe Routes of Egress (identify the safest routes of egress from the premises)**  **\* NB: Accessible Routes of Egress should be indicated on the Premises Evacuation Plan** |  |

**Description of the Evacuation Plan (detail the procedure, step by step from the moment the evacuation starts until final exit from the premises) Include what specific assistance is required**

**3. Notes for Completion**

3.1 A PEEP may be required for a member of staff, client, pupil, visitor or member of the public.

3.2 The PEEP can be completed by any member of staff who has responsibility for the care of that individual while in the premises i.e. Line Managers, Premises Manager, Fire Warden etc.

3.3 Always consider the ability/mobility of the person and whether they would be able to hear or respond to the fire alarm or independently and safely leave the premises.

3.4 The PEEP should normally be completed with the person present to enable both parties to have a clear understanding of the details of the plan in the event of an emergency. This may include having the person’s carer/support worker present.

3.5 Requests for any necessary adjustments or alterations to the Premises should be directed to the Council’s Corporate Infrastructure.

3.6 For more detailed information refer to *Procedure to Manage the Safe Egress from Trust Buildings and Master Safety File Standard B3, Fire Safety.*

3.7 For further information contact the Disability Awareness Officer or member of the Council’s Health and Safety Team via the Helpdesk.

**FIRE DRILLS**

Fire Drills should be carried out **six monthly** or more in higher risk premises, such as hostels or residential homes, as determined in the fire risk assessment. Schools should carry out **one drill each term.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time taken to evacuate** | **Evacuation Controller** | **No of Fire Wardens** | **Comments** | **Action Required** |
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**Fire Drills should be discussed at debrief sessions co-ordinated by the Evacuation Controller**

**This information should be kept in the Premises Fire Register**

**FIRE DRILL REPORT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Building Name** |  | | | | | | |
| **Building Address** |  | | | | | | |
| **Department** |  | | | | | | |
| **Section** |  | | | | | | |
| **Date of Drill** |  | | | | | | |
| **Time Alarm Activated** |  | | | | | | |
| **Cause of activation (please tick)** | **Malicious** | | **Accidental** | | | **Fault** | |
| **Call point activated** |  | | | | | | |
| **Reason for activation (if known)** |  | | | | | | |
| **Action taken to prevent reactivation** |  | | | | | | |
| **Time taken to fully evacuate the building** |  | | | | | | |
| **Was the alarm audible** |  | | | | | | |
| **Were exits adequate** |  | | | | | | |
| **Any obstructions on the exit route(s)** |  | | | | | | |
| **Did everyone evacuate safely** |  | | | | | | |
| **Other issues** |  | | | | | | |
| **Names of Fire Wardens in attendance** |  | | | | | | |
| **Overall standard of drill** | **Very Good** | **Good** | | | **Satisfactory** | | **Unsatisfactory** |
|  |  | | |  | |  |
| **Comments** |  | | | | | | |
| **Action Required** | **Responsible Person** | | | **Date Action Completed** | | | |
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| --- | --- |
| **Print Name** |  |
| **Signature** |  |
| **Date** |  |

**This information should be kept in the Premises Fire Register**

**DAILY INSPECTIONS OF MEANS OF ESCAPE ROUTES**

* All fire escape routes and operation of fire doors on escape routes should be checked daily as part of building walk round

|  |  |  |  |
| --- | --- | --- | --- |
| Date | **Inspected by** | **Faults Found** | **Action Taken** |
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**This information should be kept in the Premises Fire Register**

LOCATION OF FIRE ALARM CALL POINTS

List the call point numbers and locations i.e. break glass points in the table below

|  |  |  |  |
| --- | --- | --- | --- |
| **Call Point No.** | **Location** | **Call Point No.** | **Location** |
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1. **Total number of call points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Number of zones in building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Number of sounders in building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Type of fire warden e.g: Siren, Bell, Klaxon etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This information should be kept in the Premises Fire Register**

**WEEKLY TESTS OF FIRE ALARM SYSTEM**

The fire alarm must be tested weekly on the same day and time, using a different call point each time.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date and Time** | **Call Point No/ Location** | **Comments/ Action Required** | **Signature** |
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**Emergency Lighting Tests**

Tests will normally be carried out with the use of a ‘fishtail key’ in a concealed switch and recorded below.

*If operation of the emergency lighting requires fuses to be pulled or circuits isolated, the emergency lighting units will be tested by the Term Contractor during the 3 monthly visits.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Comments/ Action Required** | **Signature** |
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**This information should be kept in the Premises Fire Register**

PORTABLE FIRE EXTINGUISHERS

A record of the location and type of fire extinguishers in the premises is required. This information should be kept in the Premises Fire Register.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fire Point No.** | **Type of**  **Extinguisher** | **Location** | **Fire Point No** | **Type of**  **Extinguisher** | **Location** |
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It is recommended that Fire Extinguishers should be mounted on wall brackets with the carrying handle of the extinguisher not more than 1 m (3’6”) from floor level. Fire points should be clearly indicated and numbered using the words “*Fire Point”*

**This information should be kept in the Premises Fire Register**

**APPENDIX 2 – STANDARD FIRE CHECKING PROCEDURES**

1. Upon activation of the fire alarm all occupants, other than designated fire checkers, should immediately evacuate the building (unless specific progressive or staged evacuation procedures are in place).
2. Trained employees who have been designated to carry out fire checks, should make their way to the main alarm panel unless it is unsafe to do so i.e. signs of fire are observed, in which case they should immediately evacuate via the nearest exit. **Note: The Fire Alarm Panel location should be known to all designated staff and is normally located at the main entrance or reception of the building.**
3. Upon arrival at the main alarm panel the panel and schematic should be checked to establish the location of the alarm activation in the building. Any specific intelligence should be immediately passed on to the person at the panel i.e. staff evacuating have seen signs of fire or are aware of the likely cause of the alarm being activated.

**Note: in the event that staff have been made aware of a likely cause of a false activation, the area of the activation should still be checked before the alarm is reset and authorisation is given to return to the building.**

1. One member of staff should remain at the main fire alarm panel at all times and a minimum of one member of staff (two wherever practical) should make their way to the area of the building where the alarm has been activated.
2. If there are no signs of fire in the area of the alarm activation the person(s) carrying out the check should notify the person waiting at the panel on mobile or two way radio that the check is complete and no signs of fire have been observed.

**Note: in circumstances where the check establishes no signs of fire the evacuation controller or the most senior member of staff on-site should be notified and they should give authorisation for the alarm to be silenced and for occupants to return to the building. The Risk Management Centre should be called and advised. The Risk Management Centre will notify the Fire Service.**

1. If signs of fire are observed the person(s) carrying out the check should notify the person at the panel that they have confirmed signs of fire and to evacuate immediately. The person(s) carrying out the check should immediately evacuate via the nearest exit and activate a call point on their way out.

**Note: the person at the alarm panel should call 999 and confirm that signs of fire have been observed and pass on to the Fire Service the location of the fire from the alarm panel. Once the Fire Service has been called the Risk Management Centre should be called and advised of the action taken. On confirmation of signs of fire the Fire Service will attend as normal. All occupants should remain in the final assembly area until the Fire Service Commander in attendance gives authorisation that it is safe to return to the building.**

**SIGNS OF FIRE**

**The fire service will attend on confirmation of the following:**

* Multiple activations of the alarm panel which may indicate fire spread i.e. two or more detectors have activated in the same location.
* For buildings with sprinkler systems an activation of the sprinkler and fire alarm panel
* Any smell of smoke from inside or outside of the building
* Any flame or smoke seen either from the inside or outside of the building
* Any noises which sound like a fire i.e. crackling or popping.

**NOTE: All calls to the Fire Service will be challenged and the person making the call will be asked if they can confirm signs of fire. At this point, the person making the call should advise the call handler which signs of fire have been observed and the location if known. If it cannot be confirmed that signs of fire have been identified, the Fire Service will not attend.**