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1. INTRODUCTION

- 1.1. Scottish Borders Council recognises and acknowledges its responsibility under The Fire (Scotland) Act 2005 to have in place a robust system for the management of Fire Safety.
- 1.2. This document outlines the Council's policy to meet the requirements of the Act and any subordinate legislation produced under it.
- 1.3. Scottish Borders Council considers that its most valuable asset is its employees. Protecting those employees along with, visitors, contractors, members of the public and its buildings stock from the adverse impact of fire is of vital importance to this Council.

2. SCOPE

- 2.1. These arrangements apply across all departments of the council and to all employees, elected members, service users, pupils, visitors, contractors or members of the general public on any Scottish Borders Council controlled premises or during the course of their employment or undertaking with the Council.

3. LEGAL ASPECTS

- 3.1. The Fire (Scotland) Act 2005 states that the employer, i.e. Scottish Borders Council, shall ensure so far as is reasonably practicable, the safety of employees and those affected by the undertaking, in respect of harm caused by fire in the workplace. This includes the carrying out of a workplace assessment for the purpose of identifying any fire safety risks and taking such measures as are necessary to control these risks.
- 3.2. The Fire Safety (Scotland) Regulations 2006 places duties on the "responsible person (s)" to take such general fire precautions as may reasonably be required to ensure that the work premises are safe (does not include domestic premises). This includes:
 - Ensuring there is a current up to date fire safety risk assessment of work premises.
 - Identifying the fire safety measures necessary as a result of undertaking the fire safety risk assessments.
 - Implementing these fire safety measures using risk reduction principles.
 - Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures.
 - Providing comprehensive and relevant fire safety information and instructions to staff.
 - Providing adequate fire safety training.
 - Maintaining and reviewing fire safety risk assessments and appropriate records of the above.

4. DEFINITIONS

- 4.1. **Premises Duty Holder:** the term “premises duty holder” is used to describe any person on whom Scottish Borders Council imposes the requirement for overall responsibility for ensuring Fire Safety is managed within a building. The building duty holders’ names are recorded on the Premises Duty Holders List which is held by the Health and Safety Team and made available on the intranet.
- 4.2. **Responsible Person:** the term “responsible person” is used to describe any person on whom a Premises Duty Holder delegates day to day management of Fire Safety for their building(s).

5. POLICY STATEMENT

- 5.1. As stated in Scottish Borders Council’s Health & Safety Policy, the Council is committed to achieving high standards of health and safety performance throughout the organisation. This commitment is afforded to all Council employees and those affected by the Council’s work activities - such as service users, pupils, visitors, volunteers, contractors and the general public.
- 5.2. It is the Council’s policy that within its areas of responsibility the risks associated with Fire such as sources of ignition, fire and smoke spread and means of escape are suitably assessed, controlled and managed to reduce the risk to persons from fire to a level which is as low as is reasonably practicable.

6. ROLES AND RESPONSIBILITIES

6.1. Chief Executive

- 6.1.1. The Chief Executive is responsible for ensuring that suitable management systems are in place and adequate resources are available for the management of Fire Safety throughout Scottish Borders Council’s areas of responsibility.

6.2. Service Directors / Executive Directors

- 6.2.1. Service Directors / Executive Directors have responsibility for the co-ordination and compliant delivery of this Policy within their service area.
- 6.2.2. Service Directors / Executive Directors will ensure that a Duty Holder is designated for all buildings within their areas of responsibility. Where buildings are shared they will ensure there is agreement between all relevant Service Directors on who the Designated Premises Duty Holder(s) is.
- 6.2.3. Service Directors / Executive Directors will ensure the Health and Safety Team are informed of who the Duty Holder is and of any subsequent changes.

6.3. Premises Duty Holders shall:

- 6.3.1. Ensure they have read and understood the Fire Risk Assessment carried out by the Health and Safety Team and any resulting actions have been implemented.
- 6.3.2. Ensure the completion of the “Annual Fire Safety Management Review Checklist” annually on the Lexi Health and Safety Management System and report the outcome to the Health and Safety Team.
- 6.3.3. Ensure there is a robust process for developing and maintaining effective emergency procedures in the building, including Personal Emergency Evacuation Plans (PEEPs), and that these are documented.

- 6.3.4. Ensure where they share buildings with other Duty Holders (i.e. other organisations) that there is regular and adequate coordination between the duty holders and cooperation to ensure all required duties for fire safety are discharged.
 - 6.3.5. Ensure regular fire drills are carried out and documented in the Fire Safety File.
 - 6.3.6. Ensure any plant, equipment, fixtures or fittings provided for Fire Safety are regularly inspected, tested and regular maintenance has been carried out where required.
 - 6.3.7. Ensure procedures are in place for the induction of any contractors who may be working within their building and communication of relevant Fire Safety information.
 - 6.3.8. Ensure there are suitable procedures for the control of visitors and members of the public in their buildings and communication of relevant Fire Safety information.
 - 6.3.9. Ensure any Fires or False Alarms are reported using the corporate Accident and Incident reporting system.
 - 6.3.10. Consult with the Health and Safety Team regarding any Fire Safety issues brought to their attention where they need further advice.
 - 6.3.11. Ensure that Fire Safety measures are considered and communicated to all relevant parties during any works covered by the corporate CDM policy.
- 6.4. Responsible Persons shall:**
- 6.4.1. Undertake the day to day Fire Safety Management duties delegated to them by the Premises Duty Holder as well as:
 - 6.4.2. Ensure that escape routes are clear of obstructions and exits can be used.
 - 6.4.3. Ensure all signs and notices provided for Fire Safety are legible and in the correct place.
 - 6.4.4. Ensure all Fire Fighting appliances are in the correct place and not being used to hold open doors.
 - 6.4.5. Ensure all Fire Doors operate correctly and show no signs of damage.
- 6.5. Line Managers shall:**
- 6.5.1. Ensure their employees are trained in the Fire Safety procedures for their workplaces. For new employees this will be on the first day of starting. This will be refreshed for all employees on an annual basis and if there has been any changes.
 - 6.5.2. A record of the training given in 6.6.1 above is made and recorded in the building Fire Safety Folder.
 - 6.5.3. Ensure any issues with regards to Fire Safety raised by employees are communicated to the Duty Holder.
- 6.6. All employees and Elected Members:**
- 6.6.1. Shall comply with the fire safety policy and evacuation procedures as set out in the Fire Action Plan for their place of work.
 - 6.6.2. Shall not misuse or defeat anything provided for Fire Safety Purposes (e.g. wedging open Fire Doors).
 - 6.6.3. Shall report to their Line Manager any situation which comes to their attention including:

- 6.6.4. Accidental or deliberate discharges of fire extinguishers.
- 6.6.5. Any shortcomings they find which may present a significant fire risk to their own or other person's health and safety, e.g. obstructed corridors, self-closing doors wedged open etc.

Note: Where employees are required to work in domestic premises they should take notice of any fire safety issues on first entering the premises, identify a suitable escape route in case of fire, and report any fire safety concerns to their Line Manager. Similarly, any employee working off site and visiting other properties should be aware of the fire safety arrangements of the building that they are in e.g. Read the fire action notices.

6.7. Health and Safety Team Shall:

- 6.7.1. Provide advice, direction, support and guidance on the management of fire safety within the Council.
- 6.7.2. Develop and implement a fire safety risk assessment programme.
- 6.7.3. Investigate as appropriate, outbreaks of fire.
- 6.7.4. Liaise with Scottish Fire & Rescue Service and other agencies.
- 6.7.5. Design and develop or specify relevant Fire Safety Training for delivery within SBC.

6.8. Corporate Landlord Shall:

- 6.8.1. Organise the maintenance of the structural integrity of the fire escape routes and the maintenance, annual inspections and testing of all fire safety systems and firefighting equipment, Electrical Installation and portable appliance testing (PAT) testing within Council premises.
- 6.8.2. Ensure that adequate fire precautions, escape routes and exits are maintained within the premises during the course of any works they instruct. They will consult with the Health & Safety Department regarding fire safety issues at the earliest design stage of projects.

6.9. Fleet Management Shall:

- 6.9.1. Organise the maintenance and annual inspections and testing of all firefighting equipment located on Council vehicles and plant.

6.10. Capital Projects Shall:

- 6.10.1. Ensure that adequate fire precautions, escape routes and exits are maintained within the premises during the course of any works they instruct. They will consult with the Health and Safety Team regarding fire safety issues at the design stage of projects.
- 6.10.2. They will ensure any required information is provided to the Health & Safety Team to allow them to complete Fire Risk Assessments on new builds in a timely manner. This will include location plans for Fire Safety measures and equipment as well as completion/commissioning certificates for all Fire Safety systems, electrical installations and gas installations.

6.11. Organisational Development Shall:

- 6.11.1. Organise and provide Fire Safety Courses as specified by the Health and Safety Team.

7. MONITORING & REVIEW

- 7.1. The Health and Safety Team will monitor and review compliance with this policy through their Health and safety Audit Programme and will update the key audit baselines to reflect any changes to this policy.

8. REFERENCES

- 8.1. Fire (Scotland) Act 2005.
8.2. The Fire Safety (Scotland) Regulations 2006

9. DOCUMENT CHANGES

- 9.1. Change Annual Fire Safety Risk Assessment Checklist to Annual Fire Safety Management Review Checklist
9.2. Changed Property and Facilities Management to Corporate Landlord
9.3. Added requirement 6.3.4 to explicitly cover the legislative requirement for cooperation and coordination between duty holders in shared premises.