

**Premises fire safety (local) policy****EDUCATION & CHILDREN'S SERVICES CULTER SCHOOL****1.0 Introduction**

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- 1.1 This policy is designed to contribute to the safety of employees in CULTER SCHOOL as part of a demonstrable commitment to the continuous improvement in fire safety performance as stated in the Corporate Fire Safety Policy. That policy reflects the legal obligations placed upon Aberdeen City Council by The Fire (Scotland) Act 2005 (as amended) and related subordinate legislation.
- 1.2 Managers are responsible for ensuring that the likelihood of a fire starting are kept as low as possible and for ensuring that all fire safety measures for the protection of staff are in place and maintained in good order.
- 1.3 This document requires the commitment, support and action from everyone working within CULTER SCHOOL and will be central to the ongoing effective management of the fire safety arrangements.

**2.0 Policy**

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- 2.1 The manager will take all reasonably practicable steps to provide and maintain an environment, which is safe from the effects of fire for all employees, clients, and any other people who may be affected by the activities in CULTER SCHOOL. The manager is committed to continually improving the fire safety performance in CULTER SCHOOL to ensure that there is no disruption to the delivery of services.
- 2.2 This standard will be achieved by:
  - a) Gaining, and maintaining, the commitment and participation of all employees in these premises in creating and maintaining a positive fire safety culture;
  - b) Meeting the responsibilities to employees, to others and to the environment in a way which recognises that legal requirements are the minimum standard;



- c) Adopting a planned and systematic approach to the implementation of these premises' fire safety policy to ensure that:
  - i) the maintenance of arrangements which allows persons to escape if a fire occurs;
  - ii) the maintenance of plant and systems of work to ensure, so far as reasonably practicable, the chances of a fire starting are kept as low as possible;
  - iii) arrangements for ensuring, so far as is reasonably practicable, fire safety measures connected with the use, handling, storage and transport of flammable articles and substances;
  - iv) the provision of such information , instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the fire safety of its employees and other persons ;
- d) With guidance from the Council's health and safety section, identifying and assessing the fire risks associated with all activities in the premises with the aim of eliminating or controlling the risks, so far as is reasonably practicable;
- e) Allocating sufficient resources to meet the requirements of these premises' fire safety policy;
- f) Planning for fire safety including the setting of realistic short and long- term objectives, deciding priorities;
- g) Monitoring and reviewing performance to ensure that high standards are maintained or improved where necessary;
- h) Maintaining arrangements for co-ordination and co-operation with other employers where Council employees or clients share premises, facilities or activities with persons working in other organisations.

### **3.0 Distribution**

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- 3.1 This Policy will be drawn to the attention of all staff within **CULTER SCHOOL** A statement will be issued regularly reminding all staff about the policy statement, its principles and the management's commitment to it.

### **4.0 Organisation and responsibility**

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4.1 The person responsible for fire management in CULTER SCHOOL is SUSAN CROSSAN, HEAD TEACHER

4.2 The duties of this person are:

- Ensuring proper control of contractor's activities in relation to fire safety;
- Implementation of this policy and the corporate Fire safety policy in these premises;
- Ensuring compliance with all relevant Scottish Government and Aberdeen City Council fire safety legislation, guidance documents and procedures;
- Ensuring that there is co-ordination, co-operation and communication between users in multi-occupancy premises as necessary to develop and maintain robust fire safety arrangements.
- Ensuring that new entrants are inducted into the service/section/premises, including an awareness of all fire safety precautions and procedures applicable to the job/activity and emergency procedures;
- Ensuring that any legal requirements relating to their areas of responsibility are fully complied with;
- Ensuring that any fire safety responsibilities delegated to staff within these premises are clearly identified;
- Ensure that a member of staff has responsibility for accompanying visitors including making them aware of the fire evacuation plan.

While retaining overall responsibility for the above, practical operation may be delegated to line management in respect of the areas under their control. Roles and responsibilities must be clearly defined and relayed to individuals.

4.3 Each employee is responsible for their own acts or omissions and the impact that these may have upon their own safety or that of any other person. Whilst the management accepts overall responsibility for the implementation of this policy, individuals are legally obliged to co-operate to ensure a working environment safe from the effects of fire.

4.4 In addition all employees must:



- Ensure they are aware of the precautions to be taken to prevent the outbreak of fire;
- ÿ Participate in fire evacuation practices organised by the management
- ÿ Inform their line manager of anything relating to the premises which could represent a serious or immediate fire safety danger;
- ÿ Report any faults/improvements on the fire safety arrangements; and
- ÿ Co-operate with their employer, so far as is necessary, to allow them to comply with their fire safety responsibilities.

## **5.0 Arrangements**

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### **5.1 Organisational responsibilities**

5.1.1 The recognition and management of fire safety/risk assessment is an integral part of the Council's responsibility to its employees, and the role of Heads of Service, Operational Line Managers and employees in addressing fire safety related issues is vital. Responsibilities for the management of fire safety within the workplace are clearly defined within the corporate Fire Safety policy.

5.1.2 [SUSAN CROSSAN](#) will have responsibility for fire safety management in [CULTER SCHOOL](#)

### **5.2 Fire Safety Management**

5.2.1 Heads of Service/Operational Line Manager (delete as appropriate) will pursue progressive improvements which will lead to a reduction in the chances of a fire starting and enhance the protection of staff. This will be achieved by the implementation and management of an effective fire safety management system, which reflects the objectives set out in the corporate Fire Safety Policy. The Corporate Fire Safety Policy requires the effective management of fire safety and includes ensuring that arrangements for planning, organisation, control, monitoring and review of fire safety measures are in place.

This will also include providing a contingency system to be used while normal operating measures may be out of commission for a reasonable time only, for example providing a means of warning by klaxon while an alarm system is temporarily out of commission



### **5.3 Fire Risk Assessments**

5.3.1 A member of the Council's Health and Safety team will carry out the fire risk assessment for these premises. Written assessment reports will be sent to

- Establishment ; hard copy
- Establishment responsible line manager:
- Property support officers and/or principal architect where applicable;
- Support managers or equivalent , who will be responsible for ensuring distribution to relevant SMT members and others in the service who need to be informed

The fire risk assessment document and any action plans will be kept on these premises and is to be produced, on demand, to an officer of the enforcing authority, which is Grampian Fire and Rescue Board, or any other authorized person (for example a Health and Safety Adviser).

### **5.4 Emergency Fire Action Plans**

5.4.1 There will be a written emergency fire action plan for CULTER SCHOOL which sets out the action that staff and other people in the premises will take in the event of a fire. It will be kept on the premises and be available in languages understood by all. It will be known by staff and form the basis of training and instruction.

### **5.5 Maintenance of Fire Safety Measures**

5.5.1 The premises, internal and external emergency routes and exits, fire-fighting equipment, fire alarm, fire detection, emergency lighting, Fire and Rescue Service facilities and other fire safety measures will be kept in efficient working order and covered by a suitable system of maintenance. There will be regular checks, periodic servicing and maintenance and any defects will be put right as quickly as possible. Records of these items will be maintained.

### **5.6 Fire Safety Training**

5.6.1 The actions of staff are crucial to the safety of all occupiers of these premises. It is essential that staff know what they have to do to safeguard



themselves and others on the premises and have an awareness of the importance of their actions. This includes risk reduction, maintenance of fire safety measures and action if there is a fire. Management will actively support training by providing the necessary resources and organisation to carry out such training.

## **5.7 Fire Drills**

5.7.1 Fire drills will be carried out so that staff understand the emergency fire action plan (including all relevant personal evacuation needs), to ensure that staff are familiar with operation of the emergency fire action plan, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

5.7.2 Fire drills will take place at least twice each year with each member of staff participating at least once each year.

5.7.3 Records of fire drills will be maintained.

## **5.8 Communication**

5.8.1 Employees have an important contribution to make to the overall organisational fire safety culture. The Heads of Service/ Operational Line Manager (delete as appropriate) will ensure that fire safety is an integral part of the management system and will seek to develop a positive attitude to fire safety among employees by:

- a) Visibly demonstrating a clear commitment to improving fire safety performance;
- b) Ensuring co-ordination and co-operation of all users in multi-occupancy buildings;
- c) Ensuring the communication of necessary fire safety information to all employees; and
- d) Securing the competence of employees by including fire safety within the recruitment process and systematically identifying fire safety training needs.

## **5.9 Raising Fire Safety Concerns**



5.9.1 Should an employee require to raise a fire safety concern they must raise it with the relevant line manager. An employee can contact the Health and Safety team at any time for further guidance.

## **6.0 Review**

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6.1 This policy will be reviewed on a regular basis.

Signature: Jessie Greig

Date: 5<sup>th</sup> December 2014