



ABERDEEN
CITY COUNCIL

Fire Safety Management

Procedure

(HS.2.01)



FIRE SAFETY MANAGEMENT PROCEDURE

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1.0 Organisational Management of Fire Safety procedure in operation

- 1.1 To ensure that fire safety is effectively managed across the organisation the Fire Safety Policy and corresponding Organisational Management of Fire Safety Procedure flowchart (8.0) requires to be followed.
- 1.2 To maintain a consistent approach across the organisation only the corporate record forms (Appendix 3 – Testing and Maintenance Forms) or contractor maintenance/service recording books provided through contractual arrangements by property services shall be used.

2.0 Organisational responsibilities

- 2.2 The recognition and management of fire safety and subsequent risk assessment is an integral part of the Council's responsibility to its employees, and the role of Directors, Heads of Service, Operational line management and employees in addressing fire safety related issues is vital. In view of this it is crucial that the responsibilities for the management of fire safety within the workplace are clearly defined in the premises local fire safety policy.

This should consider who will:

- Undertake and record details of all fire drills, evacuations, staff training and instruction and routine testing and servicing of equipment, and that these records are kept and made available for inspection by authorised persons when necessary;
- Give consideration to contingency plans for when systems relating to fire safety are out of order, for example, alarm panels, smoke detectors;
- Co-operate with anyone else who has fire safety responsibilities for the same premises (including sharing information about the activities/measures undertaken, where appropriate) and take all reasonable steps to co-ordinate fire safety measures regarding the premises;
- Ensure all contractors working in the premises are made aware of the local fire emergency procedures including the emergency evacuation arrangements determined from the completed fire risk assessment for the premises.



3.0 Emergency Fire Action Plans

- 3.1 An Emergency Fire Action Plan shall be compiled by line management and kept on the premises. All employees must be made aware of the EFAP and their role in its execution when required.
- 3.2.1 The Emergency Fire Action Plan must set out details of the procedures to be followed by staff and any others present in the event of a fire. It must be specific to the premises and should include:
- How people will be warned if there is a fire;
 - What staff should do if they discover a fire;
 - What staff should do in the event of a fire;
 - The arrangements for calling the Fire and Rescue Services;
 - The specific action to be taken by the person in charge when the fire alarm activates or a fire is discovered;
 - The procedure to be followed to evacuate the premises, taking into account any personal emergency evacuation plans;
 - Where persons should assemble or be taken after they have left the premises and procedures for checking whether the premises have been evacuated;
 - Arrangements for fighting fire by staff trained in the use of portable fire extinguishers;
 - Any processes, machines or power supplies that need to be stopped or isolated if there is a fire, and;
 - Procedures for meeting the Fire and Rescue Service on its arrival and notifying it of the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers.

4.0 Maintenance of Fire Safety measures

- 4.1 Maintenance of fire safety measures will be undertaken as detailed in Appendix 3. Records of these requirements must be kept using the corporate forms and held on the premises, in line with the practical fire safety guidance for your establishment type issued by Scottish Government.

Available on the Health and Safety page of the Zone or here:

<http://www.firelawscotland.org/v2a79a.html?pContentID=229>

- 4.2 The Fire Warden checklist of fire safety measures will be undertaken using the corporate form detailed in Appendix 4. Completed records must be held on the premises. Any defects found must be brought to the attention



of the Operational Line Manager (responsible person) who shall raise with the appropriate personnel.

5.0 Training

- 5.1 Fire related training courses such as basic fire awareness, fire warden training, fire extinguisher operator training and evac chair operator training can be arranged by contacting Employee Development team Tel 523202 or email.

employeedevelopment@aberdeencity.gov.uk

6.0 Fire Risk Assessment process and documentation

- 6.1 The fire risk assessment programme will be managed by the Health, Safety and Well being Manager.
- 6.2 The assessments will be carried out on behalf of the Health, Safety and Wellbeing Manager by competent persons based on the process PAS 79.
- 6.3 Allocated fire risk assessors will contact operational line managers of establishments to provide them with a date and time for the assessment. They may request assistance while performing the assessment, including access to support staff such as building facilities employees, records of training, records of maintenance of equipment etc

On completion of the assessment a hard copy with a small report and noted required actions will be provided for the establishment to keep and produce when duly requested by any authorised person. Copies will be sent to the various support, property and management departments who may have to plan budget and allocate works required.

- 6.4 Following completion of the fire risk assessment each establishment will be given a risk rating, which will determine the frequency of review. This will be recorded on the fire risk assessment and fire database by the fire risk assessor.

The review periods are currently:

High risk rated	- annual
Medium risk rated	- two yearly
Low risk rated	- three yearly



The programmed review will fall into one of these categories unless circumstances dictate otherwise, for example a change of occupancy, construction changes to building or occurrence of fire. In such circumstances an interim review which may amend the current assessment will take place.

- 6.5 Staff must inform the health and safety team where a change of circumstance has taken place. This may necessitate an interim review of the assessed risk rate (high, medium or low) before the recommended period stated.

7.0 Review

- 7.1 This procedure will be reviewed on a regular basis in line with changes to legislation, best practice and organisational needs.



8.0 Organisational Management of Fire Safety Procedure Flowchart

