

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY PROCEDURE

DUTY HOLDER

SP29

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DOCUMENT CONTROL AMENDMENT RECORD

Date	Issue No	Amendment	Person Responsible for Amendment
Nov 17	1.0	Initial issue	G McConnachie
Jul 18	1.2	Changes to make differences clear in PPP schools and signpost other relevant policies	G McConnachie
May 20	1.3	Update of standard and inclusion of additional health and safety sections	D Gray / L Gold
Mar 25	1.4	Conversion to new management system procedure SP29 in line with updated policies.	L Gold /D Gray

1. INTRODUCTION

East Dunbartonshire Council (EDC) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

Besides carrying out a risk assessment, EDC have a duty to also:

- appoint competent people to help implement the arrangements
- set up emergency procedures
- provide clear information and training to employees
- work together with other employers sharing the same workplace
- Assign responsibilities to nominated persons, Duty Holders and other relevant delegated responsible persons, for each premises to enable them to manage and implement health and safety and fire safety arrangements.

The purpose of this procedure is to provide an overview of the responsibilities of the Duty Holders and delegated responsible persons to ensure that they manage and control risks effectively, thus preventing harm. The procedure will assist in order to comply with their duties to protect the health and safety of employees or others who may be affected by work activities.

EDC has a duty to ensure that buildings under their control comply with appropriate statutory, regulatory and corporate standards.

The overall Duty Holder is the Council. The Council, in its capacity to nominate one or more competent persons to assist in undertaking measures necessary to comply with health and safety and fire safety regulations will appoint Duty Holders to each premises and services.

The Duty Holder will be able to delegate responsibility to other individuals however accountability remains with the assigned Duty Holder.

2. SCOPE

It is the policy of EDC to take all reasonable steps to safeguard the health, safety and welfare at work of its employees.

This procedure applies specifically to all EDC Duty Holders but ultimately affects all employees, regardless of grade, role or experience. This procedure also applies to contracted staff as far as is reasonably practicable and to pupils, service users or members of the public who have access to Council premises.

This procedure should be read and adhered to in conjunction with EDC's Health and Safety Policy.

3. ROLES AND RESPONSIBILITIES

3.1 CHIEF EXECUTIVE

The East Dunbartonshire Council (EDC) Chief Executive has ultimate responsibility for health and safety and for making sure that this Management Procedure is implemented in respect of premises under the control of or otherwise, occupied by EDC.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Executive Officers and Managers will be responsible and accountable within their areas of responsibility.

3.2 EXECUTIVE OFFICERS

Executive Officers must ensure the following:

- Adequate resources and competent person(s) are allocated to support the implementation of this Management Procedure and relevant associated Health and Safety legislation. Specific duties are assigned to the Executive Officer – Assets & Facilities.
- Nominated person(s) are supported in the implementing of the measures of this Management Procedure to comply with relevant Health and Safety legislation.

3.3 MANAGERS / HEAD TEACHERS / TEAM LEADERS / SUPERVISORS

Managers are responsible for ensuring compliance with the Health and Safety Policy and supporting policies and procedures. They must ensure that:

- They have adequate resources and arrangements in place for employees to fulfil their duties and responsibilities in the completion of risk assessments appropriate to their area
- Implementation of any control measures arising from the risk assessments are implemented as far as reasonably practicable
- Reviewing of risk assessments annually, or earlier, if required
- Ensure communication of risk assessments are communicated to those involved or affected by the activities
- Appointing employees to carry out the risk assessment who are competent to do so.
- Display the HSE-approved law poster and the employer's Liability Insurance Certificate which covers the premises in a relevant area for their teams.
- Liaise with other Duty Holder and services using the same the building for their respective work activities to make sure the above arrangements are adhered to for the premises.
- There is awareness of the procedures for asbestos, legionella, lead, damp & mould, gas incidents and emergency evacuation plans for their building and that employees within their team or building are trained in the procedures and follow them. These

procedures could be found in the building's Six Pack or by contacting the Building Manager and/or Facilities Officer of the building.

3.4 EMPLOYEES

Employees are responsible for taking care of their own health and safety and ensuring that they are following the risk assessments that are provided for them to do so. All employees are responsible for ensuring that they use risk assessments to control the risk adequately when undertaking work.

Employees shall comply with the fire safety policy and evacuation procedures as set out in the Fire Action Plan and other emergency procedures for their place of work. Employees shall not misuse or tamper with anything provided for Health and Safety and Fire Safety purposes.

Employees shall report to their Line Manager any situation which comes to their attention including any shortcomings they find which may present a significant risk to their own or other person's health and safety, e.g., obstructed corridors, self-closing doors wedged open, damage to fire doors, missing signage or extinguishers, damage to walkways along escape routes, etc.

3.5 ESTATES & FACILITIES TEAM

The Estates & Facilities Team holds specific Duty Holder responsibilities as manager of the Council estate.

The Estates & Facilities Team comprises of Team Leaders and Coordinators who have assigned areas throughout the operational & non-operational assets of the Council's Estates & Facilities Portfolio and which they manage liaising with local Estates & Facilities staff and assigned local Duty Holders.

The Estates & Facilities Team is responsible for arranging maintenance contracts and service visits for key plant, equipment and systems fixed to the building fabric and surrounding grounds as well as managing reactive repairs.

The Estates & Facilities Team action and manage all minor alterations and adaptations requests when directed by the Estates & Facilities Manager, the Development & Investment Manager and School Planning & Improvement Manager in consultation with local Duty Holders.

The Estates & Facilities Team will support Duty Holders and other nominated persons with control of premises to fulfil their health and safety and fire safety responsibilities.

3.6 ON SITE ESTATES & FACILITIES TEAM

The Estates & Facilities Team holds specific Duty Holder responsibilities as the on-site manager of operational buildings through Building Managers or Facilities Officers.

Local Estates & Facilities staff must assist Duty Holders in the day-to-day management of the building and must report all issues and repair requests via the Repair Request Form to Estates & Facilities Coordinators.

Estates & Facilities Building Managers and Facilities officers, will act as the point of contact between local Duty Holders and Estates & Facilities Team and when required, manage contractors on-site.

3.7 DUTY HOLDER

The overall Duty Holder is the Council. The Council, in its capacity to nominate one or more competent persons to assist in undertaking measures necessary to comply with health and safety and fire safety regulations will appoint Duty Holders to each premises.

The **Estates & Facilities Team** holds specific Duty Holder responsibilities as manager of the Council estate and on-site manager of operational buildings and will therefore support local Duty Holders and other nominated persons with control of premises to fulfil their health and safety and fire safety responsibilities set below.

In council owned premises, the **most senior manager/employee within the Service Area** e.g., Head Teacher, Depot Manager or by local agreement, shall be the designated Duty Holder in addition to Estates & Facilities Team, where applicable, who have particular responsibilities assigned for managing the building in a day-to-day capacity.

In multi-occupied premises/sites or corporate buildings, there shall be a designated Duty Holder by local arrangement or most senior member of staff, in addition to Estates & Facilities Team who will be responsible for the co-ordination and co-operation of health and safety and fire safety responsibilities, take immediate action to deal with serious risks, promote and achieve sustained compliance.

In all respects, when in doubt, the most senior person within the building will assume Duty Holder responsibilities, when required.

The Duty Holder within the building is tasked with ensuring that everything onsite is as it should be and that everyone is aware of what they are doing.

The Duty Holder may delegate some of the assigned duties to a nominated responsible person, although the Duty Holder is responsible for ensuring these duties are carried out effectively to ensure the safety of employees and visitors to the building.

Duty Holders should have at least one Deputy Duty Holder identified who will temporarily take responsibility when the nominated Duty Holder is out of the office or on annual leave.

Management arrangements and risk assessment will require to be reviewed annually unless there has been a change in working practices, if new equipment is purchased or there is a change to the premises or people within the building.

3.8 HEALTH AND SAFETY/ FIRE SAFETY TEAM

The EDC Health and Safety Team will advise the management in fulfilling their duties in regard to the implementation of this Management Procedure and associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise the Executive Officer, Managers, Head Teachers and Heads of Centres, Team and Squad Leaders in fulfilling their duties.
- Liaise with Health and Safety Executive, Scottish Fire & Rescue Service and other enforcement agencies.
- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide and reinforce training and education on health risks associated with certain tasks
- Monitor the compliance with this management procedure and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

4. DUTY HOLDER ARRANGEMENTS AND RESPONSIBILITIES

4.1 PROVISION OF INFORMATION

Duty Holders are responsible for ensuring that all relevant health and safety information about their workplace is kept in an accessible location onsite. The Property Six Pack should provide relevant information for the building and is available from Estates & Facilities staff on site or nominated responsible person.

Employers are required, by law, to either display the HSE-approved law poster or to provide each of their workers with the equivalent leaflet. This should be completed accurately.

There is also a legal requirement to display, or ensure there is access to, the employer's Liability Insurance Certificate which covers the premises.

The Liability certificate can be accessed and printed from the Employee Zone ([governance/finance/insurance](#)).

Duty Holders should ensure that both of these documents are displayed.

4.1.1 Property Manual Six Pack

The Property Manual, commonly referred to as Six Pack is a documented system for the handling of operational property matters, refurbishment of buildings, repairs and the control of both internal and external contractors whilst on the property owned or occupied by East Dunbartonshire Council.

The Six Pack is designed to provide information and instruction on the hazards and associated risk(s) that may be present within a particular property and all emergency plans of the building. Additionally, it contains the statutory certification for the building, such as Electrical Installation Condition Report (EICR), Gas Safety certificate, etc., plant and equipment certification, maintenance records, asbestos management plan and survey report and contractors' records.

It is maintained by the Estates & Facilities staff on site or other nominated persons. There are also electronic copies of relevant/statutory building certificates.

The Six Pack will be audited annually by the H&S and Fire Safety team.

4.1.2 Plan of Premises

The Duty Holder is responsible for ensuring there is a current plan of the premises, where this is available. The Plan will identify the current layout of the premises and surrounding area and should be displayed and retained on the premises. This should be available to be provided at short notice e.g., to Scottish Fire and Rescue Service or Health and Safety Executive.

Depending on the size of the premises, the plan may include the location of services of the premises including:

1. Fire Safety - including fire call alarms (firebreak glass points), fire alarm sounders, fire dividers, smoke / heat detectors, fire extinguishers and emergency lighting etc.
2. Water – identification of the main water valve should be shown
3. Electricity – the main electrical supply intake and meter should be identified
4. Gas – the main gas shut off valve and meter should be shown
5. Boilers/Biomass – identification of the location should be shown

This information above should also be in the Six Pack Folder 1 maintained by Estates & Facilities staff where present. In the event of changes, including minor alterations taking place at the workplace premises such as additional buildings being added, removal or alteration of existing internal structures or relocation of mains utilities systems, an updated copy of the plan of the premises should be obtained from Estates & Facilities staff.

4.2 CONTROL OF VISITORS/CONTRACTORS

The Duty Holder is responsible for ensuring there is an effective management system in place for the control of visitors and contractors into the workplace premises. This is to ensure that only authorised persons are allowed into the premises.

This responsibility is shared with the local Estates & Facilities staff, where applicable, and may include the following:

- Secure entrance within a facility (e.g. reception) to meet visitors/contractors to the premises.
- System in place to record details of visitors/contractors and person(s) they are visiting within the premises. Forms within Six Pack.
- Issuing of a visitors pass to identify visitors/contractors whilst they are on the premises.
- Arrange for visitors/contractors to be made aware of the actions to be taken in the event of a fire or emergency.

- Arrange for visitors/contractors to be accompanied during their time on the premises where relevant.

All employees within the building should be made aware of any work that is taking place that might affect their work or work area.

If the Duty Holder is not dealing directly with the visitor/contractor, you must ensure that there is a person appointed at the premises to liaise with about any proposed repairs, maintenance or work being carried out. The appointed person must have a sufficient understanding of the proposed work, where and when it will take place as well as relevant information for the building from the Six Pack.

When managing contractors on site:

- Prior to any work commencing to the fabric of the building or to plant or equipment contained within, Duty Holder or Estates & Facilities staff if present, must ensure contractors have complied with all the procedures contained within the Property Six Pack.
- As part of this process, there is a requirement for each contractor to complete the *B07 Contractor Sign-in Form*, which details the nature of the work being carried out, the duration of the work and any other relevant safety checks. All areas of the form must be completed and signed by the contractor's representative. Forms **MUST** be kept for a period of 12 months.
- Ensure an induction has been provided to the contractor after signing in using *B08 EDC Contractor and Visitor Induction Card*, which should be communicated to the contractor on arrival to ensure they have been made aware of relevant and important site-specific safety and welfare information.
- Any works that are due to be carried out by a contractor will be advised of prior to the work commencing by whomever has organised the work to be carried out, for e.g. Estates & Facilities coordinators will inform local Estates & Facilities staff of any schedule repair works and subsequently the Duty Holder of the premises will be informed and kept up to date of the works.

4.3 FIRST AID PROVISION

Duty Holders will be required to undertake a First Aids Needs Assessment using form *R01 First Aid Needs Assessment*, making sure they have the appropriate number of employees trained in First Aid to suit their teams and operations, taking into account the people using the buildings, the tasks that are being carried out within, etc.

The Duty Holder will be responsible for arrangements to have a well-stocked First Aid box, ensure the First Aid treatment log is completed, notices of First Aiders are displayed and there is cover for First Aid for any absences or annual leave. Where required, they will name an Appointed Person.

Full details on the provision of First Aid are contained within Health and Safety Procedure SP18 Provision of First Aid which must be carried out by local Duty Holders.

4.4 HEALTH AND SAFETY INSPECTIONS

The Duty Holder is responsible for ensuring that Health and Safety inspections are carried out for their workplace premises. SP49 Health and Safety Inspections contain details for arranging, undertaking and recording inspections.

Duty Holders are encouraged to coordinate with Trade Union representatives and the Health and Safety Team, where applicable, to conduct joint inspections of their area to minimise "over regulation" and help to resolve any grey areas where responsibility is either shared or not clearly defined.

Buildings may be subject to a Fire Safety or Health and Safety Audit by members of the Council's Health and Safety Team to help ensure legal compliance as well as any external agencies visiting/auditing council premises without notice.

Duty Holders have a responsibility for ensuring that any actions raised internally, by the Health and Safety Team or by any external agencies such as Scottish Fire and Rescue, Police Scotland, Health and Safety Executive, etc. are addressed.

4.5 TRADE UNION INSPECTIONS

In line with the Safety Representative and Safety Committees Regulations 1977, recognised Trade Unions have a right to request that a workplace inspection be undertaken every three months. If they wish to do so, they must give reasonable notice in writing of their intention to do so.

The Duty Holder will receive a copy of the inspections findings which can be used in furthering a positive health and safety culture for our premises.

Within East Dunbartonshire Council, there is agreement that Unions will undertake joint inspections with the Health and Safety Team and there will be co-operation between themselves to reduce duplication and overlapping.

SP49 Health and Safety Inspections contain details for arranging, undertaking and recording joint inspections.

4.6 RISK ASSESSMENT

Under the Management of Health and Safety at Work Regulations 1999, the Council, through their Duty Holders, needs to appoint one or more competent persons to assist in undertaking a risk assessment to identify measures to control the risks and maintain compliance with the requirements imposed by legislation.

The risk assessment will follow the Health and Safety Executive guidance by completing the following steps:

- a) Identify the hazards
- b) Decide who might be harmed and how
- c) Evaluate the risks and decide on precautions
- d) Record significant findings

e) Review the assessment and updating if necessary

Documented risk assessments should be in place for each of the areas of risk identified and should be reviewed and amended at least annually or following a change in circumstance such as any significant accident/incident.

A record should be kept of the risk assessments and, employees and others who may be affected by the hazard should be briefed and trained on risk assessments and have access to them.

It is good practice to consult with employees who are currently undertaking the work, when carrying out a risk assessment for a service or team in conjunction with competent persons.

You should also ensure that there is a risk register in place for each service which identifies all risks associated with the workplace activities which might include the premises.

There is also a duty for a risk assessment to be carried out for a number of different groups of individuals such as (list not exhaustive):

- **Display Screen Equipment (DSE) users:** DSE assessments help you identify and correct workstation setups that can cause musculoskeletal disorders (MSDs), discomfort and fatigue therefore reducing days lost. Anyone using a screen to work or do part of their work must have a DSE assessment.
- **Pregnant employees:** to assess the workplace risks and take action to control these, both prior to maternity leave and prior to their return to work.
- **Disabled employees:** disability is defined as a physical (e.g. mobility difficulties, hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.
- **Young persons (under 18):** young persons should receive an individual risk assessment due to their inexperience and lack of awareness in the workplace and the common hazards present.

Further information, including a Risk Assessment Template *D01 Risk Assessment Template*, can be found on the Employee Zone or by contacting the Health and Safety Team. For COSHH Assessments, please contact the Health and Safety Team

Full details on the Risk Assessment Process can be found in Health and Safety Procedure SP14 Risk Assessment.

4.7 INCIDENT/ACCIDENT REPORTING

In the event of someone, including a member of the public, having an incident/accident or near miss, then the Duty Holder must ensure that it has been recorded and the appropriate documentation sent to the Council's Health and Safety Team.

All employees within the premises must be aware of how to report and record an accident/near miss using the Council's HS1a Form which is available on the Hub. East Dunbartonshire Council has a statutory duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), to ensure that all reportable accidents/incidents are notified to the Health and Safety Executive no later than 15 days after the initial accident/incident date.

Employees, Managers and Executive Officers MUST NOT complete a RIDDOR report to the HSE directly.

In order to meet these requirements, it is requested that all completed forms are forwarded electronically to the Health and Safety Team (Health.Safety@eastdunbarton.gov.uk) no later than 48 hours from the date of the accident/incident. The document is then assessed by the Health and Safety Team and, where appropriate, reported to the Health and Safety Executive within required timescales.

Full details of EDC's Accident/Incident reporting procedure can be found within Health and Safety Procedure SP01 Accident & Incident Reporting.

4.8 FIRE SAFETY DUTY HOLDER RESPONSIBILITIES

For the purpose of Fire Safety, Duty Holders (or delegated responsible persons) have the following responsibilities:

- Receive the fire safety risk assessment and action plan for premises from fire safety officers and taking forward actions which they have been allocated, in the time frame suggested to support the safety of the occupiers and the building itself. Where required liaise with Estates to ensure defects relating to the fabric of buildings and other matters are progressed.
- Providing appropriate information, instruction and training to employees and other relevant persons to ensure they are aware of and able to manage any risks associated with fire within the premises they have control of and follow instructions for safe evacuation. This includes training for fire safety awareness, fire wardens, arrangements for evacuation and identifying an assembly point.
- Ensuring that the relevant premises are managed in such a manner to remove or reduce the risk of fire.
- Ensuring any equipment provided in connection with fire safety is maintained by a competent person, in effective working order and good repair.
- Ensuring maintenance and service records for equipment provided in connection with fire safety is retained and updated on site in conjunction with Estates & Facilities Team.
- Retaining and updating the fire log book on the premises and ensuring the necessary checks on equipment are undertaken at the appropriate intervals in conjunction with Estates & Facilities Team.
- Ensure recording of Unwanted Fire Alarms Signals (UFAS) in the Fire Precautions Log book and report UFAS to Health and Safety Team using the form HS1b.
- Retaining a copy of the Fire Safety Risk Assessment (FSRA) on the premises.
- Create an emergency fire action plan specifying the evacuation procedures for everyone, including disabled people, likely to be in the building.

- Ensuring adherence to current policies and procedures including UFAS investigation SP44 Unwanted Fire Alarm Signals (UFAS) Procedures.
- Ensuring appropriate action plans are provided in response to deficiency notices when served by the Scottish Fire and Rescue Service (SFRS).
- Ensuring all employees and other relevant persons are made aware of the fire safety arrangements for the premises.
- Ensuring that local trade union safety representatives are made aware of the location and content of the Fire Precautions logbook, FSRA and any other documentation relating to fire safety.
- Alerting the appropriate persons e.g. senior management and Fire Safety Officers to any issue which may compromise the fire safety of premises.

On a day-to-day basis:

- Ensure all staff using the building are aware of who the Duty Holder of the building is. This might be in the form of a H&S and Fire Safety Board at the entrance of a building or other strategic areas, especially when this role might change daily in shared buildings. In educational establishments, this role might be consistent with the head of Centre or Head Teacher which would not require displaying in a board.
- When entering and leaving the building, if earlier than 5pm, make sure another person is nominated to carry out fire safety duties and they are trained.
- Ensuring all persons in the building have evacuated as per emergency evacuation plan when the fire alarm has activated.
- Ensuring communication is established with Building Manager/Facilities officer/Nominated person undertaking fire alarm investigation as per Unwanted Fire Alarm Signals (UFAS) procedure.
- Dialling 999 after confirmation of fire by nominated person investigating the alarm
- Communicate with Duty Holder of the building (if different person) on the situation or escalate where appropriate.
- Coordinate and liaise with Scottish Fire and Rescue Services (SFRS) Commander when on site
- Allow persons back into the building after UFAS investigation, if false alarm or when approved by the SFRS Commander.
- Assist where required in the recording of the actuation of the alarm, whether confirmed fire or UFAS.

Full details on EDC fire safety planning and policy statement can be found in Health and Safety Policy HSP03 Fire Safety.

4.8.1 FIRE DRILLS and FIRE ALARM TESTING

The Duty Holder alongside local Estates & Facilities staff will ensure that regular testing of the Fire Alarm is being carried out.

The Duty Holder will ensure that fire drills are carried out at least twice a year and recorded. There will be two fire drills per year within non-educational premises and three fire drills per year (one per term) in educational premises.

Reviews of any drills, whether planned or unplanned, should take place following the drill to establish any areas of improvement or good practice, including roll call.

An assembly point(s) must already be located and signposted within the premises and in the building plans normally located next to the fire alarm panel.

4.8.2 PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Use of PEEPs should be considered for persons with either a Temporary or Permanent Mobility Impairment or visual or hearing disability. The needs or assistance required by any disabled person who uses the premises should be discussed with the individual. This may require the use of Evacuation Chairs or other equipment.

In order to arrange training on the use of PEEPs or any other requirements, please contact People Development Team or alternatively, if you have any questions completing the PPEP form K04 Personal Emergency Evacuation Plan (PEEP) form, contact the Health and Safety Team.

4.8.3 FIRE SAFETY RISK ASSESSMENT (FSRA)

A fire safety risk assessment considers the premises, the activities carried out there, the potential for a fire to occur and the harm that it could cause. The FSRA should identify the people at risk, the hazards and identify measures to reduce the risk of those hazards causing harm. It will also help to determine what fire safety measures and management policies are necessary to ensure the safety of people in a building, should a fire occur.

The Fire Risk Assessor will undertake the FSRA and record its findings, however, the Duty Holder is responsible for maintaining, updating and complying with the action plan within the FSRA.

The FSRA should be kept available for inspection by the enforcing authority, SFRS.

4.8.4 FIRE EXTINGUISHERS, FIRE DOORS, NOTICES, SIGNAGE, ESCAPE ROUTES, EMERGENCY LIGHTING, FIRE HYDRANTS

In line with the FSRA, the Duty Holder should ensure that fire extinguishers are available at various locations throughout the building and maintained and inspected

by a competent person at least once a year. This is currently arranged and carried out by the Estates & Facilities Team.

Fire Doors must remain in an efficient working order and should be regularly checked and maintained. This is carried out locally by Estates & Facilities staff, where present, however the Duty Holder will undertake these checks regularly and report to Estates & Facilities where required. Checks include:

- Self-closing device operate properly
- Hold open device release when the fire alarm operates
- Glazed panels are intact and undamaged
- Warning signs are in place “Automatic Fire Door – Keep Clear
- Door open and close freely and there is no physical damage to the door
- There is no distortion or warping of the door or frame
- Seals and smoke strips are in place and not damaged
- Hinges and locks are properly lubricated

Appropriate employees will be trained in the use of fire extinguishers, however, the priority must always be to preserve life, evacuate the building and not fight fires unless trained and confident to do so.

Each fire extinguisher and fire blanket will be maintained and serviced. The service label should be displayed. No fire equipment should be used if not recently serviced or in date.

All Fire Action Notices should be filled in, providing information including where the assembly point is located. Any missing or damaged signage/notices should be repaired or replaced as soon as possible through Estates & Facilities Team.

Escape routes must be kept clear of obstructions at all times.

Emergency lighting must be fully functioning and tested regularly to ensure all employees are able to escape safely in an emergency. The test and maintenance is carried out by local Estates & Facilities staff and external contractors.

4.8.5 FIRE SAFETY TRAINING

Categories of training for employees in relation to Fire Safety will include Fire Safety Awareness, Fire Warden, Fire Drills and Fire Extinguisher.

Where there is a training requirement for key employees, any required training identified should be arranged via the People Development and the Health and Safety Team.

4.8.6 FIRE SAFETY DOCUMENTATION

The Duty Holder should arrange to have the appropriate documentation readily available and up to date at all times.

Please see Appendix 1 for a list of these documents.

5. OTHER RESPONSIBILITIES

5.1 PLANT AND EQUIPMENT

There are a number of Duty Holders who are responsible for ensuring effective arrangements for critical and operational plant and equipment throughout the Council. This is undertaken by Estates & Facilities Team and their coordinators for each area in conjunction with local Estates & Facilities staff, if present.

This is defined as '*Equipment which is critical to enable the premises to function and which also requires a statutory inspection by a competent person to confirm that equipment is safe to operate*'. For example, gas, electrical, boilers/biomass, water treatment, lifting systems, local exhaust ventilation, fire systems and security systems.

In order to achieve this, the local Duty Holder is responsible for liaising with Estates & Facilities Team through their Building Manager or facilities officer. In PPP schools, the Duty Holder will liaise with Dalkia who are responsible for the PPP plant and equipment which relate to the operation of the building e.g., heating, electricity and water supply plant and equipment. Please note that Dalkia are not responsible for EDC equipment, e.g. cookers, PCs, vacuum cleaners, music keyboards, etc.

Estates & Facilities Team as overall Duty Holder is responsible for:

- a) Knowing the location of critical plant and equipment and maintaining an inventory of equipment.
- b) Having a list of the critical and operational plant.
- c) Ensuring that plant is maintained and safe to operate.
- d) Establish if there is a training requirement for key employees to be able to undertake an inspection. Establish procedures for an inventory of any plant and co-ordinate maintenance or repairs.

Local Estates & Facilities staff as Duty Holder is responsible for:

- a) Ensuring a system is in place for recording faults and or repairs to the plant for both the Duty Holder and maintenance departments.
- b) Ensure any temporary / emergency repairs are logged and considering if any 'back up' procedures are required. Ensure Business Continuity as far as reasonably practicable.

5.2 ELECTRICAL SAFETY

Electrical safety in all workplaces and/or work activities is specifically legislated for.

A portable electrical appliance (an electrical appliance which is normally connected to a lead and a plug which can usually be easily moved) requires to be regularly tested.

Estates & Facilities Team is responsible for Portable Appliances Testing throughout the estate. For more details on electrical safety including those brought in by employees using the building, see SP28 (PAT) Portable Appliance Testing Procedures.

5.3 SECURITY MANAGEMENT ARRANGEMENTS

The Duty Holder is responsible for ensuring and implementing effective security management systems are in place and liaising with appropriate council services as necessary.

Buildings can differ in size, type, nature of the building, whether public or closed to the public and only open to employees and visitors. These can include schools, libraries, council offices, depots, etc.

Arrangements are made according to the use and type of building in order to protect employees, service users, contractors, members of the public, assets and property from violence, unsafe or hazardous situations.

Arrangements for building use out of core business hours (8:00am to 5:30pm) and lets are managed by local Estates & Facilities staff and the Letting team (Shared Services).

In PPP schools, the arrangements are different out with the hours of 8:00am to 5:30pm. Dalkia are responsible for the security and safety of the users and the building any time out with these hours, including when it is being used for lets. This includes fire and emergency arrangements. Therefore, Head Teachers only have Duty Holder responsibility for the core hours of 8:00am to 5:30pm. In the case of evening bookings that are made through EDC Community Letting, Dalkia will conduct a site induction with the "responsible person" who booked the let when they arrive.

5.4 WASTE DISPOSAL ARRANGEMENTS

The Duty Holder will ensure that, via liaising with other Council services, what has to be disposed of is ready for uplift, safely secured and positioned in an accessible location on the day of uplift. This will normally be managed by local Estates & Facilities staff, if present, or delegated to other persons using the building.

5.5 OUT OF USE ELECTRICAL EQUIPMENT/ITEMS

The Council operates a recycling policy and discarded/ surplus/ out of use electrical items are disposed of in line with the Waste Electric and Electronic Equipment (WEEE) Regulations 2013.

Duty Holders should, in the first instance, contact either the Council's IT Team and/or the Council's Waste Compliance Officer. All Council assets must be removed from the Asset Register at the time of disposal of any electrical item.

5.6 CLEANING AND WELFARE ARRANGEMENTS FOR PREMISES

The Duty Holder should ensure that welfare facilities are in place and maintained and raise any concerns regarding cleaning or welfare facilities with local Estates & Facilities staff.

5.7 ASBESTOS and LEGIONELLA

The Council recognises that asbestos may be present in areas of some the properties under its control and that an effective strategy, policy and associated procedures are in place in order to manage the risks that may be associated with it.

Where asbestos is present, an Asbestos Management Plan (AMP) has been produced by the Estates & Facilities Team and contains information related to the asbestos location, type, risk assessment and full register. This is managed locally by Estates & Facilities staff or alternatively, by Estates & Facilities Coordinator and the Building Performance Team.

A copy of this register and management plan is held locally in the Six Pack Folder and updated as required. Any work undertaken within a building is assessed against this register and where required, asbestos removal or encapsulation will take place before any work commences by competent contractors. The Duty Holder must make sure any contractor that will undertake works has reviewed the AMP and signed accordingly.

Full details on asbestos management can be found within Health and Safety Policy HSP04 Management of Asbestos.

Further information can be obtained from the Council's Building Performance Team Leader.

The Council recognises that Legionella and related bacteria are common in natural water sources such as rivers, lakes and reservoirs and it may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold-water systems and spa pools.

Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent or control the risk from bacteria like Legionella and take suitable precautions.

The Estates & Facilities Team manage the maintenance of water systems within the building.

5.8 SHARED PREMISES/LEASED PROPERTY

If there is a shared premises, as Duty Holder, you will be required to ensure that both parties are in agreement with any mutual procedures that relate to the Fire and Security arrangements of the buildings.

A joint working group could be formed to identify and resolve any concerns that may arise from sharing the building.

5.9 DISPLAY OF NOTICES

There are a number of notices and documents that EDC have to display in the building where the information is easily accessible to employees. There can be specific requirements depending on the type of property however, the following should be displayed:

- Any information necessary to comply with fire legislation
- A copy of the Employer's Liability (Compulsory Insurance) Act 1969
- Health and Safety Law Poster
- Details of the person in charge of the first aid box, first aider and Duty Holder of the Building or delegated responsible person

6. TRAINING

All employees designated to undertake risk assessments on behalf of EDC will undergo the necessary training in the risk assessment technique.

Once this training has been completed, those designated employees will be considered competent to carry out risk assessments.

Duty Holder Training is requirement for all Duty Holders. This can be arranged through the Health and Safety Team.

7. ADVICE AND GUIDANCE

Employees can obtain further support and guidance by contacting the Health & Safety Team via health.safety@eastdunbarton.gov.uk or by visiting the [Health & Safety Section](#) within the EDC Hub.

8. MONITOR AND REVIEW

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this management procedure.

The EDC Health and Safety Team will review this management procedure every two years from the date of signing or sooner as a result of any changes to legislation or some other event i.e., a major incident or accident.

The EDC Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary, the procedure will be amended and reissued with an updated version number.

All Team Leaders must ensure that local procedures are updated to reflect any changes to the management procedure.

9. REFERENCES

HSE Guidance and Regulation

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Gas Safety (Installation and Use) Regulations 1998 (Amendment) 2018
- Gas Safety (Management) Regulations 1996
- The Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Display Screen Regulations 2002

East Dunbartonshire Council: Health and Safety Policy / Procedures

- HSP01 – Health and Safety Policy
- HSP02 – Gas Safety Policy

- HSP03 – Fire Safety Policy
- HSP04 – Management of Asbestos
- HSP05 – Management of Contractors
- HSP07 – Controlling Workplace Hazards
- SP01 Accident & Incident Reporting Procedure
- SP14 Risk Assessment
- SP18 First Aid Procedures
- SP19 Lone Worker
- SP21 General Office Health, Safety & Welfare
- SP29 (PAT) Portable Appliance Testing
- R01 First Aid Needs Assessment
- B07 Contractors Sign-in form
- B08 EDC Contractor and Visitor Induction Card
- J14 DSE Home Office or Alternative site self-assessment form
- D01 Blank Risk Assessment form
- HS1a and HS1b (Near miss) incident forms

10. APPENDIX

1. HEALTH & SAFETY and FIRE SAFETY DOCUMENTATION on site

- ✓ Electrical Installation Certificate Record (only for premises older than 5 years)
- ✓ Gas certificate
- ✓ Water and Legionella risk assessments
- ✓ Asbestos Management Plan
- ✓ Other plant certification
- ✓ Previous FSRA
- ✓ Emergency Evacuation Plan