

EAST DUNBARTONSHIRE COUNCIL

HEALTH & SAFETY PROCEDURE

FIRE SAFETY AWARENESS

With Duty Holder Training Notes

PROCEDURE

SP48

Date of First Issue:	16/09/2023
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Revision:	
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1. INTRODUCTION

Duty Holders of council premises or other designated responsible person are required to provide basic fire safety awareness to employees and others where they occupy, use or visit council premises for which they are responsible for under various health and safety regulations and established in the Fire Safety Policy.

This awareness training duty holder notes is provided as an aid to those persons to make sure all aspects of fire safety of the premises are covered. It should be accompanied by a walk about of the premises pointing out the various ways or raising the alarm, the fire exit routes and other important safety information.

Introduction

- History
- Pros and Cons of Fire

What is Fire?

- Chemical reaction
- Triangle of Fire
- Extinguishing Fires (extinguishers)

Legislation

- Fire Scotland Act 2005
- Employers Responsibilities
- Employees Responsibilities

FSRA

- Risk to Life Assessment
- Occupancy Type
- Separation of Ignition Sources from Combustible Material
- Evaluation of Risk
- Are Existing Fire Safety Measures Adequate

Fire Safety Features in Building

- Fire Resistant Construction
- Fire Doors

Commented [LG1]: Has anyone experienced the negative effects of fire?

Fire is approximately 3500 years old.

Positive of controlled fire has allowed humans to evolve through various ages, bronze, iron, industrial revolution etc.

Negative of uncontrolled fire is death, destruction, interruption to business continuity and associated huge financial cost. Give some examples, Great fire of London, Cameron House, School of Art. Be positive and let folk know statistically there is more chance of them dying in their own home than in the workplace because of fire safety rules.

Commented [LG2]: The triangle of fire. A chemical reaction giving off heat and light. Remove any one of the elements of the triangle and fire goes out. Touch on extinguishers i.e. selecting the correct extinguisher and the need to be trained in the use. Water extinguishes 90% of all fires but care has to be taken to ensure the appropriate extinguisher is used. Fire Extinguisher training has to be a separate input

Commented [LG3]: Fire Scotland Act 2005 puts fire safety duties on both employer and employees.

Employers must ensure that fire is quickly detected and that everyone is alerted if fire breaks out.

Employees must co-operate with employers on fire safety matters.

Commented [LG4]: Legislation requires a FSRA

FSRA looks at the occupancy type and the people
The fire risk i.e separation of ignition sources from combustible material

An evaluation of the risk i.e. the likelihood of fire and the outcome

Commented [LG5]: Walk and talk pointing out and importance of

Building construction i.e. made from materials designed to give FR

Fire doors

Fire alarm system, detectors, break glass call points, sounders

Emergency lighting

Escape routes

Signage

- Fire Alarm / Sounders
- Automatic Fire Detection Systems
- Break Glass Call Points
- Signage (Notices/ Running Man Directional)
- Emergency Lighting
- Escape Routes
- Maintenance of Fire Safety Measures

Fire Risks in the Building

- Wilful Fire Raising
- Plant Rooms
- Kitchens
- Electrical Switch Rooms
- Any Where, Any Time Fires

What to do in the Event of Fire

- Automatic Fire Detection - Introduce **UFAS Procedure** to all, only to be actioned by nominated persons
- Activate Break Glass Call Point
- React – Commence Evacuation – Don't Waste Time
- Registers – Grab Bag
- Proceed Along Escape Routes to Final Exits
- Use Senses & be Prepared to Use Alternative Escape Route
- Proceed to Pre-Arranged Assembly Point for Roll Call
- Responsible Person Reports Outcome of Roll Call to Duty Holder
- Re – enter Building Only on Instructions of the Fire Service – if UFAS, as per UFAS procedure.

Emergency Evacuation Plan

- Written Document Detailing Emergency Evacuation Procedures
- Roles & Responsibilities of Nominated Individuals
- Visitors & Contractors
- Liaison with Fire Service on Arrival
 - Location of fire/ alarm actuation
 - Status of roll call – are all persons accounted for
 - Location of services (gas & electricity)

Commented [LG6]: Routine planned, preventative maintenance for fire safety measures. Some of which will be in house and others will be a competent engineer

Commented [LG7]: Highlight primary areas of higher fire risk i.e. wilful fire raising (bins, soft play), plant rooms, kitchens. Electrical switch rooms but fire can occur any time anywhere. We generally get caught out by fire.

Commented [LG8]: On discovering fire
 Raise the alarm by activating break glass call point if auto detection has not already actuated.
 Immediately react and commence evacuation as per the Emergency Evacuation Plan. Take registers grab bag etc. Proceed along pre-determined escape routes to final exits. Be mindful that a pre-determined escape route may be compromised and that an alternative route may need to be used. Use all senses to maintain an awareness of the possibility of fire being encountered.
 Exit the building and proceed to Assembly Point where a roll call should be conducted.
 Report to Duty Holder or the responsible person that all persons are accounted for or not.

Commented [LG9]: A written document detailing the emergency evacuation procedures to be followed.
 Roles and responsibilities i.e. person nominated to phone fire service even if linked to ARC.
 Duty Holder ensures that roll call is conducted.
 Fire wardens / teachers report to DH that roll calls have been conducted and the outcomes.
 DH will liaise with fire service
 In the event of fire be prepared to move beyond the Assembly Point to a safe place.
 Arrangements for visitors and contractors

Commented [LG10]: The Plan should be periodically reviewed to ensure that the document is still fit for purpose i.e. staff may move on presenting a Fire Warden deficit.

Commented [LG11]: DH, FM, staff, Fire Wardens.
 Who meets fire service
 Who goes to fire alarm panel
 Teachers take responsibility for ensuring class evacuates.
 Takes register.
 Admin may take grab bag
 Who takes on Fire warden role
 Who has responsibility for assisting with a PEEP.
Individuals must not be tasked with multiple roles

Commented [LG12]: Fire safety arrangements must consider visitors and contractors to ensure that they are made aware. Sign in and supervised and monitored.

Commented [LG13]: Be prepared to pass on relevant information to FS
 Location of fire or alarm zone.
 Status of evacuation/ persons missing
 Any high risk areas. Kitchens, plant rooms. Location of services i.e. gas and electricity shut off points. Any additional hazards (i.e. oxygen cylinder present)

- Any hazards
- Pre – plan for Protracted Incident Preventing Return to Premises

PEEPS

- Personal Emergency Evacuation **Plan**
- Measures Put in Place to Assist **Evacuation**

Commented [LG14]: May be necessary for individuals who may find it difficult to evacuate due to an impairment which may take any form. Impairment may be a long term situation or even short term such as a broken bone. PEEP process normally between line manager and individual. Advice can be sought from H& S team.

Fire **Warden**

- Nominated Person for Role
- Job is to Sweep Allocated Area and Report
- Close Fire Doors
- Report to Duty Holder

Commented [LG15]: After discussion a formal PEEP is put in place. This will most likely depending on the circumstances result in additional measures being put in place to assist an individual to evacuate safely from the premises. Examples may be a buddy system, using technology or evac chairs.

Fire **Drills**

- Emergency Evacuation Plan Familiarisation
- Conducted 3 per year (schools)
- 2 Announced – 1 to be UFAS Process drill
- 1 Unannounced
- Conduct Debrief

Commented [LG16]: Most effective way of ensuring premises are evacuated. Nominated personnel assume role of FW. Their job is simply to sweep a specific area to ensure no one is left behind i.e. children in toilets. They close fire doors behind them as they exit the building and report to DH that that particular area is cleared. Do not put yourself at risk. Indication of fire within your sweep area do not enter, move away from it and report accordingly.

Commented [LG17]: Fire drills are necessary to ensure the Emergency Evacuation Plan is fit for purpose. Any deficiencies or issues should be identified during the debrief and action taken to resolve any issues. Please add a UFAS drill to your first drill of the year

Carbon Monoxide Alarms

- Interlinked CO Detectors Strategically Positioned in **Schools**

Commented [LG18]: CO detectors strategically placed within plant rooms, kitchens and outside FM office. Located where there are fuel burning appliances. One detector goes off they all go off as wirelessly linked. CO poisonous at low levels. Detectors alert at extremely low levels well before CO becomes a fire risk.

Integral CO Alarm Procedure

- Building Manager/Responsible Person informs the Duty Holder of Actuation
- Duty Holder Initiates Evacuation of the Building
- Duty Holder Contacts Relevant Persons
- BM Shuts Down Fuel Burning Appliances
- Area Ventilated
- Building Manager/Responsible Person Silences CO Alarm
- Gas Safe Engineer Attends

Two procedures in place depending on where the plant housing gas fired boilers is located. Integral Procedure for where the plant room is located within the main building of the school and Remote Procedure for where the plant room is located in a structure remote from the main building.

- Able to return inside if all fuel appliances turned off and all areas ventilated
- Do Not Re-Enter Until Declared Safe

Remote CO Alarm Procedure

- Building Manager/Responsible Person informs the Duty Holder of Actuation
- **No** Evacuation at this Stage
- Duty Holder Contacts Relevant persons
- BM Shuts Down Fuel Burning Appliances
- Area Ventilated
- Building Manager/Responsible Person Silences CO Alarm
- Gas Safe Engineer Attends
- School Continues No Disruption
- If CO Alarm Re-Actuates Commence Evacuation

Natural Gas Smell

- Building Manager/Responsible Person informs the Duty Holder of smell of gas
- Shut down all gas/fuel burning appliances
- Ventilate area
- Evacuate the school if still smell of gas
- Call SGN on 0800 111 999