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Fire Safety Manual

Owning Department

Health, Safety and Wellbeing

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1. Fire Safety Policy

The Chair of the Scottish Police Authority (SPA) and Chief Constable of the Police Service of Scotland (PSoS) are fully committed to embracing the principles of the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006, the general duties conferred by the Health & Safety at Work, etc Act 1974, and other codes of practice.

By embracing these principles and promoting and managing Fire Safety at work, the SPA/PSoS will reduce the likelihood of a fire occurring within any of its premises and the subsequent impact should a fire occur.

We recognise that our employees are our most valuable resource and, as such, we commit the SPA/PSoS to ensuring that its activities are conducted in a manner that will protect their health and safety, and also that of visitors, members of the public and of others visiting our premises.

We will achieve this by:

- Providing a Fire Safety Management System setting out the arrangements and the precautions and controls to be observed and the steps to be taken to protect life and property;
- Proactively seek to reduce and minimise the potential risk from fire, business disruption and risk to life;
- Conducting suitable and sufficient Fire Risk Assessments appropriate to the risk and carried out by staff with sufficient training and experience;
- Actively seeking to reduce non-compliance in terms of Fire Safety, to minimise the potential for fire, business disruption and risk to life;
- Providing appropriate means of escape in the event of a fire, ensuring these are to a suitable standard, properly maintained, free from obstruction and provided with adequate signage and emergency lighting;
- Providing appropriate means of automatic fire detection and warning which is commensurate with the risk identified by the Fire Risk Assessment;
- Providing appropriate fire-fighting equipment, protective systems and ensuring they are maintained to the appropriate standards;
- Providing suitable and sufficient information, instruction and training as required;
- Ensuring there are effective, structured communication and consultation processes/structures in place in the management of fire risk.

2. Introduction

- 2.1 The Fire Safety (Scotland) Regulations 2006 established minimum standards for fire safety arrangements within Scottish Police Authority (SPA)/Police Scotland premises, leased premises and those premises shared with external organisations, such as Local Authorities, Fire Service, etc. Further guidance is provided by the Scottish Government www.gov.scot, which includes detailed information on the evacuation of People with Disabilities, including those with reduced mobility, hearing, visibility and cognitive Impairments.
- 2.2 Fire Safety is of critical importance to both Police Scotland and the Scottish Police Authority, particularly in high risk areas such as custody. Officers and members of staff should familiarise themselves with the arrangements herein.
- 2.3 The SPA/Police Scotland have developed a Fire Safety Management System (FSMS) to ensure compliance with the Fire Scotland Act 2005 and the Fire Safety (Scotland) Regulations 2006, and the safety of employees, officers, members of the public, contractors and detainees within SPA/Police Scotland premises.
- 2.4 The SPA/Police Scotland FSMS consists of the following documents:
- Fire Safety Policy- Section 1
 - Roles, Responsibilities & Arrangements- Section 7
 - Fire Risk Assessment - Section 9
 - Emergency Fire Evacuation Plan - Section 13
 - Fire Control Book - Section 20
- 2.5 The SPA/Police Scotland FSMS manual must be kept in an area within the office that is accessible to all employees, officers, Police Scotland Health and Safety Team, SPA, SF&RS and other Enforcing Agencies.
- 2.6 The purpose of this “Fire Safety – Roles, Responsibilities & Arrangements” document is to set down the fire safety measures and the means by which these measures for ensuring the protection of life and property are delivered within the SPA and Police Scotland. A pro-active fire safety approach has been adopted in developing the FSMS recognising the inter-relationship between the SPA and Police Scotland.
- 2.7 This document provides details of the various roles, responsibilities, procedures, inspections, maintenance and training required to ensure the safety of employees, officers, and members of the public, visitors, contractors and detainees within SPA/Police Scotland premises.

- 2.8 The aim of the FSMS is to ensure that in the event of fire, employees, officers, including contractors and visitors are sufficiently familiar with their responsibilities and the actions they should undertake to ensure their safe egress from premises. Furthermore, they understand the preventive and protective measures/procedures, which must be adhered to in order to achieve this aim and ensure the risk of fire within SPA and Police Scotland premises is maintained at an acceptable level. This document, should be read and implemented in conjunction with all other documents that form part of the FSMS. All documents within the FSMS will be reviewed biennially to ensure legislative compliance, take into account changes to premises, fire safety procedures, new technologies, and failings identified through the Fire Risk Assessment (FRA) process.
- 2.9 The SPA/Police Scotland FSMS will also be subject to review, if any factors adversely affecting the safety of an individual or the fabric of a building have been identified.
- 2.10 Significant change to the use of any building or area within a building must be co-ordinated through Estates, who will ensure fire safety measures are amended (if necessary) in regards to the different use of the building or area.

3. Powers of The Scottish Fire & Rescue Service (Enforcing Authority)

- 3.1 The Scottish Fire & Rescue Service (SFRS) has the power to inspect SPA/ Police Scotland premises to assess compliance with the Fire Scotland Act 2005 and the Fire Safety (Scotland) Regulations 2006.
- 3.2 They will look for evidence that a suitable and sufficient Fire Risk Assessment (FRA) has been carried out, recorded and the significant findings of the FRA have been acted on.
- 3.3 The SFRS have the powers to serve an enforcement notice requiring that fire safety improvements are carried out, or in extreme cases serve a prohibition notice that restricts the use of all, or part of a premise until improvements/ action has been taken to reduce any risk to a reasonable level.
- 3.4 If premises are considered high risk from a fire safety viewpoint the SFRS may issue an alteration notice that, amongst other things, requires that they be informed before any changes are made to the premises or the way they are used. Failure to comply with any notice issued by the SFRS is an offence.

- 3.5 During an inspection of SPA/Police Scotland premises Fire Officers may wish to view the following:
- Fire Policy
 - Fire Safety – Roles, Responsibilities & Arrangements
 - Fire Control Book – records of testing and maintenance of all fire safety systems including fire alarms, emergency lighting, fire suppression system, and VESDA systems (where applicable), etc.
 - Emergency Fire Evacuation Plans
 - Fire Risk Assessments
 - Fire Training Records

4. Planning & Governance

- 4.1 The Police Scotland Health and Safety Board, chaired by the Deputy Chief Constable (Designate) will be responsible for the planning of fire safety within the SPA and Police Scotland. This will include the development and approval of fire policy and procedures, together with the maintenance, monitoring and review of the SPA/Police Scotland FSMS.
- 4.2 However, various aspects of this work may be delegated to specific departments, such as Estates, Police Scotland Health & Safety Team and Divisions.
- 4.3 Governance of all fire safety matters will be provided through the Police Scotland Health and Safety Board formed from representatives of Local Policing Health and Safety Committees (North, East and West), National Divisions, Departments, Estates, Staff Associations, such as Scottish Police Federation, Unison, Unite and Scottish Police Authority (Appendix A).
- 4.4 The chair of the Police Scotland Health and Safety Board is also member of the Police Scotland Senior Leadership Board and will provide regular updates on the management of fire safety to this Group.
- 4.5 Fire safety will be a standing agenda item on all SPA/Police Scotland Health and Safety Committees, where fire related issues will be discussed (i.e. feedback on fire inspections and evacuations, etc.)
- 4.6 The Police Scotland Health and Safety Board will ensure all personnel within the SPA and Police Scotland are provided with Fire Safety Awareness training, including training for members of staff who have been allocated specific fire safety duties.

5. Leased or Shared Premises

- 5.1 There will be occasions when SPA/Police Scotland employees work from or within premises that are not under the control of the SPA/Police Scotland. These may involve premises that are either occupied as a result of a Lease Agreement or shared premises with an Organisation that has overall control of those premises, e.g. Local Authority, SFRS, etc.
- 5.2 Under these circumstances SPA/Police Scotland still have responsibilities with regard to the management of Fire Safety within these premises.
- 5.3 When occupying leased premise that are fully occupied by SPA/Police Scotland employees the SPA/Police Scotland FSMS will be complied with. However, this must be in consultation and agreement with the relevant Landlord and in accordance with the Lease Agreement.
- 5.4 In premises jointly occupied or shared by SPA/Police Scotland employees but controlled by an external organisation such as a Local Authority, SFRS or another external Agency the SPA/Police Scotland FSMS will apply to the area of the building occupied by those personnel. However, discussions must take place between the SPA or Police Scotland and the Organisation with control of the building to ensure a measure of co-operation and co-ordination of fire safety measures.
- 5.5 Further advice on the management of fire safety within leased or shared premises can be obtained by contacting either your local Estates or Police Scotland Health and Safety Department.

6. Responsibilities

6.1 Duty Holders – Chair of the Scottish Police Authority/Chief Constable - Police Scotland)

6.1.1 Overall responsibility for Fire Safety within SPA/Police Scotland will jointly rest with the Chair of the Scottish Police Authority and the Chief Constable - Police Scotland (Duty Holders). However, this responsibility will be exercised through the Police Scotland Health and Safety Board, chaired by the Deputy Chief Constable – Designate.

6.2 Deputy Chief Constable - Designate

6.2.1 The Deputy Chief Constable through the Police Scotland Health and Safety Board will be responsible for:

- Ensuring the general health, safety and wellbeing of employees, officers, members of the public, visitors, contractors and detainees within SPA/Police Scotland premises;
- Provision of an SPA/Police Scotland FSMS describing the arrangements and the measures to be taken to protect life and property;
- Provision of adequate resources to ensure the implementation of the SPA/Police Scotland FSMS;
- Provision of suitable and sufficient fire safety information, instruction and training to ensure employees are competent in fire safety, particularly those with specific fire safety responsibilities;
- Ensuring fire safety is a standard agenda item at the Police Scotland Health and Safety Board and all other Health and Safety Committees within the SPA/Police Scotland;
- Ensuring there are effective communication and consultation processes/ structures, through which fire safety information, can be conveyed and discussed;
- Provision of competent personnel to advise on fire safety, supplemented by external specialist assistance, where required;
- Ensuring fire safety performance within the SPA/Police Scotland is reviewed annually, or more frequently where circumstances dictate and
- Ensuring a biennial review of the Fire Safety Policy and SPA/Police Scotland FSMS.

6.3 Head of Estates

6.3.1 The Duty Holders have nominated the Head of Estates through the Estates Department to discharge their fire safety responsibilities in respect of the technical aspects of fire safety. Consequently, Estates are responsible for the following:

- Provision, inspection, maintenance, testing and repair of fire safety systems within SPA/Police Scotland buildings;
- Management of inspection and maintenance records related to fire safety and fire safety systems within SPA/Police Scotland buildings;
- Ensuring compliance with fire safety legislation when refurbishments, structural changes or new building works are taking place or have taken place within SPA/Police Scotland buildings;
- Provision of technical advice to the SFRS during on-going fire incidents, or planned or unplanned visits/inspections to SPA/Police Scotland buildings;
- Provision of competent Contractors and the management of these Contractors when undertaking work within SPA/Police Scotland buildings, especially works involving “Hot Work” permits;
- Provision of advice/guidance to Fire Risk Assessors undertaking Fire Risk Assessments at a local level; and
- Liaising with the SFRS and Building Control Departments on fire related issues, where required.

6.4 Health and Safety Manager

6.4.1 The Health and Safety Manager through the Police Scotland Health, Safety and Wellbeing Department is responsible for:

- Development and biennial review of the Fire Safety Policy and SPA/Police Scotland FSMS;
- Development and provision of fire safety training, i.e. induction, Fire Marshal/Wardens, Fire Risk Assessors, etc.
- Provision of advice and guidance on fire safety issues, including legislative changes affecting fire arrangements within SPA/Police Scotland buildings;
- Provision and maintenance of a Property List identifying low, medium and high Fire Risk buildings (Fire Risk Rating);
- Undertaking, in conjunction with local Fire Risk Assessors, Fire Risk Assessments of High Fire Risk premises;
- Provision of advice and guidance to Fire Risk Assessors undertaking Fire Risk Assessments of low to medium risk premises;
- Undertaking inspections and audits of SPA/Police Scotland premises with regard to fire safety issues; and
- Measuring the fire safety performance within the SPA/Police Scotland and reporting findings to the Police Scotland Health and Safety Board, National/

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Local Policing/ Divisional/ Departmental Health and Safety Committees and other relevant Committees, e.g. Human Resources Remuneration Committee (HRRC).

6.5 Assistant Chief Constables (Local Policing), National Division Heads/ Directors of Business Areas

6.5.1 Assistant Chief Constables (Local Policing), National Division Heads and Directors of Business Areas are responsible for:

- Ensuring fire safety is a standing agenda item on all Health and Safety Committees under their control;
- Ensuring implementation of the SPA/Police Scotland FSMS within their area of responsibility;
- Ensuring all employees within their area of responsibility receive training commensurate with their Fire Safety responsibilities;
- Provision of adequate resources to ensure the satisfactory management of fire safety within their area of responsibility;
- Ensuring effective communication and consultation processes/structures within their area of responsibility, through which fire safety information can be conveyed and discussed; and
- Ensuring fire safety performance within their area of responsibility is reviewed annually, or more frequently where circumstances dictate and a report submitted to the Police Scotland Health and Safety Board.

6.6 Divisional Commanders/Heads of Department

6.6.1 Divisional Commanders and Heads of Department are responsible for:

- Ensuring commitment to the SPA/Police Scotland Fire Safety Policy and FSMS at divisional/departmental level;
- Ensuring fire safety is actively managed by the Superintendent or senior manager (with Health and Safety responsibilities);
- Ensuring implementation of the SPA/Police Scotland FSMS within their division or department;
- Ensuring fire safety is a standing agenda item on divisional or departmental Health and Safety Committees;
- Provision of adequate resources to ensure the satisfactory management of fire safety within their division or department; and
- Ensuring fire safety performance within their division or department is reviewed annually or more frequently, where circumstances dictate and a report submitted to the relevant Health and Safety Committee (i.e. Local Policing - North, East, West or National Divisional/ Departmental Committee, etc.).

6.7 Superintendents/Senior Managers (with Health & Safety responsibility)

6.7.1 Superintendents/Senior Managers (with Health & Safety responsibility) are responsible for ensuring:

- Nominating a Fire Safety Co-ordinator (and a deputy) within each building under their control to ensure the local management of fire safety and maintenance of the local SPA/Police Scotland FSMS.
- **Where premises are small enough and identified as a low fire risk, a Fire Safety Co-ordinator may be nominated to take responsibility for a number of premises. Where a custody suite is located within a divisional office the Custody Cluster Inspector is responsible for identifying a person e.g. Duty Officer who will liaise with the Fire Safety Co-ordinator on all fire safety issues relating to custody. Where, a building is occupied fully by a Department the Departmental Supervisor will nominate a Fire Safety Co-ordinator (and a deputy) for the building.**
- A local Emergency Fire Evacuation Plan is in place, detailing the action to be taken on discovering a fire or on activation of the fire alarm;
- The implementation of the SPA/Police Scotland FSMS within the division or department;
- An adequate number of trained Fire Risk Assessors within the division/department;
- An adequate number of trained Fire Marshals/Wardens within the division/department;
- Fire drills are carried out in accordance with the SPA/Police Scotland FSMS (i.e. at least every 6 months);
- Copies of the SPA/Police Scotland FSMS are available within all divisional/departmental premises, maintained and readily available for inspection;
- The management of fire safety is actively promoted within the division/department;
- Fire safety inspections are undertaken in accordance with the SPA/Police Scotland FSMS and results reported to and discussed within the divisional/departmental Health and Safety Committee;
- Identified fire safety issues within the division or department are addressed locally and if this is not possible escalate to the next Health and Safety Committee level; and
- Any work(s) undertaken by contractors within the division or department is carried out in a safe manner and does not increase the risk of fire through their actions. Where appropriate seek further advice from Estates or Police Scotland Health & Safety Team.

6.8 Area Commanders/Cluster Inspectors (Custody) /Departmental Supervisors

6.8.1 Responsible for ensuring the discharge of the fire safety function on behalf of the Superintendents/Senior Managers (with Health and Safety responsibilities) as it affects each of their local areas/departments.

6.8.2 For this purpose, the Area Commanders/Cluster Inspectors (Custody)/ Departmental Supervisors are responsible for the following matters relating to fire safety:

- Ensuring compliance with the SPA/Police Scotland FSMS, within their area of responsibility;
- Dissemination of SPA/Police Scotland fire safety arrangements, information, instructions, guidance and safe systems of work within their area of responsibility;
- Ensuring a sufficient number of Fire Marshals/Wardens are appointed to cover each of the identified Fire Zones within buildings under their control;
- Ensuring the provision of adequate fire safety training to employees within their responsibility, commensurate with the employees fire safety role, i.e. Fire Marshals/Wardens, Fire Risk Assessors;
- Ensuring fire safety, forms part of the local induction input;
- Maintenance of fire safety control measures when reorganising workplaces, changing systems of work or introducing new plant/machinery/ chemicals. *Seek advice from Estates and/or Police Scotland Health & Safety Team, where required;*
- Liaising with Estates and Police Scotland Health & Safety Team on more specialist fire safety issues;
- Provision of an update on fire safety issues to the divisional/departmental Health and Safety Committee;

6.8.3 Fire Safety Co-ordinator (or their deputy)

Fire Safety Co-ordinators (or their deputy) are responsible for:

- Co-ordinating and administering the fire safety control measures detailed within the SPA/Police Scotland FSMS;
- Managing, reviewing and co-ordinating the evacuation of the building in the event of an emergency, and act as the liaison between SPA/Police Scotland and the SFRS
- **Note: in the absence of the Fire Safety Co-ordinator (or their deputy) this task should be carried out by the most senior person within the building.**
- Ensuring details of inspections/maintenance of fire safety features/ equipment (i.e. weekly/monthly fire inspections, inspection of fire extinguishers/ alarms/ lighting, etc.) are recorded within the Fire Safety Control Book (Section 20);
- Ensuring an Emergency Fire Evacuation Plan and Fire Risk Assessment have been developed for the building and where the building contains a custody

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suite, these incorporate the Emergency Fire Evacuation Plan for the management and evacuation of prisoners;

- **Note: It is the responsibility of a nominated person from Custody Division to develop an Emergency Fire Evacuation Plan for the custody suite located within a divisional office. This must be carried out in conjunction with the Fire Safety Co-ordinator.**
- Ensuring identified fire safety issues are addressed locally and if not possible liaise with Estates, and the Police Scotland Health & Safety Team;
- Consulting with employees within their area of responsibility on fire safety matters;
- Ensuring that Personal Emergency Evacuation Plans (PEEPs) are in place for relevant personnel. Note: It is the responsibility of the Line Manager/Supervisor to carry out PEEPs **not** the Fire Safety Co-ordinator;
- Reporting, recording and investigating (in conjunction with Police Scotland Health and Safety Advisors/Assistants, where required) of any fires, near misses and false alarm activations within their area of responsibility;
- Reviewing the Fire Marshal/Warden list for their area and updating where required;
- Ensuring Fire Marshals/Wardens are equipped to undertake their fire safety role, i.e. provision of high viz jackets, radios (where appropriate), zone clearance forms. Note: Within larger premises with more than one Fire Assembly Point, Fire Marshals should be provided with a “Fire Grab Bag” containing the aforementioned items.
- Liaising with custody personnel (i.e. Duty Officer) and departmental supervisors on all fire safety issues relating to the building;
- Ensuring evacuation chairs, where applicable undergo a monthly visual inspection and that this is recorded within the Fire Control Book (Section 20);
- Liaising with Inspectors from SFRS during Fire Inspections of the building; and;
- Providing feedback to the Area Commanders/Cluster Inspectors (Custody) /Departmental Supervisors on all issues relating to Fire Safety, within their area of responsibility.

6.9 Fire Risk Assessors

6.9.1 Fire Risk Assessors are responsible for:

- Attending the SPA/Police Scotland Fire Risk Assessors Course;
- Undertaking Fire Risk Assessments of premises identifies as low-medium Fire Risk;
- Ensuring completed Fire Risk Assessments are inserted into the Fire Control Book (Section 20);
- Requesting advice/guidance from Police Scotland Health & Safety Team, with regard to fire safety issues, where required; and

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- Liaising with the Fire Safety Co-ordinator with regard to the development of a Fire Risk Assessment Action Plan to address any issues identified within the Fire Risk Assessment.

6.10 Fire Marshal

- Undertake their role in accordance with the local Emergency Fire Evacuation Plan with regard to managing Fire Assembly Points; and
- Participate in fire safety training and undertake refresher training, where required.

6.11 Fire Wardens

- Undertake their fire safety role in accordance with the local Emergency Fire Evacuation Plan with regard to confirming Fire Zones are clear; and
- Participate in fire safety training and undertake refresher training, where required.

6.12 Employees

6.12.1 SPA/Police Scotland employees are responsible for:

- Acting in accordance with all fire safety procedures, safe systems of work or instructions;
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of fire safety;
- Reporting without delay to the Line Manager/Supervisor/Fire Safety Co-ordinator any defects or concerns regarding fire safety including hazards, maintenance issues, general fire precautions or any preventive or protective measures in place to reduce the risk to employees from fire;
- Participating, fully in fire safety training, when required;
- Co-operating during fire drills and evacuations; and
- Informing their Line Manager/Supervisor/Fire Safety Co-ordinator of any disability that may impact on their safe egress from the premises in the event of an emergency situation.

7. Fire Safety Arrangements

7.1 Fire Risk Assessment

7.1.1 A Fire Risk Assessment (FRA) is an organised and methodical look at a premise, the activities carried on there, the likelihood a fire could start and cause harm to those in and around the building. The primary purpose of a FRA is to safeguard

life, however many of the preventive and protective measures taken, will offer some protection to the building.

7.1.2 The aims of the FRA are to:

- Identify fire hazards;
- Reduce the risk of those hazards causing harm to relevant persons, to as low as reasonably practicable; and
- Decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in any SPA/Police Scotland building, if a fire does occur.

7.1.3 Further details on the Fire Risk Assessment process are contained within Section 9 - SPA/Police Scotland FSMS.

7.2 Emergency Fire Evacuation Plan

7.2.1 An Emergency Fire Evacuation Plan (EFEP) is a written document which sets out details of the procedures to be followed by staff in the event of a fire and by any other persons present. It will be specific to the premises and will include the following:

- 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 SF&RS;
- The specific action to be taken by personnel with specific fire duties 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 (PEEPs);
- 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;
- Procedures for meeting the SFRS on their arrival and notifying them of the circumstances of the incident, whether all persons are accounted for and the presence of any specific hazards.
- An EFEP will be developed for all SPA/Police Scotland premises by the relevant Fire Safety Co-ordinator using the template provided within Section 13 - SPA/Police Scotland FSMS.

7.3 Fire Drills

- 7.3.1 Fire drills will be carried out within SPA/Police Scotland buildings as a **minimum every 6 months**, with EFEPs being evaluated for their effectiveness following each evacuation.
- 7.3.2 Fire drills will be carried out at sufficient intervals to ensure that all members of staff and others, who may occupy the building out with normal working hours, take part in at least two evacuation drills per year. The Fire Safety Co-ordinator will co-ordinate fire drills within their area of responsibility.
- 7.3.3 A well planned and executed fire drill will confirm understanding of the Emergency Fire Evacuation Plan and assist when undertaking a review of the process.
- 7.3.4 The objectives of fire drills are as follows:
- Testing of the procedures after any recent building alterations or changes to working practices or identified in the fire risk assessment;
 - Identifying any weaknesses in the evacuation strategy;
 - Familiarising new staff or occupants of the building; and
 - Ensuring the procedures for the safe evacuation of any persons requiring assistance, are satisfactory.
- 7.3.5 Records will be kept within the Fire Control Book (Section 20) of fire drills and the length of time taken to completely evacuate the building to a place of ultimate safety (i.e. Fire Assembly Point).
- 7.3.6 The criteria for the evaluation of fire drills is contained within the Fire Safety Control Book (Section 20).

7.4 Assisted Evacuation

- 7.4.1 Fire safety legislation requires that all people, this includes visitors and detainees using a building be provided with adequate means of escape in case of fire.
- 7.4.2 The Equality Act 2010 does not make any change to these requirements; however it underpins the current fire safety legislation by requiring that employers take responsibility for ensuring all people, including people with a disability, can leave the building they control safely in the event of a fire. Practical guidance on the evacuation of People with Disabilities from buildings can be found on the Scottish Government website www.gov.scot under 'Fire Law'.

- 7.4.3 When developing a local Emergency Fire Evacuation Plan for a building, the likelihood of the presence of the following groups within, must be considered;
- People who are pregnant; these people may be in advanced states of pregnancy and may need support. Mothers with young babies/young children might also need support at times of fire evacuation;
 - The likelihood of a broad range of ages potentially within Police Scotland/ SPA buildings ranging from young people through to the elderly, each of whom have their own needs in respect of support with fire evacuation;
 - People with a broad range of disabilities, physical, sensory, learning, cognitive, all of whom will have differing levels of need. As some disabilities are less obvious, people require to be dealt with in a manner which ensures their safety but also safeguards their dignity;
 - People from different ethnic backgrounds, some of which may not have English as their first language. It should be recognised that this group could include refugees who might have a different perception of the police, based on previous experience in their country of origin and who might become confused or afraid at times of an emergency fire evacuation.

7.5 Personal Emergency Evacuation Plan (PEEP)

- 7.5.1 There may be occasions when employees do not have the ability to recognise that an emergency is taking place or the ability to evacuate the building unaided. Consequently, employees and Line Managers/Supervisors must work together to ensure any issues are identified and addressed, via the development of a PEEP.
- 7.5.2 The PEEP will be developed by the individual's Line Manager/Supervisor with input from the employee, Health & Safety Team and/or Occupational Health, etc. where required.
- 7.5.3 On completion of a PEEP a copy should be forwarded to the Fire Safety Co-ordinator for their information and reference and a copy also forwarded to the individual. Note: Agreement should be sought from the individual before forwarding to the Fire Safety Co-ordinator. If there is no agreement an abbreviated version should be forwarded, removing any reference to medical issues.
- 7.5.4 The PEEP will be tailored to the individual's specific needs and will provide detailed information on how they will evacuate the building safely in the event of an emergency.
- 7.5.5 Depending on the type of disability it may be possible that some building adaptation is required in order to facilitate the employee's escape and reduce the need for personal assistance. Any potential adaptations should be discussed with Estates in the first instance to establish if the adaptation is possible.

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- 7.5.6 There may be occasions when non-employees, such as regular visitors to SPA/Police Scotland premises or detainees have a disability that will require a PEEP to be developed. In such circumstances it is the responsibility of the Line Manager/ Supervisor or in the case of a prisoner, the Duty Officer to complete a PEEP.
- 7.5.7 Guidance on completing a PEEP, including a PEEP template can be found within the Emergency Fire Evacuation Plan document (Section 13).

7.6. Evacuation Chairs

- 7.6.1 Evacuation chairs have been provided within a number of SPA/Police Scotland premises to aid in the evacuation of personnel with a disability, and where provided, will be located mainly within stairwells.
- 7.6.2 Where provided, the Fire Safety Co-ordinator will ensure evacuation chairs undergo a monthly visual inspection (this task may be delegated), with details of the inspection being recorded within the Fire Control Book (Section 20).
- 7.6.3 Any adverse issues identified during these inspections will be rectified by Estates, or if required by the supplier/manufacturer of the evacuation chairs.
- 7.6.4 Wheelchair users are considered a high risk in terms of escape from upper floors and it is essential when preparing a PEEP the escape plan identifies the most suitable escape route/method for the individual.
- 7.6.5 It should be noted that not all wheelchair users can be transferred to an evacuation chair and maintain a sitting position once seated.
- 7.6.6 Evacuation chairs should not automatically be assumed to be the solution for all wheelchair users.
- 7.6.7 The following hierarchy of controls (in descending order) will be considered, when introducing specific arrangements for those in need of assistance:
- Work area positioned, but not restricted to the lowest point within the building;
 - Dealing with visitors on the ground floor e.g. meeting/interview rooms; and
 - Manually assisted evacuation chairs.
- 7.6.8 When considering the hierarchy of controls the concept of reasonably practicable (i.e. a balance between the costs/time/effort in relation to the reduction in risk) will be applied.
- 7.6.9 Employees meeting/hosting visitors to an SPA/Police Scotland premises should make themselves aware of any assistance required by the visitor in the event of an evacuation, and ensure appropriate control measures are in place.

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- 7.6.10 Where evacuation by use of an evacuation chair has been highlighted by a PEEP, the Line Manager/Supervisor will assess the provision and location for the chair and discuss the relevant training required with those personnel identified as providing assistance during the evacuation.
- 7.6.11 Where any issues concerning the location of evacuation chairs are highlighted within the PEEP, the Line Manager/Supervisor should contact Estates for further advice/ guidance.
- 7.6.12 Employees who may need to assist with an evacuation using evacuation chairs will be suitably trained. This will be carried out by “Trainers” who have attended a Police Scotland half day “Evacuation Chair - Train the Trainers” course. A refresher “Evacuation Chair” training course will be provided every 3 years.
- 7.6.13 The Fire Safety Co-ordinator is responsible for completion and regular update of the “Evacuation Chair - Training” form contained within the Fire Control Book (Section 20).
- 7.6.14 Information and instruction on the use of the evacuation chairs will be provided at their location, as will names and contact details of “Trained Personnel”.
- 7.6.15 The use of evacuation chairs is one method of assisting persons with mobility impairment. There may be others, such as ski pads/evacuation lifts. Advice on the use of these methods may be sought by contacting the Police Scotland Health and Safety Department.

7.7 Use of Temporary Refuge Areas

- 7.7.1 During an evacuation there may be occasions when disabled personnel may require to temporarily rest, within a refuge area whilst awaiting help in order to move to the final exit and safety.
- 7.7.2 A number of SPA/Police Scotland premises may contain Refuge Areas. Where this is the case, reference must be made to these within a PEEP, where applicable.
- 7.7.3 Some of the Refuge Areas may contain intercoms and the PEEP should contain details of how information will be communicated to the Fire Safety Co-ordinator, during an evacuation where these areas are being utilised.
- 7.7.4 Employees identified as providing support to a colleague within a PEEP, must make themselves aware of the location of the Refuge Areas identified within the plan.
- 7.7.5 Guidance on the “Use of Refuge Areas” is contained within the Emergency Fire Evacuation Plan document (Section 13).

7.8 Fire Detection/Alarm System

- 7.8.1 A variety of fire detection/alarm systems have been installed within SPA/Police Scotland premises, in order to meet legislative requirements.
- 7.8.2 These systems are subject to a Planned Preventative Maintenance Programme, managed by Estates.
- 7.8.3 The Fire Safety Co-ordinator is responsible for ensuring that all personnel with duties involving the management, operation or testing of the Fire Detection/ Alarm Systems are provided with suitable information/instruction on their use. Further advice/ guidance on the use of the Fire Detection/Alarm Systems may be sought by contacting Estates.
- 7.8.4 The Fire Safety Co-ordinator should ensure that a weekly inspection of the Fire Alarm System (using different call points each week) is carried out and recorded within the Fire Control Book (Section 20).
- 7.8.5 Details of the Weekly Alarm Test (i.e. day and time) must be recorded within the local Emergency Fire Evacuation Plan and communicated to staff, visitors and contractors.
- 7.8.6 False fire alarm activations will be recorded within the Fire Safety Control Book (Section 20), investigated and remedial action taken to prevent a recurrence, where appropriate.
- 7.8.7 Any issues with regard to the maintenance and repair of Fire Detection/ Alarm Systems should be forwarded to the Fire Safety Co-ordinator for further communication to Estates.

7.9 Emergency Escape Routes/Exits & Lighting

- 7.9.1 Personnel within premises should be able to find their way to a place of relative safety (the escape route) and thereafter a place of ultimate safety (the Fire Assembly Point) in the event of a fire by using escape/exit routes, which are illuminated by suitable and sufficient lighting.
- 7.9.2 The size and type of the premises and the risk to the occupants will determine the complexity of the emergency escape lighting required within each individual premise.
- 7.9.3 The condition of Emergency Exit Routes will form part of a daily Fire Inspection regime to ensure these are free from obstruction at all times and will not hinder egress in the event of an emergency.
- 7.9.4 The emergency lighting provided within the majority of SPA/Police Scotland premises will conform to British Standard 5266 Part 1 "Emergency Lighting" and will utilise self-contained battery operated luminaires, trickle charged from the main electrical supply, which will come into operation on failure of the local mains lighting.

- 7.9.5 The batteries must have sufficient capacity to operate the luminaires for up to three hours.
- 7.9.6 Most existing Emergency Lighting systems within SPA/Police Scotland premises will require to be manually tested. However, some modern systems (installed within recent new builds or refurbishments) have self-testing facilities that reduce routine checks to a minimum. If in any doubt as to the system in place within an individual premise, contact should be made with the local Estates Department for clarification.
- 7.9.7 If the Emergency Lighting system requires to be tested manually, the testing regime will be carried out as follows:
- **Monthly** visual check to identify any of the following issues:
 - Damage
 - Accumulations of dirt/dust; and
 - Paint likely to interfere with the normal operation of the emergency lighting
 - **6-monthly** one hour duration test by a competent contractor
 - **Annual** 3-hour full duration test by a competent contractor;
- 7.9.8 Emergency lighting tests will also be undertaken within out-buildings; and Inspections/tests will be recorded within the Fire Control Book (Section 20).

7.10 Fire Escape Signage

- 7.10.1 Fire signs and notices, as required by the Health & Safety (Signs and Notices) Regulations are displayed within SPA/Police Scotland premises to ensure personnel and others can identify designated escape routes (Appendix B). It is essential staff follow these signs when exiting any building during an emergency evacuation.
- 7.10.2 If there any concerns with regard to escape signage i.e. location, condition, quantity, etc. within any SPA/Police Scotland premises contact should be made in the first instance with the Fire Safety Co-ordinator, who may, if required contact the local Estates and/or Police Scotland Health & Safety Teams for further advice and guidance.

7.11 Other Mandatory Fire Safety Signs and Notices

- 7.11.1 A number of other mandatory fire safety signs and notices are also displayed within SPA/Police Scotland premises:
- Fire Action Notices positioned on escape routes adjacent to fire break glass points;

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- Fire doors fitted with self-closing devices – labelled “**Fire Door – Keep Closed**” on both sides;
- Fire resisting doors to cupboards, stores and service ducts that are not self-closing as they are routinely kept locked – labelled “**Fire Door – Keep Locked**”;
- Doors fitted with a panic bolt or panic latch – labelled with “**Push Bar to Open**” or “**Push Pad to Open**” immediately above the push bars/pads; and
- Doors provided as a means of escape in case of fire – labelled “**Fire Escape – Keep Clear**”.

7.11.2 If there are any concerns with regard to other mandatory Fire Safety Signs and Notices i.e. location, condition, quantity, etc. within any SPA/Police Scotland premises contact should be made in the first instance with the Fire Safety Co-ordinator. If the Fire Safety Co-ordinator is unable to solve the issue they will contact the local Estates and/or Police Scotland Health & Safety Teams for further advice and guidance.

7.12 Means of Escape

7.12.1 The escape routes within the majority of SPA/Police Scotland premises have been designed to ensure, so far as possible, that any person confronted by fire anywhere in a building will be able to turn away from it and escape (or be assisted) to a place of relatively safety, e.g. a fire protected area or stairwell. From there they will be able to go to (or be assisted) directly to a place of ultimate safety, i.e. away from the building.

7.12.2 The Fire Safety Co-ordinator will ensure (via consultation with Estates) that escape routes within any building under their control are:

- Suitable;
- Easily, safely and immediately usable at all relevant times;
- Adequate for the number of people likely to use them;
- Free from obstructions;
- Available for access by the SF&RS; and
- Amended to suit the needs of those with a disability, i.e. provision of hand rails

7.12.3 All escape routes and final exits will be free from obstruction and available for use at all times. Storage of furniture, equipment or other materials in stairways and on escape routes will not be permitted.

7.12.4 Compliance with the above will be assessed via weekly and monthly fire inspections, in accordance with Section 38 of the SPA/Police Scotland Fire Safety Manual.

7.12.5 Final exit doors are openable from the inside without the use of a key, exception to this will be within Custody areas, and parking adjacent to these doors will not be permitted at any times.

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- 7.12.6 Where possible, doors on escape routes open in the direction of escape.
- 7.12.7 Escape routes and travel distances have been designed in accordance with the Fire Scotland Act 2005 and the Fire Safety (Scotland) Regulations 2006 and current Building Regulations.
- 7.12.8 Lifts, unless they are specifically fire evacuation lifts will not be used as part of any evacuation within SPA/Police Scotland premises and will be signed accordingly.
- 7.12.9 Escape routes/exits are prominently displayed within each designated Fire Zone.
- 7.12.10 Refuge areas are identified by the following symbols



7.13 Fire Fighting Equipment

- 7.13.1 Dry Risers/fire hydrants, in compliance with BS 5306 – Fire Extinguishing Installations should be situated around buildings and be easily accessible to the SFRS.
- 7.13.2 Any concerns with regard to the condition/location/quantity of dry risers/fire hydrants should be directed to the Fire Safety Co-ordinator, in the first instance, who, if required will contact Estates and/or Police Scotland Health and Safety Departments for further advice and guidance.
- 7.13.3 Fire extinguishers/hose reels are provided within every SPA/Police Scotland premises and are identified by appropriate signage. Additionally, Fire Blankets are provided in areas where cooking facilities are provided.
- 7.13.4 The type and number of fire extinguishers provided within each premises has been identified following a Fire Risk Assessment taking into account the following:
- Size of premises;
 - Number of people;
 - Provision of cooking facilities;
 - Type of processes; and
 - Use/storage of flammable material.

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- 7.13.5 All fire extinguishers conform to BS 5306 Part 3 “Fire extinguishing installations and equipment on premises” and Part 8 “Selection and positioning of portable fire extinguishers”.
- 7.13.6 Fire extinguisher training will be provided to some staff via a number of routes, instruction/guidance, classroom based and or e-learning.
- 7.13.7 The Fire Safety Co-ordinator will ensure fire extinguishers/fire blankets are subject to bi-annual inspection, with the findings being recorded within the Fire Control Book (Section 20).

7.14 Storage and Use of Flammable Substances

- 7.14.1 Specific precautions are required when handling and storing flammable substances to minimise the possibility of an adverse incident. Details of advice on safe storage and use of flammable substances will be provided by the Supplier and should be followed at all times.
- 7.14.2 However, to reduce the risk of fire the following principles should be introduced when purchasing, storing and handling flammable substances:
- Substitute highly flammable substances and materials with less flammable substances;
 - Reduce the quantity of flammable substances to the lowest reasonable amount necessary for the intended use;
 - Store flammable substances within fire-resistant containers/enclosures;
 - Ensure Control of Substances Hazardous to Health (COSHH) and Dangerous Substances & Explosive Atmosphere Regulations (DSEAR) Assessments are developed and control measures implemented and;
 - Ensure relevant employees are aware of any fire risk the flammable substance present and the precautions necessary to avoid danger.
 - Additional information/advice on the correct storage and use of flammable substances can be sought by contacting the Police Scotland Health & Safety Team.

7.15 Fire Safety Information and Training

- 7.15.1 General and site specific fire safety information will be provided via the following formats:
- Fire Action Notices/Emergency Fire Evacuation Plans
 - Health & Safety Alerts/Bulletins
 - Health & Safety Committees
 - Team meeting/Briefings
 - Induction

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- 7.15.2 Staff members required to undertake specific fire safety roles, such as Fire Safety Co-ordinator, Fire Marshal/Wardens, etc. will be provided with specific training commensurate with their fire safety role.
- 7.15.3 Line Managers/Supervisors should ensure staff under their control receive and attend, where required, fire safety training/information during their induction and subsequent refresher training, which should be conducted annually.
- 7.15.4 Fire Safety Training will be recorded within each Staff Member's Training Records.
- 7.15.5 Fire Safety Training will be managed and co-ordinated via the Police Scotland Health & Safety Board.

7.16 Restaurants/Kitchens/Coffee Shops

- 7.16.1 A number of SPA/Police Scotland premises will contain either a restaurant, kitchen or coffee shop, etc. where food is stored, prepared and served.
- 7.16.2 Cooking is a frequent cause of fires and false alarms and to ensure the risks from these are minimised the following measures must be implemented by staff working or preparing food within these areas:
- Electrical appliances and equipment will undergo regular Portable Appliance Testing and Planned Preventive Maintenance Programmes;
 - Provision of fire blankets, heat detectors and dry powder/wet chemical fire extinguishers;
 - Regular cleaning and maintenance of ducting, grease traps, ovens, hobs, cooking ranges, grills and filters to reduce/minimise the "build up" of grease;
 - Ensure appliances are switched off before leaving the cooking area unattended for any reason;
 - Keep doors closed to prevent fire spread and to prevent smoke or steam activating detectors within other areas of a building;
 - Keep electrical leads, towels and cloths away from cooking equipment; and
 - Provision of isolation switches for gas and electrical supplies

7.17 Fire Suppression Systems

- 7.17.1 A number of SPA/Police Scotland premises operate a Fire Suppression System to provide fire protection for critical areas such as Server Rooms, Communications Room, and Data Centres.
- 7.17.2 The type of Fire Suppression System in use may vary within individual premises, with Argonite and Inergen being two types of systems currently in place.
- 7.17.3 The systems operate by reducing the oxygen levels within these areas from 21% to between 12-15%, which will be insufficient for a fire to sustain combustion.

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7.17.4 Fire Suppression Systems are maintained by Estates as part of a Planned Preventative Maintenance Programme. Further details on the location and inspection frequency of Fire Suppression Systems can be sought by contacting Estates.

7.17.5 Details of all Planned Preventative Maintenance/Inspections must be recorded within the Fire Control Book (Section 20).

7.18 Smoke Control System

7.18.1 A number of SPA/Police Scotland premises may have in place a Smoke Control System within stairwells/escape routes, which may be operated manually or automatically.

7.18.2 These systems are designed to quickly remove/disperse smoke out of the stairwells, providing not only staff, visitors and contractors with a safer route of exit from the building, but also aiding Fire Officers who require to use the stairwells during a fire incident.

7.18.3 It is the responsibility of the Fire Safety Co-ordinator to ascertain if they have a Smoke Control System within their premises and if so to liaise with Estates concerning the maintenance/servicing frequency.

7.18.4 Details of all Planned Preventative Maintenance/Inspections must be recorded within the Fire Control Book (Section 20).

7.19 Automatic Sprinkler System

7.19.1 A number of SPA/Police Scotland premises operate Automatic Sprinkler Systems, which are subject to a Planned Preventative Maintenance Programme in accordance with the manufacturer's instructions and current British Standard.

7.19.2 Given the diversity of systems in operation there are a variety of maintenance and inspection regimes in place. The Fire Safety Co-ordinator should contact Estates to establish if an Automatic Sprinkler System is in place within any premises under their control. If so, they should ensure details of any maintenance and inspections are inserted into the Fire Control Book (Section 20)

7.20 Very Early Smoke Detection Apparatus (VESDA)

7.20.1 VESDA is a laser based smoke detection system which is located within a number of SPA/Police Scotland premises.

7.20.2 The VESDA system removes air from the local environment via purpose built aspirating pipes and samples the quality of air passing through the VESDA detection laser chamber.

7.20.3 The main advantage of this system is that it is able to detect very low concentrations of smoke and thus provides an early warning of a potential fire within highly critical areas, e.g. custody suites, server rooms.

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- 7.20.4 VESDA systems are maintained as part of a Planned Preventative Maintenance Programme by Estates.
- 7.20.5 It is the responsibility of the Fire Safety Co-ordinator to identify, in conjunction with Estates if there are any VESDA systems in operation within premises under their responsibility. If so, details of any maintenance and inspections must be recorded within the Fire Control Book (Section 20).
- 7.20.6 If a VESDA system is in operation within an SPA/Police Scotland premise it is the responsibility of the Fire Safety Co-ordinator, in conjunction with the Custody Cluster Inspector or relevant IT personnel (where required) to ensure this is incorporated into the Emergency Fire Evacuation Plan.

7.21 Hot Works

- 7.21.1 Activities involving hot works such as welding, use of blow lamps/torches, portable grinding equipment can pose a serious fire hazard and require to be strictly controlled when carried out within SPA/Police Scotland premises.
- 7.21.2 As a result of the increased risk from “Hot Work” activities a “Hot Work Permit” system is in operation and managed by Estates, in order to satisfactorily control this activity.
- 7.21.3 No “Hot Works” must take place within an SPA/Police Scotland premise, unless a “Hot Works Permit” has been approved by Estates or a senior manager.

7.22 Electrical Safety

- 7.22.1 Electricity is a source of heat and frequent cause of fires in buildings, the main causes being:
- Overheating cables and equipment, e.g. due to overloading circuits and bunched or coiled cabling;
 - Incorrect installation or use of equipment;
 - Lack of maintenance and testing of equipment
 - Damaged or inadequate insulation on cables or wiring; and
 - Combustible materials being placed too close to electrical equipment which may give off heat even when operating normally or may become hot due to a fault.
- 7.22.2 Estates have in place a Planned Preventative Maintenance (PPM) Programme for the inspection of the main electrical supply within all SPA/Police Scotland premises, including the testing of Portable Electrical Appliances.
- 7.22.3 Personal electrical items such as mobile phone chargers, multi-sockets, kettles, etc. should not be used within SPA/Police Scotland premises, unless agreed by the Line Manager/Supervisor. These items should also be subjected to the Service’s Portable Appliance Testing programme.

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- 7.22.4 Electrical sockets should not be overloaded and the process of “daisy-chaining” multi-sockets is forbidden.
- 7.22.5 Any damaged electrical equipment must be removed from use immediately and highlighted as such.
- 7.22.6 If there are insufficient electrical sockets within a premises/room contact should be made with Estates to enable an assessment to be carried out, and if required additional electrical sockets installed.
- 7.22.7 The Fire Safety Co-ordinator will ensure the electrical safety forms part of the bi-annual fire inspection, with the findings being recorded within the Fire Control Book (Section 20).

7.23 Equipment & Machinery

- 7.23.1 Lack of preventive maintenance increases the risk of equipment and machinery overheating resulting in a fire.
- 7.23.2 Equipment and machinery within SPA/Police Scotland premises are subject to a Planned Preventive Maintenance (PPM) Programme, managed by Estates and carried out by competent personnel.
- 7.23.3 Equipment or machinery identified as malfunctioning must immediately be taken out of use, identified as such and reported to Estates.

7.24 General Housekeeping

- 7.24.1 Good housekeeping **will significantly reduce the risk of fire** therefore the accumulation of material, particularly flammable material must be carefully monitored.
- 7.24.2 Under no circumstances will waste material, furniture, deliveries or any other type of storage be stored within protected emergency exit routes.
- 7.24.3 Fire exit doors will be kept clear and free from obstruction at all times.
- 7.24.4 Provision of weekly and bi-annual Fire Safety inspections incorporating housekeeping issues, particularly those involving protected escape routes and fire exit doors.
- 7.24.5 Any issues with regard to the improper storage of waste material, furniture, equipment, etc. within SPA/Police Scotland premises should be directed in the first instance to a Line Manager/Supervisor for further action. If no action taken to address the issue then escalate to the Fire Safety Co-ordinator.

7.25 “Smoking in the Workplace” Policy

- 7.25.1 A “Smoking in the Workplace” Policy operates within SPA/Police Scotland premises, which is strictly enforced to support the SPA/Police Scotland FSMS.

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- 7.25.2 Smoking is also strictly prohibited directly outside main entrances to SPA/Police Scotland premises however, there are designated smoking areas, which must be used at all times by those wishing to smoke.
- 7.25.3 It is the responsibility of SPA/Police Scotland personnel to ensure this “Smoking in the Workplace” Policy is adhered to, at all times.

7.26 Management of Contractors

- 7.26.1 Prior to any significant building works commencing within SPA/Police Scotland premises the Fire Risk Assessment will be reviewed to consider additional hazards and the risks to staff that may be introduced as a result of the “Works”.
- 7.26.2 Estates will liaise and exchange information with contractors who also have a duty to consider and identify increased fire risks as a result of their work activity.
- 7.26.3 Estates will monitor the impact building work may have on the fire safety precautions in place within individual SPA/Police Scotland premises, with particular emphasis on the following:
- Hot work such as flame cutting, welding, soldering, grinding, etc.;
 - Use of temporary electrical equipment;
 - Blocking of escape routes, including fire doors;
 - Introduction of combustibles into escape routes;
 - Fire safety equipment, such as automatic fire detection/alarm systems becoming affected;
 - Removal or obscuring fire signage;
 - Fire resisting partitions being breached or fire doors “wedged” open; and
 - The introduction of additional personnel who are unfamiliar with SPA/Police Scotland premises.

7.27 Fire Control Book

- 7.27.1 The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 require that all fire safety provisions including equipment and other devices are maintained in efficient working order and in good repair. Additionally, that staff who work within SPA/Police Scotland premises are provided with adequate Fire Safety Training.
- 7.27.2 The Fire Safety (Scotland) Regulations also require that tests, maintenance and fire safety training are capable of being audited to ensure they are being carried out.
- 7.27.3 The Fire Control Book (Section 20) has been prepared to assist in the co-ordination and maintenance of fire safety records. Whilst the Fire Control Book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation in respect of keeping fire safety

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records. Such records should be maintained and retained in accordance with the Records Retention SOP.

- 7.27.4 The Fire Control Book must be kept up to date (where applicable) by each Fire Safety Co-ordinator and readily available for inspection or audit by the SF&RS, Police Scotland Health & Safety Team or as part of the SPA Scrutiny Programme.

7.28 Audit & Inspection

- 7.28.1 The Police Scotland Health & Safety Manager will develop and implement a programme of Fire Safety Audits and Inspections in order to monitor the fire safety performance within SPA/Police Scotland premises. This programme will report to and be monitored by the Health and Safety Board. The Health and Safety Manager will be responsible for ensuring the quality and frequency of Fire Safety Audits/ Inspections.
- 7.28.2 Local, departmental (e.g. Forensic Services) and National Division Health & Safety Committees (e.g. Operational Support Division) are responsible for ensuring the development of local Fire Action Plans following an audit/ inspection. This will ensure any issues identified from the Audit/Inspection process are addressed and also ensure compliance with legislative requirements and also the SPA/Police Scotland FSMS.
- 7.28.3 It is the responsibility of the Fire Safety Co-ordinator to ensure that Fire Action Plans developed following a fire audit/inspection are regularly updated and reported to their local Health and Safety Committee.
- 7.28.4 Area, local, departmental (e.g. Forensic Services) and National Division Health & Safety Committees (e.g. Operational Support Division) are responsible for providing feedback on these Fire Safety Audits/Inspections and Action Plans to the Police Scotland Health and Safety Board.
- 7.28.5 Further Audit and Inspection of the Fire Safety Management System will be carried out by the Scottish Police Authority as part of their Scrutiny Programme.

8. Fire Risk Assessment

- 8.1 The Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 places a duty on employers and other persons who have control of a building to carry out a fire risk assessment of the building and put in place controls to prevent harm from fire to any person who may be lawfully on the premises.
- 8.2 Within the Scottish Police Authority (SPA)/Police Scotland the Duty Holders i.e. Chair SPA/Chief Constable – Police Scotland have responsibility to ensure suitable and sufficient fire risk assessments are carried out within SPA/Police Scotland premises. However, this responsibility has been delegated to the Police Scotland Health and Safety Board.

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- 8.3 A fire risk assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises.
- 8.4 The primary purpose of a fire risk assessment is to safeguard life, however many of the preventive and protective measures taken will offer some protection to the building.
- 8.5 Within the SPA/Police Scotland the following Fire Risk Assessment Forms will be used:
- Force Form 076-010 Fire Risk Assessment: High Fire Risk Rating or;
 - Force Form 076-012 Fire Risk Assessment: Low/Medium Fire Risk Rating.

The type of Fire Risk Assessment form to be used will depend on the outcome of a fire risk rating exercise carried out within each premises.

- 8.6 Fire Safety Co-ordinators responsible for premises that have a **Low/Medium Fire Risk** rating will ensure Force Form 076-012 “Fire Risk Assessment: Low/Medium Fire Risk Rating” is completed by a trained Fire Risk Assessor.

Fire Safety Co-ordinators responsible for premises having a **High Fire Risk** rating will ensure the Force Form 076-010 “Fire Risk Assessment: High Fire Risk Rating” is completed in conjunction with a trained and competent member of the Police Scotland Health and Safety Team.

- 8.7 Following completion of the fire risk assessment, a Fire Risk Assessment Action Plan will be developed by the Fire Risk Assessor and will be presented to the person responsible for the building, Custody Division (if applicable) and to the divisional Health and Safety Committee in order to take forward any recommendations. Actions will be progressed as per the time scales on the action plan.
- 8.8 The divisional/departmental Health and Safety Committee will monitor the progress of the Fire Risk Assessment Action Plan to ensure all actions are progressed and completed.
- 8.9 The local fire risk assessment will be held within the Fire Safety Management System document to ensure it is easily accessible for reference and available for inspection by the Scottish Fire & Rescue Service (SF&RS), Health & Safety Executive (HSE), SPA and Police Scotland Health & Safety Team and other relevant Agencies.
- 8.10 The Fire Safety Co-ordinator will ensure the fire risk assessment is reviewed bi-annually and the review is recorded on Force Form 076-014 (Fire Risk Assessment – Record of Assessments & Reviews).
- 8.11 A new/amended fire risk assessment will be produced when any of the following changes have taken place:

- Alterations in the layout of the building;

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- Changes in the use of the building;
- Significant changes to displays or quantities of stock or storage of hazardous items/chemicals;
- Increase/decrease in personnel within the premise or the characteristics of the occupants including the presence of people with some form of disability;
- Changes to work procedures, including the introduction of new equipment; and
- Any other significant changes which would require the fire risk assessment to be updated.

8.12 This Fire Risk Assessment Guidance provides information and assistance to enable personnel with fire safety responsibilities, i.e. Fire Safety Co-ordinators, Fire Risk Assessors, etc. carry out a fire risk assessment within SPA/Police Scotland premises, identified as having a low/medium or High Fire Risk Rating.

8.13 Force Form 076-013 (Fire Risk Assessment Checklist) should be completed in the first instance to assist with completion of the fire risk assessment.

8.14 The duties imposed by the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 fall into seven general categories:

- Carrying out a fire risk assessment of the premises;
- Identifying the fire safety measures necessary as a result of the fire safety risk assessment outcome;
- 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;
- Complying additionally with the specific requirements of the fire safety regulations;
- Keeping the fire safety risk assessment and outcome under review; and
- Record keeping.

8.15 It is important to remember that the process of carrying out a fire risk assessment is not a paper exercise. It is an important process aimed at ensuring appropriate control measures are in place to reduce the risk of fire occurring within a particular premises to as low as practicable and that in the event of an emergency, procedures are in place to ensure occupants can evacuate the building safely.

8.16 The aims of the fire risk assessment are to:

- Identify fire hazards;
- Reduce the risk of those hazards causing harm to relevant persons, to as low as reasonably practicable;
- Decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in a building if a fire does occur

- 8.17 For clarification, a hazard is a situation that can give rise to a fire, whereas risk has two components: (1) the likelihood that a fire may occur; and (2) the potential for a fire to cause death or injury i.e. consequence. Both of these components should be considered in any fire risk assessment.
- 8.18 The amount of information recorded within a fire risk assessment is likely to be influenced by the life risk in the premises; the complexity of the premises; the activities undertaken; and the existing fire safety measures. For example, the records required for premises such as a divisional headquarters incorporating a number of floors and a custody suite will be much greater than that required for a single floor, small police office.
- 8.19 A flow chart of the 5 step approach to risk assessment, is provided within Appendix C.

9. Fire Risk Assessment Process

9.1 Step 1: Identify people at risk

An assessment should be made of those persons at risk if a fire occurs. This involves identifying the number and capability of people residing, occupying or working on the premises and others who frequent the premises such as visitors, custodies or contractors. Those with some form of disability or frailty may have difficulty in perceiving or responding to a fire, or in leaving a building if there is a fire, and this must be taken into consideration.

9.2 Step 2: Identify fire hazards

This step involves identifying potential ignition sources, in other words, the materials that might fuel a fire and the oxygen supplies which will help it burn. For a fire to start, three things are required: a source of ignition (e.g. naked flames), fuel (e.g. flammable materials) and oxygen (the main source of which is in the air around us). If any one of these components is missing, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring.

9.3 Step 3: Evaluate the risk and decide if existing fire safety measures are adequate

The premises should be examined to identify any potential fire hazards and any acts or omissions which might allow a fire to start. This should include possible opportunities for deliberate ignition.

Having considered the potential for a fire to start and the people likely to be at risk should a fire occur in the building, the extent of the actual risk to those people must be considered. In evaluating the risk, thought should be given to how and where the fire may spread and how this may affect escape routes.

Fire safety law requires that the following principles must be considered when implementing fire safety measures:

- Avoiding risks;
- Evaluating risks which cannot be avoided;
- Combating risks at source;
- Adapting to technical progress;
- Replacing the dangerous with the non-dangerous or less dangerous;
- Developing a coherent fire prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment; Giving collective fire safety protective measures priority over individual measures; and
- Giving appropriate instruction to employees.

Having identified the fire hazards in Step 2, the risks should be avoided by removing or reducing sources of ignition, fuel and oxygen. If the hazards cannot be removed, measures should be taken to reduce the risks. Fire safety measures should be put in place to reduce the likelihood of fire and its spread; to provide means of escape; to fight fire; detect fire and give warning; arrange for action in the event of fire; and the provision of fire safety training.

9.4 Step 4: Record Fire Risk Assessment

Having carried out a fire risk assessment in relation to the premises, the findings should be recorded and, the following should be included:

- The significant findings, if any, from the fire risk assessment;
- The resulting fire safety measures and action to be taken; and
- Persons who are especially at risk; and fire safety arrangements for the effective planning, organisation, control, monitoring and review of the fire safety measures. Any information recorded should be available for inspection by SF&RS.

9.5 Step 5: Review of Fire Risk Assessment

A review of the fire risk assessment should be carried out at least bi-annually. However, if the findings of the fire risk assessment are considered to be no longer valid or there has been a significant change to the premises, or the organisation of the work undertaken has affected the fire risk or the fire safety measures, a review should be carried out sooner. Situations which might prompt a review include:

- A change in the number of people present or the characteristics of the occupants, including the presence of people with some form of disability;
- Changes to work procedures, including the introduction of new equipment;
- Alterations to the building, including the internal layout;

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- Significant changes to furniture and fixings;
- Significant changes to displays or quantities of storage;
- The introduction or increase in the storage of hazardous substances; or
- Becoming aware of shortcomings or potential improvements.

The potential risk of any proposed change should be considered before the change is introduced. If a change introduces new hazards, consider the fire risk and, if significant, do whatever is needed to keep the risks under control. In any case the assessment should be kept under review to make sure that the fire safety measures remain adequate. If a fire or “near miss” occurs, this could indicate that the existing assessment may be inadequate and a re-assessment should be carried out. Identify the cause of any incident, then review and, if necessary, revise the outcome of the fire risk assessment in the light of this experience.

10. Fire Risk Assessment Checklist

- 10.1 Force Form 076-013 (Fire Risk Assessment Checklist) has been developed in order to assist in the development, completion and recording of the fire risk assessment and subsequent Fire Risk Assessment Action Plan.
- 10.2 This checklist has been developed to cover the majority of issues risk assessors may come across or require to know to complete the fire risk assessment, however, is not exhaustive. Consequently, issues may be added that are relevant to the premises being risk assessed or if required, contact the Health and Safety Department for further information and advice.

11. Fire Risk Rating

- 11.1 There are over 500 premises within the SPA/Police Scotland Estate with each of these requiring a fire risk assessment to be carried out.
- 11.2 These premises will vary in size, location, occupation levels, activities undertaken within (e.g. custody or transport division), etc. and therefore will present with very different fire risk ratings.
- 11.3 To ensure resources and fire risks are managed appropriately within the SPA/Police Scotland Estate, a Fire Risk Rating process has been developed in order to categorise premises into Low, Medium or High Fire Risk.
- 11.4 This process will initially be utilised by the Police Scotland Health and Safety Department in order to identify premises with a High Fire Risk Rating. Thereafter, the Fire Risk Rating will be evaluated via the fire risk assessment process.
- 11.5 Those premises falling into the **High Fire Risk** category will require Force Form 076-010 (Fire Risk Assessment: High Fire Risk Rating) to be completed by a trained Fire Risk Assessor, with support from the Health & Safety Team.

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- 11.6 Those premises falling into the **Low/Medium Fire Risk** category will require Force Form 076-012 (Fire Risk Assessment: Low/Medium Fire Risk Rating) to be completed by a trained Fire Risk Assessor.
- 11.7 When undertaking a review of the “Fire Risk Assessment: High Fire Risk Rating”, form, Force Form 076-011 (Fire Risk Assessment: High Fire Risk Rating – Periodic Review) should be completed by a trained Fire Risk Assessor. Further advice and guidance may be sought by contacting the Health and Safety Department.

12. Emergency Fire Evacuation Plan

- 12.1 In the event of an emergency, involving a fire alarm activation within Scottish Police Authority (SPA)/Police Scotland premises every member of staff, has a role to play in the safe evacuation of the building.
- 12.2 Whilst it is impossible to predict all types of incident that may threaten a building or its occupants, the Fire Safety (Scotland) Regulations 2006 require the SPA/ Police Scotland to establish an Emergency Fire Evacuation Plan (EFEP) – Force Form 076-034 for implementation throughout SPA/Police Scotland premises to deal with any emergency situation.
- 12.3 It is essential that all SPA/Police Scotland employees are aware of the correct emergency procedure and therefore must be familiar with the contents of the building EFEP.
- 12.4 This EFEP must be read and the actions therein implemented in conjunction with the contents of the SPA/Police Scotland Fire Safety Management System and the Fire Risk Assessment – Action Plan.
- 12.5 The EFEP will be reviewed on a bi-annual basis or more frequently depending on feedback from the following:
- Fire Drills;
 - Incidents;
 - False Alarms; and
 - Fire Risk Assessment
- 12.6 There will be occasions when SPA /Police Scotland employees work from or within premises that are not under the control of the SPA/Police Scotland. These may involve premises that are either occupied as a result of a lease agreement or shared premises with an organisation that has overall control of those premises, e.g. Local Authority, Scottish Fire & Rescue, etc.
- 12.7 Under these circumstances SPA/Police Scotland employees must follow the EFEP developed by the organisation in control of the premises. Where SPA/ Police Scotland are the sole occupiers under the lease then they have responsibility and where only part of the area is occupied then SPA/Police Scotland must still carry out a Fire Risk Assessment and share a copy with other occupiers.

12.8 General Fire Action Notices giving explicit instruction on the action to be taken on finding a fire and on hearing the alarm are located within each SPA/Police Scotland premise. These Notices are provided for staff, visitor and contractor information and are positioned throughout buildings.

13. Responsibilities

13.1 Divisional/Departmental Health and Safety Committees

13.1.1 The divisional/departmental Health and Safety Committee are responsible for ensuring the development and implementation of individual building EFEPs and monitoring and assessing the effectiveness of the individual EFEPs and ensure these are carried out on a 6-monthly basis.

13.2 Fire Safety Co-ordinator

13.2.1 The Fire Safety Co-ordinator is responsible for:

- Developing an EFEP by using the SPA/Police Scotland EFEP form;
- Managing and co-ordinating the evacuation of the building in the event of an emergency, and act as the liaison between SPA/Police Scotland and the Scottish Fire and Rescue Service (SFRS); **Note: in the absence of the Fire Safety Co-ordinator (or their deputy) this task should be carried out by the most senior person within the building.**
- Reviewing the Fire Marshal/Warden list for their area and updating where required;
- Ensuring Fire Marshals/Wardens are equipped to undertake their Fire Safety role, i.e. provision of hi viz jackets, radios (where appropriate), “Fire Grab Bag” (where appropriate); **Note: Fire Grab Bag should contain the following: radio, Zone Clearance forms, Fire Marshal bib, torch, pens**
- Liaising with the Duty Officer (Custody), Fire Marshal and Fire Wardens;
- Ensuring 6-monthly evacuation drills, including an annual “Out with Normal Working Hours” drills are carried out;
- The collation of Personal Emergency Evacuation Plans (PEEPs), which have been carried out by Line Managers/Supervisors;
- Ensuring Fire Safety Form 4 (Fire Evacuation Drill/Incident /False Alarm – Evaluation Record) is completed and an Action Plan developed to address any identified issues;
- Ensuring evacuation chairs, where applicable undergo a monthly visual inspection and this is recorded within the Fire Control Book; and
- Provision of updates to the divisional/departmental Health and Safety Committee with regard to the evaluation of EFEPs;
- Ensuring any incidents are captured on SCOPE and reported immediately.

13.3 Duty Officer (Custody)

13.3.1 The Duty Officer (Custody) is responsible for:

- Developing an EFEP for the Custody area by using the SPA/Police Scotland EFEP form;
- Liaising with the Fire Safety Co-ordinator to ensure the Custody EFEP complements the building EFEP;
- Managing and co-ordinating the evacuation of the Custody area in the event of an emergency;
- Act as the liaison between the Custody area and the Fire Safety Co-ordinator;
- Ensuring 6-monthly evacuation drills, including an annual “Out with Normal Working Hours drill” are carried out;
- Ensuring Personal Emergency Evacuation Plans (PEEPs) are in place for personnel within Custody who may have a disability, and ensuring details of the PEEPs are forwarded to the Fire Safety Co-ordinator; and
- Liaising with the Fire Safety Co-ordinator when evaluating the EFEP and developing a Fire Action Plan, where required;
- Ensuring any incidents are captured on SCOPE and reported immediately.

13.4 Fire Marshals

13.4.1 Fire Marshals (where applicable) are responsible for:

- Ensuring that their area of responsibility within the building is clear of persons. This should be carried out without putting themselves at risk.
- Uplifting the “Fire Grab Bag” (where applicable) and making their way to their delegated Fire Assembly Point;
- Confirming to the Fire Safety Co-ordinator that you are in position using radio provided within the “Fire Grab Bag” (where applicable);
- Managing the Fire Assembly Point with regard to ensuring no-one leaves the area and personnel do not encroach on any roadways;
- Recording information from Fire Wardens on the “Zone Clearance” form found within the “Fire Grab Bag”, noting any areas where confirmation that “Zone Clear” was not established;
- Establishing details of any visitors/contractors at the Fire Assembly Point; (visitors and contractors should not be unsupervised unless they have been given Fire Safety induction).
- Communicating/updating information/ findings to the Fire Safety Co ordinator
- Assessing the suitability of the Fire Assembly Point in the event of the fire spreading and communicate with Fire Safety Co-ordinator prior to moving Assembly Point to a more suitable location;

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- Inform those present at the Fire Assembly Point that the “All Clear” has been given and that they can enter the building via the designated entrance points;
- Participating in a de-brief with the Fire Wardens and Fire Safety Co-ordinator; and
- Participating in fire safety training and undertake refresher training, where required.

13.5 Fire Wardens

13.5.1 Fire Wardens (where applicable) are responsible for:

- Checking all areas such as rooms, toilets and store rooms within their designated area;
- Encouraging people to leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point; **Note: Fire Wardens should not use physical force or become involved in any confrontation. If you are aware of somebody remaining in the building, inform the Fire Safety Co-ordinator or Fire Marshal.**
- Reporting any other problems associated with the evacuation process to the Fire Safety Co-ordinator;
- Assisting with the security of external doors, if required; and
- Reporting to the Fire Safety Co-ordinator if you find someone within a “Refuge Area”;
- Confirming your designated Fire Zone is clear to either the Fire Marshal or Fire Safety Co-ordinator;
- Following any local procedure for the safe evacuation of the building in the event of a fire;
- Participating in a de-brief with the Fire Marshal and Fire Safety Co-ordinator; and
- Participating in fire safety training and undertake refresher training, when required.

13.6 Employees

13.6.1 All employees within SPA/Police Scotland premises will:

- Act in accordance with fire safety procedures, safe systems of work or instructions that have been initiated by management for their health and safety;
- Participate fully in fire safety training, when required;
- Follow instructions from Fire Marshal and Wardens at all times;
- Co-operate in undertaking fire drills and evacuations; and
- Inform their Line Manager/Supervisor of any disability that may impact on their safe egress from the building in the event of an emergency situation.

13.7 Visitors

- 13.7.1 All visitors to SPA/Police Scotland premises should be logged in and out of the building, via a Visitors Book, or similar. The person hosting the visitor(s) should ensure that they are made aware of the emergency fire evacuation plan for the building.
- 13.7.2 In the event of a fire evacuation, the staff member hosting the visitor(s) will be responsible for escorting them to the appropriate Fire Assembly Point and notifying the Fire Marshal of their presence.
- 13.7.3 Custody Division must ensure an appropriate plan is in place for the evacuation of detainees in the event of an emergency situation, including ensuring sufficient equipment such as handcuffs is available to secure detainees during any evacuation.

13.8 Contractors

- 13.8.1 Contractors will be logged in and out of SPA/Police Scotland premises and should be given information on the premise's EFEP.
- 13.8.2 In the event of a fire, contractors must make their way to the most appropriate Fire Assembly Point and make themselves known to the Fire Marshal.

14. Fire Assembly Point

- 14.1 Suitable Fire Assembly Point(s) should be identified by the Fire Safety Co-ordinator and incorporated into the EFEP. This will be verified in the Fire Risk Assessment.
- 14.2 All staff must assemble within their identified Fire Assembly Point and must not leave this area during the fire alarm.
- 14.3 This area will be managed by the Fire Marshal who will, via the Fire Wardens confirm that all Fire Zones within their respective areas are clear.
- 14.4 The Fire Marshal will also take details of any visitors and/or contractors assembled within their Fire Assembly Point.
- 14.5 The Fire Marshal will thereafter relay all relevant information to the Fire Safety Co-ordinator.
- 14.6 Following consultation with the Fire Incident Officer and where applicable Security/Head Commissionaire, the Fire Safety Co-ordinator will inform the Fire Marshals that the "All Clear" has been given and it is safe for staff, visitors and contractors to re-enter the building.
- 14.7 Staff, visitors and contractors must re-enter the building through the designated entry points where their security passes will be inspected:

15. People with Disabilities and Managing Reasonable Adjustments

- 15.1 Any staff member who does not have the ability, either due to physical or cognitive impairment, to recognise that a fire evacuation is taking place or the ability to evacuate the building unaided, will have in place Force Form 076-033 (Personal Emergency Evacuation Plan (PEEP) which has been developed in consultation with their Line Manager/Supervisor and/or Health & Safety Team /Occupational Health Provider. The following guidance has been taken from the Scottish Government guidance document 'The Evacuation of People with Disabilities from Buildings'.
- 15.2 Disabled people are individuals with individual needs and each person should be treated accordingly. When developing a plan, there is often a tendency to over-play the safety issue to the detriment of the independence and dignity of disabled people. What a disabled person is prepared to do in exceptional circumstances may differ significantly from what they should reasonably manage in their everyday activities, especially if basic reasonable adjustments, such as those suggested below, have been made.
- 15.3 Evacuation plans for disabled people should be prepared with the view that what is required is for 'the real thing' and should consider what is practical and achievable in exceptional circumstances. This level of effort required of a disabled person may not be acceptable for a practice or known false alarm or in everyday activities. This means that solutions, which may not be appropriate in most circumstances, could be used.
- 15.4 Disabled people may be more willing to facilitate their own evacuation when they know that this is not going to be required of them during a practice or for a known false alarm. Some disabled people are put at a risk of injury when being carried down. It is therefore necessary that in these cases, the evacuation policy should include a method of minimising the need to evacuate for known false alarms.
- 15.5 Some disabled people may have more than one impairment and their needs may be quite distinctly different. For example a person with dual sensory impairment (deafblind) may have needs quite distinct from persons solely with visual impairment or hearing impairment.

15.6 Mobility Impaired People

- 15.6.1 There is a wide range of people who fit into this category. Issues relating to this group of people may also be relevant to people who have heart disease, asthma or heart conditions. The preferred options for evacuation by people with mobility impairment are horizontal evacuation to outside the building; horizontal evacuation into another fire compartment; or vertically by evacuation lift, eventually arriving at a place of safety outside the building.
- 15.6.2 The ability to evacuate within a short timescale may not be possible. Many people will be able to manage stairs and be able to walk longer distances especially if short rest periods are built into the evacuation procedure. Reasonable adjustments such as suitable handrails to support them may be of great benefit though some

people will only be able to use a handrail if it is on the side appropriate to them. Some persons may prefer to shuffle or slide down the stairs after the main flow of people.

- 15.6.3 There are types of mechanical equipment that exist to move people up or down stairs, however, timing and obstruction of escape routes for others are prime considerations if considering using this type of equipment for evacuation.
- 15.6.4 Wheelchair users normally have difficulty to evacuate when on a floor other than an accessible level. However, some people who frequently use a wheelchair may be able to walk slightly and therefore be able to assist with their own evacuation or even achieve independent evacuation. Assumptions should not be made about the abilities of wheelchair users and they should be consulted about their preference.
- 15.6.5 If horizontal evacuation or the use of a lift is not available, the person may require assistance from one or more people or it may be necessary to carry the person down (or up) an escape stair.

15.7 Hearing Impaired People

- 15.7.1 It should not be assumed that a hearing impaired person cannot discern the operation of the fire alarm sounders. However, some hearing impaired and deaf people will need to be alerted to the fact that an evacuation is in progress. Where the fire alarm has audible sounders or a voice alarm system present they may not be able to discern the alarm or any information being broadcast. If sound enhancement systems are provided within a building it may be possible to transmit the message through that system, such as a hearing loop or radio paging receiver.
- 15.7.2 Flashing beacons and vibrating pagers are examples of reasonable adjustment and either can be used as part of the fire alarm system to alert hearing impaired people to an evacuation. Pagers can also be used to communicate with other people who are part of an assisted evacuation system. The pagers can be used to inform people that there is a need to escape and also tell them in which direction they should travel: however pagers cannot always be provided. Visual warning may not be appropriate in all buildings, for example where there are other lighting conflicts. Where aids are not available then a suitable buddy system will be required and should be implemented on a formal basis. A buddy system may be the suitable method for alerting a hearing impaired person to the operation of the fire alarm.
- 15.7.3 Staff should be aware that a person who does not react in a logical manner during an evacuation may not be aware of the alarm. Shouting louder may not help. It may be necessary to explain what is happening with signs, a written note or a pre-prepared short written instruction.
- 15.7.4 Some hearing impaired and deaf people do not use English as a first language. It is important that a plain English translation of the fire action is provided. It may also be an advantage to this group of people for a pictogram to be provided to support the written information. Deaf people may prefer to have instructions explained to them using British Sign Language (BSL).

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- 15.7.5 Care should be taken to ensure that deaf or hearing impaired people who are working alone in a building know what is happening. In these instances, it may be imperative that a visual alarm system or vibrating paging system is installed.
- 15.7.6 When writing a plan with someone who has a hearing impairment or who is deaf, it should be established if any of the following are, or could be made, available:
- Visual warning in the fire alarm system
 - Telephone Network – text-phone;
 - Vibrating Pager;
 - Team Member;
 - Fire Wardens; or
 - Appointed Buddy.
- 15.7.7 Questions to ask during an interview with a hearing impaired person:
- Will you be in the building out of hours?
 - Will you ever be alone in the building?
 - Can you discern the fire alarm throughout the building?
 - Do you work as part of a team or in a group environment?
 - Do you have a dedicated text number?
 - To what extent do you move around the building?

15.8 Visually Impaired and Blind People

- 15.8.1 Good signage and other orientation aids will assist the evacuation of people who are visually impaired. Most visually impaired people have some sight and they may be able to use this during the evacuation in order to make their own way out of the building as part of the general exodus. Where the physical circumstances are appropriate they may have no problems leaving a building.
- 15.8.2 Using existing elements within the building may help a visually impaired person to facilitate their own evacuation: features of good building design with reasonable adjustments such as good colour contrasting; handrails on escape stairs; contrast to the nosing's on the stair treads; markings on escape stairs; colour contrasted or different texture floor coverings on escape routes; or way finding information. Orientation aids, tactile information and audible signs may further reduce the need for assistance.
- 15.8.3 Where audible signals are used, any potential interference by the fire alarm operation needs to be considered. Good colour definition and accessible signage will help visually impaired people to use a building. Extending these systems to include the escape routes can reduce the need for assisted evacuation.
- 15.8.4 Improving circulation and orientation can be of great benefit. Logical routes to escape stairs will not only assist visually impaired people but will be of benefit to

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all users of the building. Where there is a lack of orientation information, staff assistance may be necessary to provide guidance out of the building.

- 15.8.5 A person with dual sensory impairment may require a very different approach to that from someone who is blind because of the need to consider additional communication.
- 15.8.6 Where a person is assisted by a guide dog they may prefer for the dog to assist them out of the building. Others will prefer to take the responsibility away from the dog and request a human assistant. In these cases, a buddy should be allocated to the person. It may also be necessary to provide a person to look after the dog.
- 15.8.7 A visually impaired person may not easily locate exit signs or be aware of the travel direction to get out of the building but they may remember their way out along the route that they entered the building. Using the escape routes as part of the general circulation space within the building will mean that visually impaired people will become more familiar with these routes and this may assist in the event of evacuation.
- 15.8.8 Visually impaired people may not be able to read the fire action notices provided in most buildings, as these are often in small typefaces. Instructions could be made available in Braille, large print or on audiotape. It can be useful to provide a tactile map of the escape routes and to provide orientation training to visually impaired staff so that they are more aware of the options for evacuation. Tactile maps and large print can be obtained through a number of organisations that provide accessibility information services. It may also be possible to produce large print in-house
- 15.8.9 Visually impaired people in particular may have difficulty on stairs with open risers and these should be avoided on escape routes. Where these are present then there may be a need for assistance or adaptations to the stairs to make them safer. Alternatively a different stair may be available.
- 15.8.10 When any internal physical changes are made in a building, such as the construction of partitions or the rearrangement of office furniture, it is important that these changes are made known to visually impaired people in the building.
- 15.8.11 When writing a plan with someone who has a visual impairment, the following information should be considered:
- The type of fire alarm system available;
 - Marking of escape routes;
 - Orientation information;
 - If fire instructions are in accessible formats;
 - Whether escape routes and stairs have step edge markings;
 - Provision of handrails on the escape routes and stairs;
 - Whether stairs have open risers; and

- Whether there are external open escape routes.

15.8.12 Questions to ask during an interview with a visually impaired person:

- Do you work alone in the building?
- Do you work out of hours?
- Are you aware of the positions of all of the escape routes?
- Can you use escape routes un-aided?
- Do you work as part of a team or in a group environment?
- To what extent do you move around the building?
- Can you read the evacuation instructions? If not what format do you need them in?

15.9 People with Cognitive Impairment

- 15.9.1 People with cognitive impairment often have problems comprehending what is happening in an evacuation or may not have the same perception of risk as non-disabled people.
- 15.9.2 Some people with conditions such as dyslexia, dispraxia or autism may not be aware of their impairment. Many people with a learning disability also have other impairments: some may have mobility difficulty and some may have impaired vision and hearing loss. Some people with cognitive disabilities may move more slowly than the main flow and there may be a need for a slow and fast lane in the escape stair if the stair width allows this.
- 15.9.3 It may not be possible to tell that a person has an impairment that affects their ability to orientate themselves around the building and staff should be aware of this and be tactful when assisting a person who may seem lost or unsure of what to do during an evacuation.
- 15.9.4 The key elements are staff awareness, having someone to help, familiarity with routes of travel and providing a simple to use built environment. The most effective assistance is to have someone to help, but not every person with a cognitive impairment will have a support worker or assistant with them, so efforts should always be made to enable the disabled person to understand how to leave the building rather than assuming that a helper will take this role.
- 15.9.5 There is unlikely to be a single system that would be equally effective for all. Orientation information and colour coding of escape routes can be useful. Consistency of colour is important though some will not benefit from colour coding. They may have difficulty in eliciting the right information from some signs (there is evidence that some people with cognitive impairment use both symbols and words on signs). They may need to have the evacuation plan read and explained to them. A video or DVD explaining and demonstrating what to do in an emergency can also be an advantage as can a photographic explanation of the route.

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- 15.9.6 Signage may only be part of the process to help people with cognitive impairment find their way: building features and building layout are also important. Use of escape routes for general circulation is an advantage as there may be reluctance by some to take an unknown route from the building.
- 15.9.7 Practice of the route options can dramatically reduce the requirement for staff assistance. Practice is essential for some persons (where assistance is required) especially in situations where one person is responsible for a number of others, say, in a classroom situation. People with a learning difficulty may need to practise their routes for escape frequently, perhaps on a monthly basis. If so this should be written into their PEEP.
- 15.9.8 When writing a plan with someone who has a cognitive impairment, it may be as relevant to determine what they understand and to develop the plan based on how they will find the escape routes and what reasonable adjustments they may require. The following information should be considered:
- The type of fire alarm system available;
 - Marking of the escape routes;
 - Orientation information;
 - Fire instructions provided in accessible formats;
 - Step edge markings on the escape stairs;
 - Handrails on the escape stairs;
 - The need for two speed traffic on the stair and whether the stairs are wide enough to allow this;
 - If stair risers are open; and
 - Whether there are external open escape routes.
- 15.9.9 Questions to ask during an interview with a person with cognitive impairment:
- Do you work alone in the building?
 - Do you work out of hours?
 - Do you know what the fire alarm sounds like?
 - When you hear the fire alarm do you know where to go?
 - Do you work as part of a team or in a group environment?
 - Are you likely to move around the building?
 - Can you read the escape instructions? Do you understand them? If not what format do you need them in?
- 15.9.10 The PEEP will be tailored to the individual's needs and will provide detailed information on how they will evacuate the building safely in the event of an emergency.

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- 15.9.11 The PEEP should be made available to all personnel involved in an “aided” evacuation and the evacuation carried out in accordance with its contents. Further guidance on how to complete a PEEP is contained within Appendix D.
- 15.9.12 Evacuation Chairs have been provided within a number of SPA/ Police Scotland premises where there is an emergency escape route. Staff who may assist with an emergency evacuation using the Evacuation Chair(s) will be suitably trained. However, information and instruction on the use of the chairs will be provided at their location, as will names and contact details of “Trained Personnel”.
- 15.9.13 Staff members meeting/hosting visitors to any SPA/Police Scotland premises should make themselves aware of any assistance required by the visitor in the event of an evacuation, and ensure appropriate control measures are in place.
- 15.9.14 During an evacuation there may occasions when disabled personnel may require to temporarily rest, within a refuge area whilst awaiting help in order to move to the final exit and safety. **On no account** should a disabled person be left in a refuge area as part of any plan.
- 15.9.15 The staff member accompanying the disabled person will use the stairwell intercom, where available within the refuge area to provide an update on their progress exiting the building.
- 15.9.16 They will provide the following information:
- The nature of the person’s disability; and
 - The refuge area in which they are located.
- 15.9.17 This information will be passed to the Fire Safety Co-ordinator who will reassure those within the refuge area and keep them informed of the actions being taken to effect, their safe egress from the building. This information will also be passed to the SFRS on arrival.
- 15.9.18 Guidance on the “Use of Refuge Areas” is contained within Appendix E.

16. Emergency Fire Action Plan – “Out with Normal Working Hours”

- 16.1 Generally Emergency Fire Evacuation Plans are developed for and tested during normal working hours, e.g. 09:00 to 17:00hrs. However, SPA/Police Scotland operates a “24-7” service with many of the premises occupied 24 hours per day.
- 16.2 Out with normal working hours personnel with specific fire safety duties may not be available, staff numbers within the building will have reduced and there may not be a requirement for multiple Fire Assembly Points.

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- 16.3 It is the responsibility of the Fire Safety Co-ordinator to ensure an “Out with Normal Working Hours” EFEP is developed, where required, and that this “Out with Normal Working Hours” EFEP is tested at least once per year, in addition to the 6-monthly evacuation drills.

16.4 Phased Evacuation

- 16.4.1 Due to the nature of policing there may be occasions within SPA/Police Scotland premises when a phased evacuation is required. This may involve personnel working within areas such as control rooms or major incident rooms where continuity of service is essential.
- 16.4.2 Personnel working within these areas may not require to exit the building immediately on hearing the fire alarm and may exit in a staged manner. If this is the case this must be covered within the premise’s EFEP.
- 16.4.3 Further advice and guidance on the use of “phased evacuations” can be obtained by contacting the Health & Safety Team.

17. Training

- 17.1 All staff allocated fire evacuation duties will be provided with relevant training and sufficient instruction in procedures detailing what actions they are expected to take in the event of an alarm or fire.

18. Review of Fire Evacuation Procedure

- 18.1 Evaluation Forms will be completed following every Fire Drill, incident or false alarm and the details used to review the EFEP or re-assess training/ instruction.

19. Fire Control Book

- 19.1 The Fire Control Book has been designed to assist with the recording, monitoring and testing of fire safety features and equipment contained within Scottish Police Authority (SPA)/Police Scotland premises. The information and records contained within this Fire Control Book form part of the wider SPA/ Police Scotland Fire Safety Management System (FSMS) as required by the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.
- 19.2 Fire Safety Co-ordinator will be nominated within each SPA/Police Scotland premises (Note: may take responsibility for more than one office if offices are small and have a low fire risk rating) to undertake the management of fire safety within the office(s), including management of the Fire Control Book
- 19.3 The Fire Safety Co-ordinator will be responsible for the day to day management and co-ordination of fire safety within their designated office(s) to ensure compliance with current fire safety legislation and guidance.

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- 19.4 They are also responsible for ensuring fire safety records are maintained and available for inspection or audit by the Scottish Fire & Rescue Service (SF&RS), Health & Safety Executive (HSE), Police Scotland Health & Safety Team, SPA and other relevant Agencies.
- 19.5 The document will guide the Fire Safety Co-ordinator, as to the current intervals of inspection, maintenance and testing with regard to the fire safety features and equipment in place within the office.
- 19.6 Whilst the contents of the Fire Control Book are not exhaustive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation and SPA/Police Scotland policy.
- 19.7 It is recommended that the Fire Control Book be kept in a loose leaf format to allow any new record keeping pages to be inserted, as and when required.
- 19.8 Any proposed amendments to the Fire Control Book should be communicated in the first instance through the Police Scotland Health & Safety Team and all amendments issued through the approved Document Control Procedures.
- 19.9 Responsibility for managing the Fire Control Book must be handed over to any new/replacement Fire Safety Co-ordinator who will insert their details into the following table (Table 1) prior to signing and dating:

Table 1

Fire Safety Co-ordinator	Fire Safety Co-ordinator
Signature:	Signature:
Name (in Full):	Name (in Full):
Date:	Date:
Rank/Title:	Rank/Title:
Fire Safety Co-ordinator	Fire Safety Co-ordinator
Signature:	Signature:
Name (in Full):	Name (in Full):
Date:	Date:
Rank/Title:	Rank/Title:
Fire Safety Co-ordinator	Fire Safety Co-ordinator
Signature:	Signature:

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Name (in Full):	Name (in Full):
Date:	Date:
Rank/Title:	Rank/Title:
Fire Safety Co-ordinator	Fire Safety Co-ordinator
Signature:	Signature:
Name (in Full):	Name (in Full):
Date:	Date:
Rank/Title:	Rank/Title:

20. Fire Safety Contact Details

- 20.1 A number of personnel both within and out with the SPA/Police Scotland have responsibilities for the monitoring, testing and maintenance of fire safety features and equipment.
- 20.2 Contact details of these personnel should be detailed within Table 2 and regularly updated by the Fire Safety Co-ordinator.
- 20.3 This list is not exhaustive and may be added to, as and when required.

Table 2

Contact	Telephone Number
Fire Safety Co-ordinator	
Estates Inspector	
Health & Safety Team Member	

21. Inspection/Maintenance

- 21.1 Fire safety legislation and SPA/Police Scotland Policy requires that fire safety features and equipment are maintained in efficient working order and in good repair.
- 21.2 Table 3 provides a summary of the inspection and maintenance regime currently in place within SPA/Police Scotland.

Table 3

Fire Feature/Equipment	Inspection/Service Frequency	By Whom/Contact Details
Fire Alarm System		
Fire Detection System		
Automatic Door Release		
Fire Fighting Equipment (Extinguishers/ Blankets/ Hose Reels)		
Emergency Lighting		
Fire Suppression System		
Smoke Control System		
Ventilation System		
Dry Risers/ Fire Hydrants		
Cooking – Extraction Systems/Hot Ducts		
Very Early Smoke Detection Apparatus (VESDA) System		
Emergency Generators		
Fire Evacuation Chairs		
Automatic Sprinkler System		

22. Fire Risk Assessment (FRA)

- 22.1 The Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 places a duty on employers and other persons who have control of a building to carry out a fire risk assessment of the building and put in place controls to prevent harm from fire to any person who may be lawfully on the premises.
- 22.2 Within the SPA/Police Scotland the Duty Holders i.e. SPA Chair/Chief Constable – Police Scotland have responsibility to ensure suitable and sufficient Fire Risk Assessments are carried out within SPA/Police Scotland premises.
- 22.3 A Fire Risk Assessment is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises.
- 22.4 The primary purpose of a Fire Risk Assessment is to safeguard life, however many of the preventive and protective measures taken will offer some protection to the building.
- 22.5 The aims of the Fire Risk Assessment are:
- to identify fire hazard
 - to reduce the risk of those hazards causing harm to relevant persons, to as low as reasonably practicable;
 - to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in a building if a fire does occur
- 22.6 Within the SPA/Police Scotland the following Fire Risk Assessment Forms will be used:
- **Low/Medium Fire Risk Rating.**
 - **High Fire Risk Rating.**
- 22.7 Fire Safety Co-ordinators responsible for premises that have a high fire risk rating will ensure the Fire Risk Assessment – “High Fire Risk Rating” is completed in conjunction with a member of the Health and Safety Team.
- 22.8 Fire Safety Co-ordinators responsible for premises that have a low/medium fire risk rating will ensure the Fire Risk Assessment - “Low/Medium Fire Risk Rating” is completed by a trained Fire Risk Assessor.
- 22.9 Following completion of the Fire Risk Assessment it will be reviewed by the divisional/departmental Health and Safety Committee, where a Fire Action Plan will be developed in order to take forward any recommendations.
- 22.10 The divisional/departmental Health and Safety Committee will monitor the progress of the Fire Action Plan to ensure all actions are completed.

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- 22.11 The Fire Risk Assessment will be held on-site within this Fire Control Book so that it is easily accessible for reference and available for inspection by the SF&RS, HSE, SPA and Police Scotland Health & Safety Team.
- 22.12 The Fire Safety Co-ordinator will ensure Fire Risk Assessments are reviewed on a bi-annual basis and the review recorded on Force Form 076- 11 (Fire Risk Assessment – Record of Assessments & Reviews).
- 22.13 A new/amended Fire Risk Assessment will be produced when any of the following changes have taken place:
- Alterations in the layout of the building
 - Changes in the use of the building;
 - Significant changes to displays or quantities of stock or storage of hazardous items/chemicals;
 - Increase in personnel within the premise or the characteristics of the occupants including the presence of people with some form of disability;
 - Changes to work procedures, including the introduction of new equipment; and
 - Any other significant changes which would require the Fire Risk Assessment to be updated.
- 22.14 Detailed guidance on the process to be carried out in order to complete a Fire Risk Rating, including Fire Risk Assessment templates can be found within the Fire Risk Assessment Guidance document (Section 9).

23. Fire Alarm System

- 23.1 It is important that the weekly testing of the fire alarm system does not result in staff members, visitors or contractors believing there is an actual fire. Ensure all relevant personnel are aware of dates and times of Fire Alarm Tests.
- 23.2 The Fire Safety Co-ordinator will ensure a weekly inspection of the fire alarm panel is carried out to confirm normal operation of the system. A record of this inspection will be recorded on Force Form 076-15 (Record of Fire Alarm/ Heat/Smoke Detector/ Automatic Door Release Inspections & Tests) and any defect reported to the Fire Alarm Contractor.
- 23.3 The Fire Safety Co-ordinator will ensure a “Weekly Test” of the fire alarm is carried out to ensure the system is operating correctly and that it is audible throughout the building. There will be a rotation of the Fire Call Points to ensure a different Call Point is activated each week.

The weekly Fire Alarm Test will be carried out on a (Day..... and Time.....).

- 23.4 Estates will ensure a quarterly and annual Inspection of the overall building Fire Alarm System is carried out by a competent Fire Alarm Contractor. The Reports of these being available from Estates.

24. Heat/Smoke Detectors

- 24.1 The Fire Safety Co-ordinator will ensure a monthly visual inspection of heat/smoke detectors in the vicinity of the weekly call point test for damage, accumulations of dirt, coats of paint and other conditions likely to interfere with the correct operation of the detector.
- 24.2 Estates will ensure a competent contractor undertakes testing of installed heat/smoke detectors.
- 24.3 All monthly visual inspections and annual tests of heat/smoke detectors to be recorded on Force Form 076-15 (Record of Fire Alarm/Heat/Smoke Detector/Automatic Door Release Inspections & Tests)

25. Automatic Door Release

- 25.1 Final exit doors (where applicable) within Fire Zones will be inspected monthly at the time of the Fire Alarm Test to ensure they “fail open” and recorded on Force Form 076-15 (Record of Fire Alarm/ Heat/ Smoke Detector/Automatic Door Release Inspections & Tests).

26. Fire Safety Awareness Training

- 26.1 All members of staff within SPA/Police Scotland premises are required to undertake fire safety awareness training on induction, on being exposed to new or increased fire risks and thereafter on a bi-annual basis.
- 26.2 Fire safety awareness training is available on the SPA/Police Scotland Health and Safety Intranet site – Guidance and aims to allow officers and staff to:
- Understand the characteristics of fire, smoke and toxic fumes;
 - Be able to identify fire hazards within their working environment;
 - Practice and promote fire prevention and fire awareness within their working environment;
 - Know the correct action to take should a fire occur; and
 - Be familiar with the local Emergency Fire Evacuation Plan and escape routes appropriate to the location of their workplace.

- 26.3 Details of Fire Safety Awareness Training provided to staff members will be recorded on SCOPE and within Force Form 076-016 (Fire Safety Awareness Training)

Note: All Contractors attending an SPA/Police Scotland premises must be advised of any alarm test, fire assembly point and actions to be taken in the event of an activation of the Fire Alarm.

27. Fire Evacuation Drills

- 27.1 Fire Evacuation Drills will be conducted as a minimum every 6 months, in addition to this an annual “Out with Normal Working Hours” drill will also take place. The Fire Evacuation Drills will ensure personnel within the building are aware of and have practiced the documented procedures in place to ensure their safe exit in the event of a fire. Furthermore, the Drills should simulate conditions that may occur in an actual evacuation, e.g. one escape route blocked, no advance warning given (other than to specific staff for the purposes of safety), fire assembly point not available, etc. The fire alarm, prior to a Fire Evacuation Drill will only be operated on the instructions of the Fire Safety Co-ordinator. **Note: Inform the Alarm Receiving Centre and SFRS (where applicable) that a Fire Evacuation Drill is taking place.**
- 27.2 Ensuring the Fire Evacuation Drill includes the evacuation of any personnel who have a disability, in order to assess the adequacy of any Personal Emergency Evacuation Plan (PEEP).
- 27.3 It is the responsibility of the Fire Safety Co-ordinator to ensure Fire Evacuation Drills are carried out and details of these recorded within Force Form 076-017 - Fire Evacuation Drill/Incident/False Alarm – Evaluation Record.
- 27.4 It also the responsibility of the Fire Safety Co-ordinator to ensure Force Form 076-017 (Fire Evacuation Drill/Incident/False Alarm – Evaluation Record) is completed following all Fire Drills, Incidents and False Alarms.
- 27.5 On completion of Force Form 076-017 (Fire Evacuation Drill/Incident/False Alarm Evaluation Record) and following feedback from relevant personnel, i.e. security, Fire Marshal/Wardens a Fire Action Plan will be developed to ensure all learning points are highlighted and implemented as soon as possible after the Drill.
- 27.6 Force Form 076-017 (Fire Evacuation Drill/ Incident/ False Alarm – Evaluation Record) will be reviewed on an annual basis by the Health & Safety Team taking into account comment and feedback from Fire Safety Co-ordinators.

28. Fire Fighting Equipment: Portable Fire Extinguishers/ Blankets & Hose Reel

- 28.1 The Fire Safety Co-ordinator will ensure monthly inspections are carried out to confirm that fire extinguishers/blankets/hose reels are within their proper location, have not been moved, are suitably marked, have **not** been discharged, or sustained a pressure loss (identifiable with those extinguishers fitted with pressure indicators), suffered obvious damage or being used to hold fire doors open. Any damaged extinguishers must be reported to Estates for repair/ replacement and the specific fire extinguisher/blanket/hose reel removed from the area.
- 28.2 An annual inspection of fire extinguishers/ blankets/ hose reels will be undertaken by a competent Contractor. Details of these inspections will be recorded on the item of equipment and within Force Form 076-018 Fire Fighting Equipment – Portable Fire Extinguishers/Blankets/Hose Reels.
- 28.3 It is the responsibility of the Fire Safety Co-ordinator to ensure Fire Extinguisher/ Blanket/Hose Reel Inspections are carried out and details of these recorded within Force Form 076-018.

29. Emergency Lighting

- 29.1 The Fire Safety Co-ordinator will ensure a monthly visual inspection of emergency lighting is carried out to identify signs of damage, large accumulations of dirt, heavy coats of paint, battery operation (light working), obscured by fittings and other items likely to interfere with the correct operation of the emergency lighting.
- 29.2 A 6-monthly one hour duration test and an annual 3-hour full duration test will be carried out by a competent Contractor.
- 29.3 Details of these inspections will be recorded on Force Form 076-019 Fire Safety Form 6 Emergency Lighting – Record of Tests & Inspections with any identified faults being reported to Estates for further action.
- 29.4 It is the responsibility of the Fire Safety Co-ordinator to ensure Emergency Lighting Inspections are carried out and details of these recorded within Force Form 076-019.

30. Fire Suppression System

- 30.1 A number of SPA/Police Scotland premises operate a Fire Suppression System in order to provide fire protection for critical areas such as Communications Rooms and Data Centres.
- 30.2 The type of Suppression Systems in use within SPA/Police Scotland premises vary from Argonite IG55, Inergen to Novec 1230 Fluid, etc.

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- 30.3 The basic concept of these Suppression Systems is to reduce oxygen levels within specific rooms/areas to a level that will not sustain combustion.
- 30.4 The Fire Suppression Systems will be maintained by competent Contractors, with the maintenance schedule managed by Estates.
- 30.5 It is the responsibility of the Fire Safety Co-ordinator to ascertain if they have a Fire Suppression System within their premises and if so to liaise with Estates concerning the maintenance/servicing frequency.
- 30.6 The Fire Safety Co-ordinator will ensure details of any maintenance/servicing by competent Contractors is recorded on Force Form 076-020 Record of Maintenance & Servicing - Fire Suppression System.
- 30.7 Where a Fire Suppression System is in operation within a SPA/Police Scotland premises a local procedure should be in place to detail the action to be taken in the event of an activation. Further advice/guidance on the development of such a procedure may be sought from Estates or the Health & Safety Team.

31. Smoke Control System

- 31.1 A number of SPA/Police Scotland premises may have in place a Smoke Control system within stairwells/escape routes, which may be operated manually or automatically.
- 31.2 These systems are designed to quickly remove/disperse smoke out of exit stairwells, providing not only staff, visitors and contractors with a safer route of exit from the building, but also aiding Fire Officers who require to use the stairwells during a fire incident.
- 31.3 It is the responsibility of the Fire Safety Co-ordinator to ascertain if they have a Smoke Control System within their premises and if so to liaise with Estates concerning the maintenance/servicing frequency.
- 31.4 The maintenance/servicing frequency of the Smoke Control System (where applicable) should be recorded on Force Form 076-021 by the Fire Safety Co-ordinator.
- 31.5 The Fire Safety Co-ordinator will ensure details of any maintenance/servicing by competent Contractors are recorded on Force Form 076-021 Record of Maintenance/Servicing – Smoke Control System.

32. Ventilation Systems

- 32.1 All SPA/Police Scotland premises will have in place a ventilation system of varying degrees of construction and complexity.

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- 32.2 During a fire the ventilation system may act as a conduit for the quick spread of fire and smoke throughout the building. Consequently, it is essential that the system is maintained on a regular basis.
- 32.3 It is the responsibility of the Fire Safety Co-ordinator to liaise with Estates concerning the type of ventilation system in place within the premises under their control, including maintenance/servicing frequency.
- 32.4 Details of the ventilation system, including provision of smoke probes, dampeners, etc. will be held centrally by Estates and should be made available to the SF&RS on request.
- 32.5 The maintenance/servicing frequency of the ventilation system should be recorded on Force Form 076-022 (Record of Maintenance/Servicing Ventilation System) by the Fire Safety Co-ordinator.
- 32.6 The Fire Safety Co-ordinator will ensure details of any maintenance/servicing by competent Contractors are recorded on Force Form 076-022 Record of Maintenance/Servicing – Ventilation System.

33. Dry Risers/Fire Hydrants

- 33.1 Dry Risers/Fire Hydrants, must comply with BS 5306 – Fire Extinguishing Installations are situated around/within SPA/Police Scotland buildings and are easily accessible to the SFRS.
- 33.2 The Fire Safety Co-ordinator should ensure that details of their locations around/within the premises are recorded on Force Form 076-023 Record of Maintenance/Servicing - Dry Risers/Fire Hydrants.
- 33.3 The Fire Safety Co-ordinator should also ensure the 6-monthly visual inspections of Dry Risers and Fire Hydrants are recorded within Force Form 076-023 (Record of Maintenance/Servicing - Dry Risers/Fire Hydrants) including the annual pressure test of the Dry Risers, which will be arranged by Estates.

34. Cooking – Extraction System/Hot Ducts

- 34.1 A number of SPA/Police Scotland premises will have a variety of styles of kitchens located within, with the capability of making a variety of meals. This may involve the provision of microwaves, gas or electric cookers.
- 34.2 Extraction systems/hot ducts located within certain kitchen areas may represent an increased fire risk, (e.g. accumulation of fat or dust) if they are not subject to a regular maintenance/servicing programme.
- 34.3 It is the responsibility of the Fire Safety Co-ordinator to identify the type of cooking/extraction systems in place within their premises and thereafter liaise with Estates/Catering Contractor to assess the maintenance/servicing frequency concerning the extraction/ hot duct system.

- 34.4 The maintenance/servicing frequency of the extraction system/hot ducts should be recorded on Force Form 076-024 Record of Maintenance/Servicing – Extraction/Hot Duct System by the Fire Safety Co-ordinator.
- 34.5 The Fire Safety Co-ordinator will ensure details of any maintenance/servicing by competent Contractors are recorded on Force Form 076-024 (Record of Maintenance/Servicing – Extraction/Hot Duct System).

35. Very Early Smoke Detection Apparatus (VESDA)

- 35.1 VESDA is a smoke detection system which utilises a laser process in order to detect very minute concentrations of smoke. A number of SPA/Police Scotland premises utilise this system within high risk areas (e.g. custody areas, communications/server rooms), in addition to operating a general Fire Detection System.
- 35.2 The VESDA system within these areas removes air from the local environments via purpose built aspirating pipes and samples the quality of air passing through the VESDA detection laser chamber.
- 35.3 The main advantage of this system is that it is able to detect very low concentrations of smoke and thus provides an early warning of a potential fire within these critical areas.
- 35.4 It is the responsibility of the Fire Safety Co-ordinator to identify if a VESDA System is in operation within their premises and thereafter liaise with Estates to assess the maintenance/servicing frequency concerning the System.
- 35.5 The maintenance/servicing frequency of the VESDA System should be recorded on Force Form 076-025 Record of Maintenance/Servicing - VESDA by the Fire Safety Co-ordinator.
- 35.6 It is the responsibility of the Fire Safety Co-ordinator to ensure details of the maintenance/servicing of the VESDA System are recorded within Force Form 076-025 (Record of Maintenance/ Servicing – VESDA).
- 35.7 Where a VESDA System is in operation within a SPA/Police Scotland premises a local procedure should be in place to detail the action to be taken in the event of an activation. Further advice/guidance on the development of such a procedure may be sought from Estates or the Health & Safety Team.

36. Emergency Generators

- 36.1 A number of SPA/Police Scotland premises have in place Emergency Generators which will operate in the event of a “power outage” to maintain electrical supplies to key equipment and machinery within the building. This may include Fire Safety equipment such as alarm/ detections systems.

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- 36.2 It is the responsibility of the Fire Safety Co-ordinator to identify if an Emergency Generator(s) is in place within their premises. If so they should liaise with Estates to establish the maintenance/servicing frequency, including details of “Off Load” testing.
- 36.3 The maintenance/servicing frequency of the Emergency Generator(s) should be recorded on Force Form 076-026 Record of Maintenance/Servicing – Emergency Generator by the Fire Safety Co-ordinator.
- 36.4 It is the responsibility of the Fire Safety Co-ordinator to ensure details of the maintenance/servicing of the Emergency Generator(s) are recorded within Force Form 076-026 (Record of Maintenance/ Servicing – Emergency Generator).

37. Monthly/6-Monthly Fire Safety Inspections

- 37.1 Fire alarm and detection systems are designed and installed as an early warning system to the occupants of buildings that danger from fire is imminent. A system that is correctly designed, installed and maintained will ensure that all employees and others have adequate time to evacuate the building and alert the SFRS in good time.
- 37.2 If good housekeeping practices are followed, fire safety equipment inspected/ maintained and unsafe practices identified and corrected the risk from fire within the premises will be greatly minimised/eliminated.
- 37.3 A Fire Safety Inspection programme is an important part of any fire prevention programme. It is a routine, scheduled inspection of the workplace and should assess such things as housekeeping, condition of equipment, building fabric, maintenance standards, storage, etc.
- 37.4 Whilst Fire Inspections are mainly used to detect hazards or unsafe conditions, such conditions may indicate some unsafe action by a staff member or failure of management systems. This should be borne in mind when considering remedial action to prevent a recurrence of the unsafe practice, as well as any immediate action necessary.
- 37.5 It is the responsibility of the Fire Safety Co-ordinator to ensure a monthly/6-monthly Fire Safety Inspection is carried out within their premises and details recorded on Force Forms 076-027 and 076-028 (Monthly/6-Monthly Fire Inspection Checklists).
- 37.6 It is also the responsibility of the Fire Safety Co-ordinator via Estates, if required, to ensure action is taken to correct any non-compliance, within a specified timescale.

37.8 Monthly Fire Safety Inspection

- 37.8.1 The Fire safety Co-ordinator will ensure a monthly general visual inspection is carried out within their premises and recorded on Force Form 076-027 Monthly Fire Inspection Checklist to ensure:
- Escape routes/exits are clear of combustible materials and obstructions;
 - Self-closing fire doors are in working order and fully closing from all angles of swing;
 - Self-closing fire doors are not “wedged” open;
 - Fire extinguishers are correctly located and in good working order
 - Areas to which access is denied or restricted e.g. plant rooms/electrical switch rooms, server rooms should be identified within the Checklist.

37.9 6-Monthly Fire Safety Inspection

- 37.9.1 The Fire Safety Co-ordinator will ensure a comprehensive 6-Monthly Fire Safety Inspection is carried out with details of the inspection recorded on Force Form 076-028 6-Monthly Fire Inspection Checklist.
- 37.9.2 Completed Monthly/6-Monthly Fire Inspection Checklists will be held within the Fire Control Book, for inspection and reference by SF&RS and other relevant Agencies.
- 37.9.3 Deficiencies identified during the 6-monthly fire safety inspection should be recorded on Force Form 076-029 1 Fire Inspection – Action Plan, together with any remedial action taken.

38. Fire Evacuation Chairs

- 38.1 Evacuation chairs have been provided within a number of SPA/Police Scotland premises and will be located within various stairwells/exit routes.
- 38.2 The Fire Safety Co-ordinator will ensure evacuation chairs undergo a monthly visual inspection, with details of the inspection being recorded within Force Form 076-030 Evacuation Chairs – Record of Maintenance/Serviceing.
- 38.3 Any adverse issues identified during these inspections will be forwarded to Estates, or if required to the Supplier/Manufacturer of the evacuation chairs for corrective action to be taken, to address the issues highlighted.
- 38.4 Relevant staff members will receive training on the use of the Fire Evacuation Chairs, which will be recorded on SCOPE and Force Form 076-031 Evacuation Chair Training Record.

39. Automatic Sprinkler Systems

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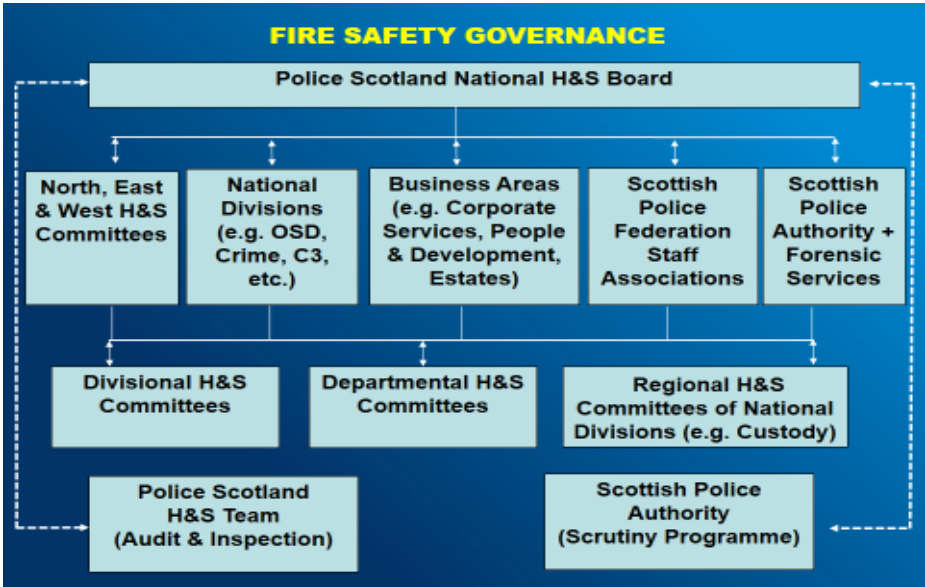
- 39.1 A number of SPA/Police Scotland premises operate Automatic Sprinkler Systems, which are subject to a Planned Preventative Maintenance Programme in accordance with the manufacturer's instructions and current British Standard.
- 39.2 Given the diversity of Automatic Sprinkler Systems in operation there are a variety of maintenance and inspection regimes in place.
- 39.3 The Fire Safety Co-ordinator should contact Estates to establish if an Automatic Sprinkler System is in place within any premises under their control. If so, they should liaise with Estates to establish the maintenance/servicing frequency and insert this into Force Form 076-032 Record of Maintenance/Servicing - Automatic Sprinkler System.
- 39.4 It is the responsibility of the Fire Safety Co-ordinator to ensure details of the maintenance/servicing of the Automatic Sprinkler System are recorded within Force Form 076-032 (Record of Maintenance/ Servicing – Automatic Sprinkler System).
- 39.5 The Fire Safety Co-ordinator should liaise with Estates to ensure internal checks of the system are taking place and that these are appended to this section of the Fire Control Book.

40. Fire Safety Inspections - Scottish Fire & Rescue Service (SF&RS)

- 40.1 There may be occasions when the SFRS visit SPA/Police Scotland premises to undertake an assessment and inspection of the SPA/Police Scotland Fire Safety Management System.
- 40.2 If any Fire Safety inspection is pre-planned the Fire Safety Co-ordinator should contact the Health & Safety Team in order to discuss the forthcoming inspection.
- 40.3 During any inspection by the SFRS, it is recommended that they liaise with the Fire Safety Co-ordinator in the first instance. However, if this is not possible a senior member of staff/officer within the building should take on this role.
- 40.4 Following a Fire Safety Inspection by SFRS, Force Form 076-035 Fire Safety Enforcement Inspection must be completed by the Fire Safety Co-ordinator (or person acting on their behalf) and a copy forwarded to the local Health and Safety Department.
- 40.5 It is the responsibility of the Fire Safety Co-ordinator to ensure any issues of concern identified by SFRS during an inspection are auctioned.
- 40.6 Progress with Fire Action Plans following a Fire Safety Inspection should be discussed at divisional/departmental Health and Safety Committees.

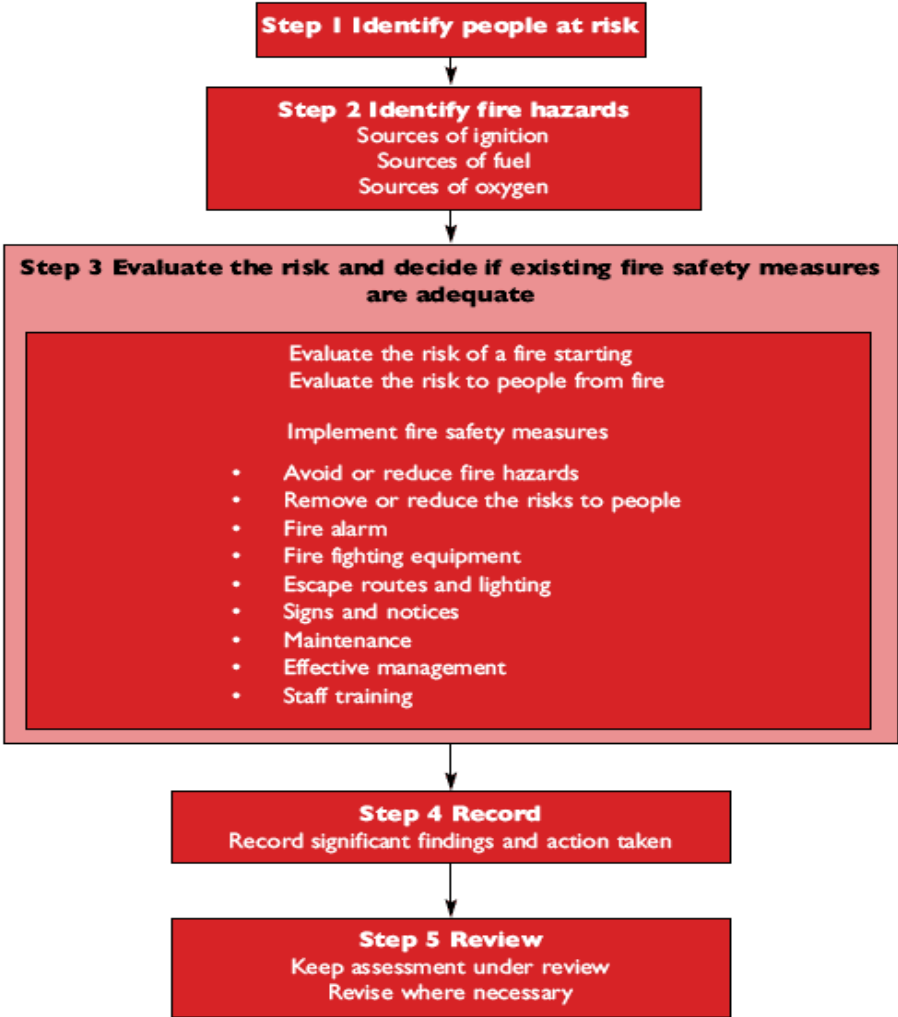
Appendix 'A'

Police Scotland National H & S Board



Appendix 'C'

Fire Risk Assessment Process



Appendix 'D'

Guidance on Developing a Personal Emergency Evacuation Plan (PEEP)

Introduction

The following guidance is intended to help you complete the Personal Emergency Evacuation Plan Template, which is attached to this appendix.

Definition – Personal Emergency Evacuation Plan (PEEP)

A PEEP is an individual evacuation plan, tailored to meet the needs of employees, officers, regular visitors or service users who may have a disability. It will establish the plan that an individual is likely to use and what support they will need in the event of an evacuation.

Purpose

The purpose of a PEEP is to provide the individual with information and assistance to ensure they are able to evacuate from SPA/Police Scotland premises to a place of safety in the event of an emergency evacuation. It will also provide information to others that may need to assist the individual when evacuation is required.

Responsibilities

The responsibility for writing the PEEP will be allocated to the individual's Line Manager/Supervisor, with input from the employee, or Health & Safety Advisor and/or Occupational Health Provider, etc., where required.

Writing the PEEP

A PEEP should always be written in consultation with the individual and discussed with them. The initial phase of writing the PEEP requires the collection of all relevant information relating to the person's disability, work location within the premises and location of evacuation aids, such as Evacuation Chairs, etc. The level of assistance required will be dependent on the individual and for some disabilities where deterioration of physical or mental capacity is ongoing there will be a need for regular review. The personal dignity and right to independence should always be considered when writing the PEEP. The Manager/Supervisor should always be sensitive to the needs/requirements of the individual, however, it should also be remembered that employees have a legal duty to co-operate with their employer's health and safety arrangements.

A PEEP may also be necessary if an employee is returning to work following an accident/illness/injury where their ability to evacuate in an emergency independently is temporarily impaired e.g. a member of staff who is using crutches or a walking aid.

Do not automatically think that all disabilities or medical conditions that may have an effect on evacuation capabilities are visually obvious. For example a person who has

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asthma may be affected in smoky conditions caused by a fire, or some with hypertension may be affected by the stress of an emergency evacuation.

Practicing the PEEP

Once the PEEP has been written it is important that the plan is practiced initially this may need to be carried out independently from the normal fire evacuation drills. However once the plan has been tested it is good practice to incorporate the individual's evacuation into a full scale fire drill where possible.

In some instances it may be necessary to train staff to provide assistance in the event of any evacuation, for example in the use of an Evacuation Chair or where a carry down procedure is to be used. An "Evacuation Chair" Train the Trainers Course is available within Police Scotland to ensure any employees nominated to provide assistance within a PEEP have been trained to do so.

It is the responsibility of the Line Manager/Supervisor to ensure that staff allocated Evacuation Chair duties within a PEEP have been trained.

Following a Fire Evacuation Drill it may be necessary to review/amend the PEEP if alternative arrangements have been developed or agreed in order to "fine tune" the evacuation process.

Refuge Areas

The PEEP should **NEVER** include the possibility of the individual being left in a refuge area to await rescue by the Scottish Fire & Rescue Service. Refuge areas, where available within SPA/Police Scotland premises can be used as a safe haven or as a place to wait in a phased evacuation whilst the full evacuation is established. Some refuge areas within SPA/Police Scotland premises may be provided with Intercoms which will allow communication between those within the refuge area and the person in charge of the evacuation, i.e. Fire Safety Co-ordinator.

Steps to Writing a PEEP

- Collect all relevant information, e.g. nature of disability, evacuation route, evacuation aids, and any assistance required from colleagues.
- Talk to the individual.
- If possible walk the planned escape route(s) with the individual – ask them where reasonable adjustments would assist them. For example, an individual with reduced vision, may benefit from step edge markings (contrasting stair nosings). In some cases walking and being aware of the employee's route may be sufficient to facilitate evacuation to a place of safety.
- If a buddy system is to be used – decide who the buddies will be (plus cover for their absence).
- Decide if additional assistance is required.
- Agree the process with the individual. This is particularly important if they require to delay their evacuation, so as not to delay others from exiting the building.

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- If a horizontal evacuation is to be used from a building – explain about the refuge areas and how to communicate from these.
- Ensure the Fire Safety Co-ordinator, Fire Marshal/Wardens are aware of any PEEP arrangements in place and forward a copy to the Fire Safety Co-ordinator.
- Take into consideration the requirements of any assistance dogs if applicable.

Reasonable Adjustments

There are a number of reasonable adjustments that Line Managers/Supervisors can make to assist the evacuation of an individual who is disabled or requires assistance to evacuate SPA/Police Scotland premises. These are as follows and may assist the Line Manager/Supervisor when planning the evacuation of any individual with a disability and at the same time providing as much independence as possible:

- Provide instructions/signs in large print, Braille or by audio, for example audible beacons at turning points on corridors or at the top of a stairway
- Provide pictorial instructions for those with learning difficulties, as example a story board explaining how they will escape
- Install and train staff in the use of evacuation chairs
- Ensure door closing devices are not set so strong that they cannot facilitate the escape of a disabled person
- Visual/vibrating fire alarm systems for those with hearing/sight impairment
- Clearly mark the edge of steps
- Provide a buddy system
- Colour code exit routes.

Review

The PEEP must be reviewed every 12 months or sooner if there are changes to the layout of the premises or if the individual's condition changes and a copy forwarded to the Fire Safety Co-ordinator

Appendix 'E'

Guidance on the Use of Fire Refuge Areas

Introduction

This guidance explains the general principles that underpin the provision and use of "Fire Refuge Areas", where available, as part of the Premise's EFEP.

Although refuge areas are designed primarily for wheelchair users, employees should be aware of the needs of other disabled people who may require assistance during an emergency evacuation e.g. people with reduced mobility, visual or hearing impairment.

What are Fire Refuge Areas?

Refuge areas are selected areas located within a number of SPA/Police Scotland premises that have been assessed as "safe waiting areas" in which persons with a disability, where required, can temporarily remain during an emergency evacuation, until an on-going situation is assessed, in order to rest, enable others to pass, or holding area for injured persons.

Refuge areas are identified by the following symbols



Doors leading to the refuge enclosure may also be identified by the "Wheelchair" pictogram coloured white on a green background. These signs are located adjacent to the standard "Fire Exit" signs incorporating a directional arrow. The refuge area is denoted by the "Wheelchair" pictogram sign that incorporates the words "Refuge Point" this is again coloured white on a green background.

Location of Fire Refuge Areas

Refuge areas are normally located within or adjacent to a protected enclosure (i.e. stairwell) that will offer a minimum of 30 minutes fire and smoke resistance. This takes account of the fact that the Scottish Fire & Rescue Service would normally be in attendance and dealing with any emergency within 5 -10 minutes of being notified.

Under no circumstances are lifts (unless they are Evacuation Lifts) to be used for evacuation purposes as the lift shaft may be quickly affected by smoke from an adjacent fire.

Refuge areas are only sited in locations where there is adequate space and where a wheelchair/evacuation chair or stationary individual will not impede the means of escape of other persons during an emergency evacuation. In rare circumstances the disabled

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person may require to wait in a designated approach work area or corridor until the majority of employees/visitors have vacated the area.

The individual may then move to the refuge area located within the stairwell. Where this situation applies then accommodation within the work area or corridor still offers an acceptable level of fire protection.

During any initial “briefing” with the Fire Incident Officer, the Fire Safety Co-ordinator will highlight the location of the refuge areas and confirm if these are being used. It is therefore essential that the Fire Safety Co-ordinator obtains accurate information about the presence of any persons who may be located in a refuge area within any SPA/Police Scotland premises where they have responsibility for fire safety arrangements.