

# National Library of Scotland Fire Safety Policy

Last Revised: June 2011

## **National Library of Scotland Fire Safety Policy**

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## 1.0 General Statement

This Policy arises from the requirement for the Library to have a clearly defined policy on fire safety in accordance with the compliance requirements of the Fire (Scotland) Act 2005. As far as reasonably practicable, all steps will be taken by the library to prevent, or minimise the probability of, all causes of fire.

The Library acknowledges that despite these measures it cannot be assumed that fire will never break out. Responsibilities have been assigned and systems have been put in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections of means of escape and maintenance of fire warning systems and fire fighting equipment will take place regularly.

To this end all employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given the appropriate training in the avoidance of fire. Training will be given by persons within NLS, the competence of whom is verified and maintained by the Library's external fire safety consultants.

Employees should report any concerns that they have about fire hazards etc. to a responsible person so that the library can take the appropriate measures to eliminate the problem.

Duncan Campbell  
Director of Corporate Services

Date: June 2011  
Next planned Review: May 2012

## 2.0 Organisation of Responsibilities

### 2.1. Primary duty holders

This section identifies individual officers with a particular responsibility for implementation of the fire safety policy –

#### Corporate Services Director

The Corporate Services Director, as employer, is responsible for fire safety at the senior management level and for ensuring general compliance with the Fire (Scotland) Act 2005. It is his responsibility to –

- Ensure that he retains a sufficient level of competency in fire safety risk management in order to discharge his responsibilities.
- Act appropriately and proportionally to any advice he is given or information he receives which materially affects the fire safety risk to either the collections, staff visitors, contractors or anyone else other who may enter the premises.
- Ensure the National Librarian, fellow Directors and the Board of Trustees are sufficiently aware of any significant residual risks and concurrent control measures which may be in place to deal with such risks, and, where the existing control measures or strategy proves inadequate, take responsibility for appraising senior management of the prevailing situation in order to secure the appropriate redress (whether financial, or of a human resource nature or a combination of both).
- Institute the appropriate reviews or assessments or other interventions necessary to ensure that the systems as outlined in the policy are being adequately maintained.
- Appoint competent person(s) to assist him with discharging his responsibilities.
- Form incident review teams to investigate any major occurrences and ensure detailed incident reports are made available to the appropriate authorities e.g. HM Fire Inspectorate

#### Head of Infrastructure and Safety Manager (Collective Responsibilities)

Jointly act as competent persons in accordance with the requirements of the Fire (Scotland) Act 2005. It is their collective responsibility to –

- Ensure that they retain a sufficient level of competency to adequately discharge their duties and where doubt exists use the services of the Library's external fire safety consultants or similar bodies for advice or guidance.
- Undertake (or arrange to have undertaken) competent fire risk assessments of all buildings which form part of the NLS estate.
- Maintain the buildings fire risk assessment records and buildings fire plans.
- Ensure that adequate systems are in place to make staff aware of the buildings fire risk assessments and fire plans and to arrange to train staff in these arrangements.

- Liaise with HM Fire Inspectorate and the Fire & Rescue Services on all fire safety issues.
- Ensure that the Corporate Services Director is kept abreast of the residual fire risk, particularly whenever this risk increases, and, when this occurs, to recommend adoption of the appropriate additional control measures as may be identified.

#### Head of Infrastructure

Has general operational responsibility for ensuring compliance on all issues covered in this policy by members of his staff within the Infrastructure Division.

#### Safety Manager

- Will investigate all fire alarm activations report on these events to the Estates Service Manager in accordance with Appendix 1 Briefing Document – Amendments to fire alarm reports
- Ensure that at least annually a report of such events, together with the state of fire safety in all premises is made available to management and staff through the Library Health & Safety Committee.
- Carries out fire risk assessments within the scope of the Safety Manager's competence, which is maintained through periodic training by the Library's external fire safety consultants. NLS Fire Safety Consultants will undertake a full fire risk assessment of all NLS buildings at regular 5 yearly intervals and will undertake a desk top review of the Fire Risk Assessments which are completed by the Safety Manager annually.

#### Facilities Manager

Has particular overall responsibility for the satisfactory operation of fire safety related equipment and devices in accordance with the relevant standards set out in Section 3.0 of this document. In order to further ensure statutory compliance on the technical aspects of this policy the Facilities Manager will have direct access to external support and assistance whenever he deems it necessary to secure specialist advice. The Library's external fire safety consultants will also underpin internal technical compliance verification in accordance with the audit and review protocols as outlined in paragraph 3.24.

#### Security Manager

Have responsibility for ensuring that Security staff undertakes the range of fire safety related inspections and duties as set out within each site's fire safety control manual of operational procedures.

Managers or those who oversee the work of others

Are responsible for

- Arranging fire safety induction and individual attendance at annual or other published refresher fire safety training courses. Training will be given by competent persons, who will normally comprise NLS staff trained by the Library's external fire safety consultants every three years.
- Completing personal emergency evacuation plans in accordance with Appendix 2.
- Ensuring that staff, contractors, guests, visitors or any other individuals who fall under their control are accounted for in the event of a fire alarm or related emergency.
- Maintenance and monitoring of training records to ensure course completion by all staff who should be involved and for making such records available to the Safety Manager, appointed Trade Union Safety Representatives and others who would reasonably be expected to audit these records from time to time.

Buildings Fire Officers

Will be appointed in each NLS building. He / she will be responsible for managing the fire evacuation systems in accordance with the procedures which have been set out in the buildings fire plans. The Buildings Fire Officer will appoint as many deputies as may be required to assume the range of duties as may be required to discharge these duties. Buildings Fire Officers are given periodic training by competent persons.

All Staff

Are responsible for reporting any problems or defects encountered and for acting in accordance with the instructions they will have received or additional instructions they may be required to follow from time to time.

Staff have a duty to co-operate fully with these arrangements.

### **3.0 Administration of fire safety related processes and procedures**

#### **3.1. Liaison with HM Fire Inspector and the Fire & Rescue Services**

- 3.1.1 The NLS recognises the need to liaise with the Lothian & Borders Fire & Rescue Services and with HM Fire Inspector in respect of fire precautions and fire fighting provisions in all NLS premises.
- 3.1.2. Liaison will generally be co-ordinated by the Security Manager in order to facilitate familiarisation visits and periodic exercises with the Fire & Rescue Services
- 3.1.3. Liaison will generally be co-ordinated by the Safety Manager in order to facilitate fire safety audits and consultation regarding matters including structural fire precautions, current legislation and codes of practice.

#### **3.2. Scottish Building Standards**

For all building alteration work within the Library's buildings applications for Building Warrant are submitted to the appropriate Scottish building standard. The drawings submitted with the application detail the fire related aspects. Once the Warrant is issued and the work completed we submit a request for a completion certificate which confirms that the work has been completed in accordance with the warrant. These documents are filed in the electronic data base as well as in the Building Safety File.

#### **3.3. Fire Procedures**

- 3.3.1. The evacuation procedures which have been established for each site which will be followed by all staff in the event of fire and the alarm of fire are set out within each site's fire safety control manual of operational procedures.
- 3.3.2. Fire procedures will be particular to the nature and requirements of individual NLS sites and where necessary areas within those sites.
- 3.3.3. The principal objective of these procedures is to provide a rapid and effective response to all fire alarms and fire emergencies consistent with the safeguarding of life and property.
- 3.3.4. Fire procedures will include plans for –
  - Raising the alarm in the event of fire
  - Calling the fire brigade
  - Notifying essential personnel
  - Staff action on hearing the fire alarm

- The co-ordination of emergency action first aid fire fighting
- The control of fire and smoke
- The isolation and disconnection of services as necessary
- The evacuation of personnel as necessary
- Assessment and reporting of the event

Fire procedures on each NLS site will be formulated and periodically reviewed by the Buildings Fire Officer in conjunction with the Safety Manager.

3.3.5. In all NLS premises Fire Action Notices will be exhibited in a conspicuous position stating the essential action to be taken on discovering fire and on hearing the alarm.

### **3.4. Means Of Escape**

The Head of Infrastructure, Facilities Manager and the Safety Manager (in consultation with HM Fire Inspector and / or Lothian & Borders Fire and Rescue Services) will seek to ensure that there are adequate means of escape in all NLS premises established in accordance with the following principles –

- The occupants of the building should be able to turn their backs on a fire wherever this occurs and travel away from it directly through circulation spaces and stairways to a point of safety.
- There should be an alternative means of escape from any point in the building should the normally accepted escape route become blocked or dangerous to use.
- As far as practicable distance of travel should conform to the appropriate guidelines
- Access must remain unimpeded at all times
- Instructions in respect of fire doors, emergency exits etc., must be strictly enforced at all times
- Building and engineering work must not prejudice the means of escape. Where work impinges on means of escape routes alternative arrangements must be made in conjunction with the Safety Manager and be identified and approved as a means of escape.
- Escape routes and emergency exits in NLS premises should be sign posted with signs conforming to BS 5499 Part 1 1990 (and Safety Signs & Signals Regulations 1996)
- Every member of staff will be made aware that he/she has a responsibility to ensure that escape routes are kept clear at all times
- Heads of Section must ensure that identified means of escape is maintained and kept free from combustible materials

### **3.5 Structural Fire Precautions**

- 3.5.1. The NLS recognises the importance of incorporating structural fire precautions in the buildings for which it is responsible, utilising compartmentation wherever practicable and fire resisting materials and methods of construction conforming to Building Regulations.
- 3.5.2. All building schemes including alterations to existing premises will comply with the requirements of building legislation and with all other relevant standards and codes of practice. On completion of all building schemes the job officer shall ensure all fire stopping is sufficient and adequate to maintain the integrity of the existing fire compartmentation
- 3.5.3. The fire precautions aspects of existing NLS premises will be inspected on a regular basis in accordance with the requirements as detailed within individual site fire safety folders
- 3.5.4. It is the responsibility of the Security Manager to ensure compliance with this policy aspect.

### **3.6 Detection & Warning –**

- 3.6.1 Generally within NLS premises there will be an Automatic Fire Alarm or Fire Alarm system installed in accordance with version of **BS 5839 Part 1** applicable at the time of installation.
- 3.6.2 The maintenance and servicing will be undertaken in accordance with the current version of BS 5839 Part 1. All tests and faults will be recorded. It shall be the responsibility of the Facilities Manager to ensure compliance in line with this policy.
- 3.6.3 It is the responsibility of the Buildings Services Engineer to manage the day to day operation, maintenance and remedial repairs of the fire alarm installations.

### **3.7 Emergency Lighting**

- 3.7.1 In all NLS premises emergency lighting will be provided in accordance with the appropriate recommendations of a risk assessment or **BS 5266 Part 1**, (current at the time of installation) if there is no risk assessment.,
- 3.7.2 Emergency lighting systems will be tested on a regular basis in accordance with the current version of BS 5266-1.
- 3.7.3 It shall be the responsibility of the Facilities Manager to ensure compliance in line with this policy.
- 3.7.4. It is the responsibility of the Buildings Services Engineer to manage the day to day operation, maintenance and remedial repairs of the emergency lighting installations.

### 3.8 Automatic Fire Suppression Systems

#### 3.8.1. Wet Fire Suppression Systems

3.8.1 Automatic wet fire suppression systems shall be installed in accordance with the version of the British Standard and Loss Prevention Council (LPC) Rules for automatic sprinkler installations applicable at the time of installation.

3.8.1.1 Automatic wet fire suppression systems shall be maintained in accordance with BS EN 12845:2003 and a planned preventative maintenance scheme carried out by an approved contractor.

3.8.1.2 It is the responsibility of the Facilities Manager to ensure compliance in line with policy

3.8.1.3 It is the responsibility of the Building Services Engineer to manage the day to day operation, maintenance and remedial repairs of the automatic wet fire suppression systems.

#### 3.8.2. Gaseous Fire Suppression Systems

3.8.2.1. Gaseous fire suppression systems shall be installed and maintained in accordance with the British Standard applicable at the time of installation.

3.8.2.2. Gaseous fire suppression systems shall be maintained in accordance with the latest version of BS ISO 14520-1:2006 with a planned preventative maintenance scheme carried out by an approved contractor.

3.8.3.3. It is the responsibility of the Facilities Manager to ensure compliance in line with policy.

3.8.3.4 It is the responsibility of the Buildings Services Engineer to manage the day to day operation, maintenance and remedial repairs of the gaseous fire suppression systems.

### 3.9 Fire Fighting Lift

3.9.1 Where fire fighting lifts have been installed these will be maintained in accordance with a planned preventative maintenance regime and test programme in accordance with the latest version of **BS 5588: Part 5** which shall be carried out by an approved contractor

3.9.2 It is the responsibility of the Facilities Manager to ensure compliance in line with policy.

3.9.3 It is the responsibility of the Buildings Services Engineer to manage the day to day operation, maintenance and remedial repairs of the fire fighting lift.

### **3.10 Smoke Extract Installations**

3.10.1 Where smoke extract systems have been installed these will be activated via the sprinkler system. Smoke extract systems will be inspected and tested in accordance with a planned preventative maintenance regime as dictated by industry best practice

3.10.2 It is the responsibility of the Facilities Manager to ensure compliance in line with policy.

3.10.3 It is the responsibility of the Buildings Services Engineer to manage the day to day operation, maintenance and remedial repairs of the smoke extract installations.

### **3.11 First Aid Fire Fighting Equipment.**

3.11.1 In all NLS premises first aid fire fighting equipment will be provided and positioned according to

- The nature of the fire hazard
- Any recommendations made by HM Fire Inspector or other competent persons or bodies.

3.11.2. With all new building schemes the requirements for fire fighting equipment should be determined at the planning stage in consultation with HM Fire Inspector and /or Lothian & borders Fire & Rescue Services as may be appropriate. All new extinguishers will conform to BS EN 3.

3.11.3 A specialist contractor will be appointed to provide a maintenance service and a yearly inspection of fire fighting appliances of various manufacture in accordance with the recommendations of BS 5306 Part 3 1985.

3.11.4 All appliances inspected will have a label attached with the date of inspection or test and signature of inspector and sealing strip or tags.

3.11.5. Thorough training and instruction should be given to every member of staff regarding the

- The location of fire fighting equipment together with the requirement of not using it unless trained and authorised to do so.
- The need to keep fire fighting equipment accessible and free from obstruction at all times.

3.11.6 It is the responsibility of the Safety Manager to ensure that these systems are maintained in line with policy.

**3.12. Access for Fire Fighting Appliances / Sprinkler Valve Sets and Fire & Rescue Exercises etc.**

3.12.1 As far as practicable the Facilities Manager, Head of Security and local fire and rescue services will agree access routes for fire fighting appliances in respect of all NLS premises

3.12.2 Security staff or the buildings fire officer where appropriate, will make the necessary arrangements for these routes to be kept clear of parked vehicles and other obstructions.

3.12.3 All members of staff will, during annual training be made aware of and reminded that they have a responsibility for ensuring that access routes are kept clear.

**3.13 Surface Finishes, Furniture, Furnishing Textiles.**

3.13.1 The NLS staff must ensure that all items comply with the appropriate European or other fire safety standards at the time they are purchased.

3.13.2 Employees and others responsible for construction and decoration in NLS premises will ensure that apart from small areas, the surface finish of wall and ceilings corresponds to a standard no lower than that specified by Buildings Regulations.

3.13.3 It should be ensured that curtains or other items of flame retardant linen sent for laundry or repair are treated as necessary to maintain the appropriate fire retardant standard.

3.13.4 Members of staff will be made aware that they must not introduce furniture and furnishings which do not conform to the appropriate fire retardant standards in any premises.

**3.14 Exhibitions & Events**

It is recognised that Exhibitions can pose a significant fire risk particularly during the assembly and disassembly phases. Exhibitions staff must therefore ensure that a risk assessment is completed in Rivo Safeguard prior to any events occurring and that the appropriate stakeholders (particularly Facilities Technical staff) are asked to comment from the initial planning stages.

### **3.15 Altering the layout of existing spaces**

Members of staff will also be made aware by the Director of Corporate Services that they are not permitted to alter the layout of their existing rooms or workplace without prior consultation with the Property Services Unit.

### **3.16. Electrical Equipment**

3.16.1 It is the responsibility of the Facilities Manager to maintain electrical systems in line with policy as outlined below.

3.16.2 The means of isolation of any electrical plant and equipment should be so located as to be readily accessible in the event of fire.

3.16.3. All electrical equipment and its associated wiring should be used safely in the manner and for the purpose intended and should be checked periodically, all in accordance with the requirements of the Electricity at Work Regulations and the electrical inspection and testing risk assessment.

3.16.4. So far as is reasonably practicable all existing electrical equipment and its wiring will be checked periodically according to the portable appliance risk assessment. All new electrical equipment including items introduced by employees should be checked by a qualified electrician prior to its initial use.

3.16.5 Any suspect electrical equipment (or equipment which fails electrical tests) must be withdrawn from service immediately.

### **3.17 Door Guards**

3.17.1 The NLS recognises that it may prove necessary for fire doors to be held in the open position for operational reasons. Any such request should be submitted in writing to the Safety manager who will in turn assess the viability of introducing automatic door guard

3.17.2 If door guards are considered suitable only those which meet the requirements of BS EN 1155 will be purchased.

3.17.3 Once purchased a register will be maintained by the Security Manager outlining their locations. They will then all be tested weekly by Security personnel and maintained annually by a competent supplier (such as Chubb) on an annual basis.

### **3.18 Evacuation chairs and lifting frames**

3.18.1 It is the responsibility of the relevant operational management teams who may be required to use such equipment as part of their overall evacuation strategy to

ensure that their staff receives adequate induction and ongoing refresher training in the use of this equipment.

3.19.2 Should this equipment ever be deployed it will become the responsibility of the Facilities Manager to ensure that this equipment is maintained and serviced in accordance with statutory requirements

### **3.19 Chemicals, Solvents & Flammable Gases.**

3.19.1 Individual Service Managers will ensure that fire precautions associated with the use and storage of chemicals, solvents and gases in NLS premises will be implemented according to the guidelines laid down by the Health & Safety Executive.

3.19.2 In practice Service Managers should therefore seek the advice of the Safety Manager prior to introducing any forms of hazardous substances into the workplace.

### **3.20 Fire Precautions in Specific Areas**

3.21.1 The NLS recognises the importance of enhancing fire precautions in specific areas of high fire risk e.g. kitchens, workshops etc.

3.21.2 Staff working in these areas will be made aware of any specific risks and precautionary measures by their line management teams.

### **3.21. General Fire Precautions**

3.21.1 All staff will be made aware of the general principles of fire prevention (see paragraph 3.2.)

3.21.2 Training will stress the importance of adopting safe procedures and report to management any breaches of fire safety or abuses of procedures.

### **3.22 Staff Training**

3.22.1 Every member of staff employed by the NLS will be required to attend all induction or fire-training lectures which have been deemed mandatory by the NLS.

3.22.2 The Safety Manager (or other competent nominee) will provide staff fire safety training in accordance with individual needs or responsibilities as set out in this documentation in the site based fire plans. The competence of the Safety Manager (or other competent nominee) will be maintained and audited by the Library's external fire safety consultants.

### 3.23 Fire Drills & Exercises

3.23.1. As far as is reasonably practicable fire drills will be conducted in all NLS premises at least one per year.

3.23.2 Fire drills will be monitored and all details recorded to enable the Safety Manager and others to assess the adequacy of both the procedures and staff training.

### 3.24 Reporting Procedures

3.24.1 For reporting purposes the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) defines a reportable explosion or fire as

- An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or as the case may be for the suspension of normal work in those premises for more than 24 hours, where the explosion was due to the ignition of any material.
- Certain types escapes of flammable substances and electrical short circuits are also considered reportable.

3.24.2 The Safety Manager will determine the appropriate reporting procedure to be followed with the regulatory authorities depending upon the individual nature of the event.

### 3.25 Hot Works

The NLS operates a strict permit to work system for all hot works undertaken on any of its sites. Hot works include all burning, grinding, welding or soldering activities. Permits must be secured from the Property Services Unit prior to any such works being undertaken and only those authorised to issue these documents are permitted to do so. The following sets out a list of persons so authorised to issue these permits –

Name
Jack Plumb
Gavin Moffat
Linda MacMillan

3.26.2. It is the responsibility of the Safety Manager to ensure that authorised persons are competent to administer these systems

### 3.26 Contractors & Visitors

It is the responsibility of the host or member of staff who is Organising contractors works to ensure that contractors and visitors are generally made aware of the NLS

Fire Safety policy and safe evacuation arrangements. This responsibility extends to ensuring that where necessary the appropriate permit to work systems are put in place and administered competently.

### **3.27 Fire Safety Policy – Review Arrangements & Protocols**

#### 3.27.1 Review of fire safety responsibilities in accordance with (this) policy.

The attached Appendix 3 summarises where the Fire Safety Policy places responsibility for the management of fire risk in all key risk areas. It also sets out the precise audit frequency and named person who will be responsible for auditing the fire safety risk owner on an ongoing basis.

It is the responsibility of the competent persons i.e. the Head of Infrastructure and the Safety Manager to ensure that this information list remains relevant and up to date all times

#### 3.27.2 Fire Safety Policy Audit control documentation and systems

Appendix 4 sets out the audit forms which will be used to evidence that the necessary audits as outlined in 3.27.1 above have been undertaken. Completed audit sheets will be held in Rivo Safeguard risk management software and these will be made available for inspection upon request.

It is the responsibility of the Corporate Services Director to ensure that these audit protocols have and are being adhered to – particularly prior to signing off on any further Fire Safety Policy Revisions or updates

#### 3.27.3 Fire Safety Assistance

Regulation 17 of the Fire Safety (Scotland) Regulations 2006 requires that persons with duties under Section 53 or 54 of the Fire (Scotland) Act must nominate competent persons to assist them in undertaking the duties contained in Chapter 1 of the Fire (Scotland) Act. Compliance by the Library is achieved by maintaining the competence of the primary duty holders set out in Section 2.1 of this Policy. Their role is supplemented, where necessary, by means of a call off contract with external fire safety consultants, appointed under a three year, renewable contract, with rates agreed on an annual basis. The external fire safety consultants also periodically maintain and audit the competence of relevant duty holders.

The Safety Manager is responsible for making arrangements for ensuring adequate co-operation between primary duty holders and the Library's external fire safety consultants, as required by Regulation 17(2) of the Fire Safety (Scotland) Regulations 2006. The Corporate Services Director will ensure that the Safety Manager is provided with sufficient resources to discharge this responsibility

### **3.28 Fire Risk Assessment – Review Arrangements**

3.28.1 Buildings fire risk assessments will be reviewed internally by the competent persons (see Para 2.1.) annually to ensure that these remain valid and up to date. Where necessary the assistance of outside specialist organisations will be secured to ensure compliance to the necessary legal and best practice standards. Periodically, a new fire risk assessment is carried out by the Library's external fire safety consultants for all buildings, other than those non-collection buildings for which fire risk assessments are within the competence of the Safety Manager.

3.28.2. Fire risk assessments will be completed by the Jobbing Officer whenever there is a possible change to the existing fire risk. Jobbing officers must ensure that these risk assessments will be made available to the Safety manager for comment and to allow him to reflect these changes in the annual review as outlined in Paragraph 3.28.1.

### **3.29 Location of Fire Risk Assessment Documentation**

All current information on Fire Safety Risk Assessments will be held in the Rivo Safeguard Library.

## Appendix 1 - Fire Alarm Report

### Report Reference Number FA /

Part 1 – To be completed by Security whenever the fire alarm is initiated and then e-mailed to the Safety Manager as a priority item (Alarm panel print outs should then be sent in the internal mail)

#### 1.1. Background Details

Date:	Building:	Alarm timed at:
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Security staff involved with the incident:
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Security Officer's comments on the incident
Completed by:

#### 1.2. Fire Brigades Response

Did the fire brigade attend?	Yes	No
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<b>If Yes</b> Number of appliances attended:	Arrival on site timed:	Departure off site timed:
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Fire Brigades Additional Comments (if any)
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After Section 1 has been completed and received the Safety Manager will arrange to pass the report to the Buildings Fire Officer for comment

Part 2 – To be completed by the Building Evacuation Team and then e-mailed to the Safety Manager as a priority item

**2.1. Evacuation Details**

Approximate Time taken to clear the building?	
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**2.2. Evacuation Team**

Buildings Fire Officer	
Assembly Area Manager:	
Others (First aider etc)	

Was the evacuation plan implemented properly?	Yes	No
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Evacuation Teams Comments (if any)
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Part 3 – Incident analysis to be completed by the Safety Manager

**3.1. Incident Investigation Outcomes**

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**3.2. Corrective Actions**

Comments	Action plan	Person responsible for dealing with this issue

**3.3. Category allocated to this false alarm in accordance with BS 5359**

This event has been categorised as one of the following -

	An unwanted alarm, in which a system has responded as it is designed to do, or as the technology may reasonably be expected to respond to the environment, accidental damage or action by people.
	Equipment false alarms, in which the false alarm has resulted from a fault in the system

	A malicious false alarm, in which a person intentionally operates the system, knowing that there is no fire.
	False alarms with good intent, in which a person operates the system in the belief that there is a fire.

Signed:

Safety Manager

Date


Countersigned:

Head of Estates

Date


*Performance Targets:*

BS 5839 Part 1: 2002 – One false alarm per 100 detectors

Building	Total Heads	Target
GB		
CB		
LB		

Actual Performance

Building:	Year:	Actual (to date):
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## **Appendix 2 – Personal emergency evacuation plans (PEEPS)**

### PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

#### Writing a Personal Emergency Evacuation Plan (PEEP)

#### **Section A**

##### Aim

The aim of a Personal Emergency Evacuation Plan (PEEP) is to:

- provide people who cannot get themselves unaided out of a building, with the necessary information to be able to manage their safe escape.
- give management the necessary information to ensure that the appropriate and correct level of assistance is always available.

##### Responsibilities

##### Members of staff

It is the responsibility of all staff to raise any concerns they may have around their individual ability to evacuate the building in the event of an emergency without assistance and it is their line managers responsibility to ensure that such concerns are then fully addressed. If an individual requires assistance the Emergency Evacuation Questionnaire should be completed (see Section B) with any support or advice from their Line Manager and Health & Safety Manager as may be necessary or appropriate.

##### Writing the PEEP

From the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) will be formulated by the Individual, their Line Manager and Health & Safety Manager. Given the unique characteristics of buildings and the need for a PEEP to take account of the buildings capabilities, disabled persons who regularly use different buildings may require to have a separate PEEP for each building or area regularly frequented.

If assistance with evacuation is necessary, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used. PEEP Assistants are likely to require training, in which case this should be facilitated by the relevant Line Manager via the Training Officer and Health & Safety Manager as necessary.

Bear in mind that a staff requirement for a PEEP can be of either a temporary or permanent nature. For example it is probable that a PEEP would need to be required if

a member of staff who worked above the ground floor level returned to work with their leg in plaster following an accident

## Visitors

Procedures are as outlined for staff above except that the NLS host is responsible for completing the PEEP with assistance from the Safety Manager as may be required.

## Customers and members of the public.

Specific procedures have been put in place around the management of disabled customers and members of the public who may circulate in the reading rooms on level 13 and in free circulation spaces on level 11 at George IV Bridge. These procedures are incorporated into the building evacuation plan for this building and all staff who are involved in the management of these arrangements will receive full training in their duties

## Evacuation in an Emergency

### Assisting wheelchair users down stairs

Where disabled persons are located above the ground floor there are a number of considerations. In all the following cases the Safety Manager will be able to give further advice and will assist with identifying Refuges and Evacuation Lifts.

#### a) Temporary Refuges -

A refuge is a designated temporary safe space where disabled people can wait for assistance. It is an area that is both separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of a refuge will permit a staged evacuation to be implemented. A refuge area must be known to relevant occupants and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building. Refuges should only be defined after consultation with the Safety Manager or Estates Manager as the requirements for fire separation and structure are very specific and the inclusion of a refuge in the building will also require alteration to the Building Fire Risk Assessment.

A refuge can only be defined if there is also a specific procedure implemented to ensure that persons are able to be evacuated from the Refuge under safe and controlled conditions. It is the responsibility of the NLS to ensure that persons are evacuated and not left for the Fire & Rescue Service to retrieve.

#### b) Lifts -

Most lifts cannot be used in an emergency. Any lift used for the evacuation of disabled people should be either a "fire-fighting lift" or an "evacuation lift" such as presently exists

at the south fire escape at George IV Bridge. The Safety Manager will be able to tell you if, and in what circumstances this lift may be used in the event of a fire.

If you believe that this lift would be suitable in an emergency then the Safety Manager will advise on the correct procedure for using the lift as an evacuation lift and will also advise on the signage and training necessary.

#### c) Safe routes

A PEEP should contain details of the escape route(s) the disabled person will be expected to use. Clear unobstructed gangways and floor layouts should be considered at the planning stage. Wherever possible Horizontal Evacuation routes should be sought out, this to ensure that the evacuating person can move freely into an adjacent building/fire compartment without having to negotiate steps and stairs. The Safety Manager or Estates Manager can advise on the extent of fire alarms and the fire separation between buildings/compartments so that these routes can be better designed. It is especially important to ensure that locks, doors and other devices are all able to be operated by the evacuating persons. It is insufficient to have a route if the door furniture is inaccessible. If changes are required please contact the Safety Manager.

It is also necessary to ensure that there are, wherever possible, alternative routes and that the routes are not excessively long. Further advice is available from the Safety Manager on a building by building basis.

#### d) Evac-Chairs -

Evac-Chairs can be used to assist disabled people downstairs and if identified as part of a PEEP, will be provided as and when necessary, with the appropriate training for users and designated PEEP Assistants/Security.

### Deaf and Hearing Impaired persons

Generally, most deaf people working alongside hearing colleagues will not require special equipment, provided they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. However, deaf or hearing impaired persons working alone may need an alternative method of being alerted to an emergency. For example many alarm systems have visual indicators in the form of a flashing light; alternatively vibrating pager systems can be used. If additional equipment is required then please consult with the Safety Manager.

### Blind and Partially Sighted persons

If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.

## All disabled occupants

All disabled occupants should be offered orientation training and this must include alternative ways out of the building.

## Persons with other special needs

Consideration must be given to the needs of persons other than those detailed above, who may require the security of a PEEP i.e.

- Persons who may experience epileptic episodes brought about by certain stressful situations or the use of strobe lights etc.
- Persons who suffer from an asthmatic condition which may be triggered by a stressful situation or the inhalation of even a small quantity of smoke.

## Training

To be effective, any evacuation plan depends on the ability of staff to respond efficiently. Staff will therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:

- Fire Routines and Evacuation Procedures
- Specific education/training on safe and appropriate use of first-aid fire fighting equipment.
- Specific training for PEEP Assistants.
- Specific training in the use of Evac-Chairs.
- Specific training on disabled person assistance methods

Further advice is available in the first instance from the Safety Manager on ext. 3706

## **Section B**

### **EMERGENCY EVACUATION QUESTIONNAIRE FOR DISABLED STAFF**

A questionnaire has been made available on the intranet. This is intended to be completed by disabled persons to assist with the development of a PEEP. Please provide as much information as possible to allow the NLS to develop a suitable plan. If you do not feel comfortable in answering any of the questions and only want to use the form as a template for developing the plan with your line Manager and the Safety Manager; then that is acceptable. However, if you do not provide information which is necessary to enable your safe evacuation from the building, your line manager and the Safety Manager may not be able to develop an adequate plan. Once developed, the

Plan will include the intended means of escape in the event of an emergency (including drills). If you or your Line Manager consider there to be significant issues raised by this process, please contact the Safety Manager who will assist in finding suitable solutions.

### 1. Why you should fill in the form.

The NLS has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

- if you require information about our emergency evacuation procedures
- if you need assistance during and emergency

It should not take you more than a few minutes to complete this form.

### 2. Who should the form be sent to?

The form should be e-mailed to your line manager in the first instance. A copy should be sent to the Safety Manager and HR Manager same time.

### 3. What will happen when you have completed the form?

A PEEP will be developed for you and you will be provided with any additional information necessary about the emergency evacuation procedures in the building(s) in which you work. A copy of the agreed PEEP will be kept by the individual with further copies being provided to line manager/other responsible person, Security and the Safety Manager. Peep's will be reviewed by the Safety Manager when circumstances affecting the plan change or at the very minimum annually.

If you need assistance, the "Personal Emergency Evacuation Plan" will specify what type of assistance you need. It will then be up to the NLS to assist you by providing this information and/or facilities. There may be some buildings where safe evacuation cannot yet be provided without alterations being carried out. In these cases you will have to be patient whilst solutions are considered and developed. In only a few cases it may not be possible to provide safe access to a building, and other solutions will have to be found.

## Section B – Copy of the on line PEEP Questionnaire

### Writing a Personal Emergency Evacuation Plan

Page 1 of 1

#### Details of Person Requiring Assistance

Name\*

Job Title

Office or work area

Brief description of duties

#### LOCATION

1. Where are you based most of the time?

Please name: the building, the floor and the room number.

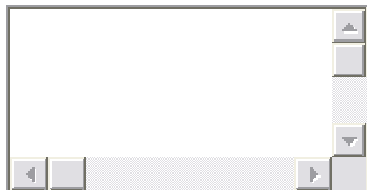
2. Do you routinely use more than one location in this building?

Yes  No

**LOCATION**

1. Where are you based most of the time?  
Please name: the building, the floor and the room number.

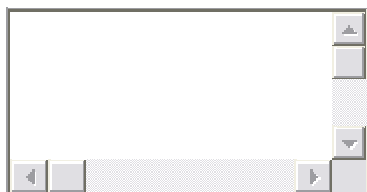
If you feel it is necessary please provide further details below.



3. Do you routinely use other buildings?

Yes  No

If you feel it is necessary please provide further details below.



**Awareness of Emergency Evacuation Procedures**

4. Are you aware of the emergency evacuation procedures which operate in the building(s) in which you work?

Yes  No

5. Do you require written emergency evacuation procedures?

Yes  No

5a. Do you require written emergency evacuation procedures to be supported by British Sign Language (BSL) interpretation?

Yes  No

5b. Do you require written emergency evacuation procedures to be in Braille?

Yes  No

5c. Do you require written emergency evacuation procedures to be in audio tape?

Yes  No

5d. Do you require written emergency evacuation procedures to be in large print?

Yes  No

5e. Do you require the facilities for a Guide Dog?

Yes  No

6. Are the signs which mark emergency routes and exits clear enough?

Yes  No

### Emergency Alarm

7. Can you hear the fire alarm/voice messages in your place(s) of work?

Yes  No  Don't Know

8. Do you require the issue of a vibrating pager linked to the fire warning system?

Yes  No  Don't Know

9. Could you raise the alarm if you discovered a fire?

Yes  No  Don't Know

### Assistance

10. Do you need assistance to get out of your place of work in an emergency?

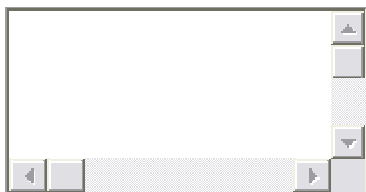
Yes  No  Don't Know

If no please go to [Question 13](#)

11. Is anyone designated to assist you to get out in an emergency?

Yes  No  Don't Know

If no or don't know please go to [Question 13](#) If yes give name(s) and location(s)



12. Is the arrangement with your PEEP Assistant(s) a formal arrangement?  
(A formal arrangement is an arrangement specified for them by the Line Manager or written into their job description or by some other formal procedure.)

Yes  No  Don't Know

12a. Are you always in easy contact with those designated to help you?

Yes  No  Don't Know

13. In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you were located?

Yes  No  Don't Know

### Getting out

14. Can you move quickly in the event of an emergency?

Yes  No  Don't Know

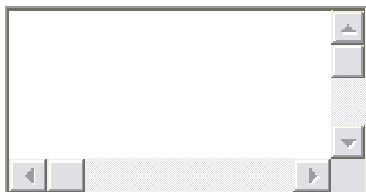
15. Do you find stairs difficult to use?

Yes  No  Don't Know

15. Are you a wheelchair user?

Yes  No

Please use the space below to detail any particular needs, requirements or wishes in relation to question 16. above:



## **Section C**

### **Completing a PEEP**

Based on the information provided in Section B a PEEP will be completed by the individual and their line manager with the assistance of the Health & Safety Manager.

#### **When completed, copies marked ‘Personal & Confidential’ will be held by the following people**

- The individuals themselves
- Line Manager or other responsible person
- Health & Safety Manager (if relevant to do so)
- HR (if relevant to do so)
- Buildings fire team
- Security Control Room for insertion in the Fire Risk Management folder.

*Details of the staff version PEEP are as follows*

## **PERSONAL EMERGENCY EVACUATION PLAN**

Full Name

Office/Organisation Location  
Line Manager

Extension

### **AWARENESS OF PROCEDURE**

I am informed of a fire emergency requiring evacuation by:

existing alarm system

pager device

visual alarm system

Other (please specify)

\_\_\_\_\_

Signature of Individual

Date

---

Signature of Line Manager/or other  
responsible person

Date

---

Signature of Health & Safety Manager

Date

---

**DESIGNATED ASSISTANCE:**

(This is to confirm that I agree to be designated to carry out the duties of PEEP Assistant for the above individual and that I full understand the contents of this personal plan)

Name

Location/Extension

Signature of PEEP

Assistant

---

**METHODS OF ASSISTANCE :**

(eg: Will detail transfer procedures, methods of guidance, etc.)

**EQUIPMENT PROVIDED:**

(e.g. Will list evac chairs or personal alarm systems)

**EVACUATION PROCEDURE:**

(A step by step account of arrangements beginning from the first alarm).

**TRAINING ARRANGEMENTS**

(Full details of training needs and arrangements fro PEEPS assistants or others)

**SAFE ROUTE(S):**

(Summary of safe passageways and escape routes)

**REVIEW DATE:** \_\_\_\_\_  
(minimum of one year)

Further Information

**(Please use this section for any further information, suggestions or comments)**

**Appendix 3 - Fire Safety Policy Master Audit Control Sheet (Last Revised June 2011)**

<b>General Audit Issue</b>	<b>Fire Safety Policy Chapter Number</b>	<b>Risk Owner</b>	<b>Audit Frequency</b>
Generally ensure that the Fire Safety Policy is being competently administered	<ul style="list-style-type: none"> <li>• Para 2.1.</li> <li>• Para 3.14.6</li> <li>• Para 3.16.</li> <li>• Para 3.28</li> </ul>	Corporate Services Director (DC)	DC at annual policy sign off
Ensure that Estates are competently managing all aspects the Fire Safety Risk	<ul style="list-style-type: none"> <li>• Para 2.1.</li> <li>• Para 3.4</li> <li>• Para 3.28</li> </ul>	Head of Infrastructure (MGG)	Quarterly by DC
Ensure that staff training; ongoing fire evacuation management arrangements fire incident reporting and fire equipment is being maintained in accordance with policy and that general staff training is arranged in accordance with policy. Ensure that the competence of those delivering training is periodically maintained and audited by the Library's external fire safety consultants.	<ul style="list-style-type: none"> <li>• Para 2.1.</li> <li>• Para 3.3.</li> <li>• Para 3.4.</li> <li>• Para 3.11</li> <li>• Para 3.12</li> <li>• Para 3.19 – when relevant</li> <li>• Para 3.22</li> <li>• Para 3.23</li> <li>• Para 3.24</li> <li>• Para 3.25.</li> <li>• Para 3.26</li> </ul>	Safety Manager (MG)	6 Monthly (By MGG)
Ensure that fire safety related equipment is being managed and maintained to policy standards and that ongoing operational liaison with Fire & Rescue Services and HMFI on fire precautions' and fire fighting provisions is maintained	<ul style="list-style-type: none"> <li>• Para 2.1.</li> <li>• Para 3.5</li> <li>• Para 3.6.</li> <li>• Para 3.7.</li> <li>• Para 3.8</li> <li>• Para 3.9.</li> <li>• Para 3.10</li> <li>• Para 3.12.</li> <li>• Para 3.13.</li> <li>• Para 3.16</li> <li>• Para 3.18</li> </ul>	Facilities Manager (JP)	Quarterly (By MGG)
Ensure that fire safety inspections required by security are being undertaken competently	<ul style="list-style-type: none"> <li>• Para 2.1.</li> <li>• Para 3.18</li> </ul>	Security Manager(JQ)	Quarterly (By MGG)

Ensure the fire risks posed by the introduction of exhibitions & events are properly assessed and managed	<ul style="list-style-type: none"> <li>• Para. 3.14</li> </ul>	Exhibitions & Events staff	Six monthly (By MGG)
Responsibility to ensure that staff have sufficient knowledge of the fire risks and mitigation measures in their areas of work	<ul style="list-style-type: none"> <li>• Para. 3.20</li> <li>• Para 3.21</li> </ul>	Service Managers	Annual (By MG)



**Appendix 4 - Fire Safety Audit Report Example**

Risk Owner Name: Job title: Date:  
Audited:

Auditor of risk Name: Job Title: Date  
owner

*Purpose of this audit*

--

**Audit findings**

Fire Safety Issues Being Audited	Fire Policy Chapter Number(s)	Satisfactory?		Comments / Rivo Task Ref Number
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	

Risk Owner Initialled: .....  
Auditor Initialled: .....

## Appendix 5 – External Fire Safety Consultants

External fire safety consultants are appointed by the Library to supplement the fire safety assistance provided by primary duty holders, so ensuring competent fire safety assistance in accordance with Regulation 17 of the Fire Safety (Scotland) Regulations 2006.

The consultants, C.S. Todd & Associates Ltd, provide the services of a qualified fire safety specialist, located within one hour of Edinburgh, supplemented by further consultants and qualified fire safety engineers located elsewhere in the country. The local consultant has spent time familiarising himself with the Library's estate and policies.

The contract with the consultants is renewable every three years, with rate increases applied from 1 January each year during the course of the contract. The rate increase is equivalent to the increase in the Government's published RPI for the calendar month of the previous November.

The role of the consultant is to:

- Provide written, telephone or face-to-face advice to primary duty holders on demand. To carry out fire risk assessments for specified buildings at a frequency agreed with the Safety Manager.
- To audit periodically fire risk assessments carried out by the Safety Manager.
- To maintain and verify the competence of relevant primary duty holders by means including formal training.
- To make the Library aware, when necessary, of changes to fire safety legislation in Scotland, interpretation of the legislation or new guidance.
- To attend incidents when requested to do so by the Safety Manager.