



PREMISES MANAGER'S HANDBOOK

Municipal Buildings



PREMISES MANAGER'S HANDBOOK

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PREMISES MANAGER'S HANDBOOK
SECTION 1 INTRODUCTION

PREMISES MANAGER'S HANDBOOK SUMMARY OF TASKS / CHECKS

| SUBJECT | TASK | INITIALLY | DAILY | WEEKLY | MONTHLY | 6 MONTHLY | ANNUALLY |
|-------------------------------------|--|-----------|-------|--------|---------|-----------|----------|
| Plan of Premises | Mark on plan of premises location of utilities services and fire systems | ✓ | | | | | |
| | Review plan | | | | | | ✓ |
| Premises Risk Assessments | Initial preparation of Risk Assessments | ✓ | | | | | |
| | Review Risk Assessments | | | | | | ✓ |
| Visiting Contractors | Liaise with contractor at start of works/contract | ✓ | | | | | |
| | Liaise with contractor during and at end of works | | ✓ | | | | |
| Visitors | Prepare procedure for the control of visitors | ✓ | | | | | |
| | Review procedures | | | | | | ✓ |
| First Aid Provision | Prepare a First Aid Risk Assessment for the premises | ✓ | | | | | |
| | Review the Risk Assessment | | | | | | ✓ |
| H&S Inspection | Carry out a health & safety inspection of the premises | ✓ | | | | ✓ | |
| Premises Building Plant & Equipment | Identify on your workplace premises plan the location of critical plant & equipment at the premises | ✓ | | | | | |
| | Prepare list of critical plant & equipment | ✓ | | | | | |
| | Develop emergency procedures for critical plant & equipment | ✓ | | | | | |
| | Report repairs & maintenance of premises, plant & equip. | ✓ | | | | | |
| | Review the inventory and emergency procedures of critical plant & equipment | | | | | | ✓ |
| Asbestos | Refer to plan of the workplace premises and develop man. procedure to control asbestos in workplace premises | ✓ | | | | | |
| | Undertake check of Asbestos on premises | | | | | ✓ | |
| | Review man. procedure to control asbestos | | | | | | ✓ |
| Fire Safety | Prepare fire risk assessment for premises | ✓ | | | | | |
| | Prepare emergency fire action plan for premises | ✓ | | | | | |
| | Identify fire awareness training requirements | ✓ | | | | | |
| | Draw a plan of where fire alarm units are located | ✓ | | | | | |
| | Prepare arrangements for carrying out an emergency evacuation of the premises | ✓ | | | | | |
| | Prepare an inventory of fire fighting equipment and note their location | ✓ | | | | | |
| | Draw up a plan/list showing location of fire doors & emergency lighting | ✓ | | | | | |
| | Test the premises fire alarm system | | | ✓ | | | |
| | Check that the premises emergency lighting is working | | | ✓ | | | |
| | Check the premises fire doors open/close correctly | | | ✓ | | | |
| | Complete fire drills for the premises | | | | | ✓ | |
| | Check the premises fire fighting equipment | | | | | ✓ | |
| | Check means of escape are free from obstruction | | | | | ✓ | |
| | Review fire risk assessment | | | | | | ✓ |
| | Review fire action plan | | | | | | ✓ |
| Review fire training plan | | | | | | ✓ | |
| Employee Training | Review employee training and arrange suitable training | | | | | | ✓ |
| Security Management Arrangements | Implement management of security systems | ✓ | | | | | |
| | Check security systems | | | | | ✓ | |
| | Review security arrangements | | | | | | ✓ |
| Waste Disposal | Identify waste disposal arrangements for the premises | ✓ | | | | | |
| | Review annually | | | | | | ✓ |
| Cleaning | Identify cleaning arrangements for the premises | ✓ | | | | | |
| Legionella | Check little used outlets e.g. showers | | | ✓ | | | |
| | Check water temperature of hot water services | | | ✓ | | | |
| | Check water temperature of cold water services | | | ✓ | | | |
| | Check water temperature at Calorifiers | | | | ✓ | | |
| Shared Use of Premises | Make contact and meet with other organisations who share premises | ✓ | | | | | |

PREMISES MANAGER'S HANDBOOK

SECTION 1 INTRODUCTION

BACKGROUND & LEGISLATION

This Premises Manager's Handbook has been developed to assist you, as the manager with responsibility for premises management, to fulfil this responsibility effectively. The handbook has been designed to cover the range of tasks involved in ensuring that a workplace premises is a safe environment for employees and others to work in and visit.

As Premises Manager, you are responsible for ensuring that all relevant health & safety information about your workplace is kept in this handbook and for alerting your line manager to any areas of concern regarding the management of the premises. You may delegate some of the duties assigned to you as Premises Manager to other persons but you are responsible for ensuring that these duties are carried out effectively to ensure the safety of employees and visitors to your workplace premises.

Legislation:

Workplace premises are governed by various Health & Safety legislation including:

- The Health & Safety at Work etc Act 1974;
- The Management of Health & Safety at Work Regulations 1999;
- The Workplace (Health, Safety & Welfare) Regulations 1992;
- Fire Safety (Scotland) Regulations 2006;
- The Control of Asbestos at Work Regulations 2006;
- The Control of Legionella Bacteria in Water Systems 2001;
- The Health & Safety (First Aid) Regulations 1981.

WHAT AM I RESPONSIBLE FOR?

You, as premises manager, are responsible for ensuring that there are effective management systems for:

- Premises associated risk assessments;
- Control of visiting contractors;
- Control of visitors;
- First aid provision;
- Health & Safety inspections;
- Premises, Plant & Equipment;
- Asbestos (where relevant);
- Fire safety management;
- Employee training (for personnel who have devolved responsibilities relating to premises management);
- Security management;
- Waste disposal;
- Maintaining cleanliness of the premises;
- Legionella;
- Shared Use of Premises / Leased Property.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

Refer to the various sections within this Premises Manager's Handbook for information on Premises Manager's responsibilities. Each section in the Premises Manager's Handbook provides guidance on how to carry out the responsibilities of the Premises Manager.

Once you have developed management arrangements and risk assessments they will generally only require to be reviewed annually, unless there has been a change in routine e.g. in working practices, if new equipment has been purchased or there is significant change to the premises building.

The table on the next page summarises what you have to do and when you have to do it.

PREMISES MANAGER'S HANDBOOK
SECTION 2 PLAN OF PREMISES

PREMISES MANAGER'S HANDBOOK

SECTION 2 PLAN OF PREMISES

This Section deals with the requirement to have an accurate plan of the workplace premises available. A copy of the plan should be held in this handbook.

BACKGROUND & LEGISLATION

The Management of Health and Safety at Work Regulations 1999 requires that there is an effective health and safety management system in place for the organisations activities. The Workplace Health, Safety and Welfare Regulations 1992 expands this requirement to apply to controls within the workplace premises. To fulfil this responsibility you will require to have a plan of the premises.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring there is a current plan of the premises. The plan will identify the current layout of the premises and surrounding area e.g. car park, loading bay, emergency access, location of entrances to the premises and fire exits. A copy of the plan for your premises is contained at the next page.

The plan should include information on the location of services into the premises such as:

- Water – the main shut off valve should be shown;
- Electricity – the main electrical supply intake and meter should be shown;
- Gas - the main gas shut off valve and meter should be shown;
- The location of fire risers (if installed), fire control panel, escape routes and fire assembly points should be shown.

Depending on the size of the premises the plan may also include the location of fire call alarm points (fire break glass points) fire alarm sounders, smoke detectors, fire extinguishers and emergency lighting as described in Section 10 Fire Safety Management.

In the event of significant changes or alterations taking place at the workplace premises such as additional buildings being added, removal or alteration of existing internal structures or relocation of mains utility systems, the plan of the premises must be updated to reflect these changes. The plan will be updated by the Design Architect and you should ensure you obtain a copy of the updated plan. Where minor changes or alterations to the workplace premises have taken place, you must update the plan accordingly.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|--|
| Initially | Mark on the plan of the premises the location of the utilities services and fire systems by use of word or symbol (see examples below) |
| | Following any major alterations or changes obtain a copy of the revised drawing of the workplace premises from the Design Architect |
| | Following any minor alterations or changes you must update the plan |
| Annually | Review annually or following any changes or alterations |

HOW DO I DO IT?

Check the plan of the premises. This may already contain some of the information required such as location of water, gas and electricity services into the premises and fire systems information. If not, you should identify on the plan the location of these services and fire systems as described above.

The location of these systems can be identified either by word or symbol. Some examples are shown below:

- Water shut off – use words “Water shut off” or triangle with the letter “W” in the centre;
- Electricity supply intake – use words “Electricity supply intake” or triangle with the letter “E” in the centre;
- Gas shut off – use words “Gas shut off” or triangle with the letter “G” in the centre;
- Fire Alarm Control Panel – use words “Fire Alarm Control Panel” or box with the letters “FACP” in the centre.

PREMISES MANAGER'S HANDBOOK

SECTION 3 PREMISES RISK ASSESSMENTS

PREMISES MANAGER'S HANDBOOK

SECTION 3 PREMISES RISK ASSESSMENTS

This Section deals with the identification of potential hazards at a workplace premises, the requirement to complete workplace premises risk assessments to ensure a safe working environment and how to prepare these risk assessments.

BACKGROUND & LEGISLATION

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments at the workplace premises to identify potential risks and take necessary measures to remove or reduce and control risk.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that:

- A risk register is in place which identifies all risks associated with the workplace premises;
- Written risk assessments are in place for each of the areas of risk identified;
- A management system is in place to:
 - _ Review and amend risk assessments (minimum annually);
 - _ Ensure employees are briefed on risk assessments and have access to them;
 - _ Ensure relevant risk assessments are reviewed immediately following any significant accident/incident;
 - _ Ensure record keeping of risk assessment reviews, amendments and briefing of employees.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

- Arrange for workplace premises risk assessments to be completed;
- Arrange for any control measures identified in the risk assessments to be implemented;
- Ensure the findings of the risk assessments are made available to employees and others who may be affected by the hazard;
- Ensure that a record is kept of the risk assessments;
- Ensure that the risk assessments are logged in the risk register;
- Ensure that the risk assessments are reviewed at least annually or whenever there is a significant change in circumstance.

| Frequency | Action |
|---|---|
| Initially | Consider/review what premises risk assessments are required. List these risk assessments on the risk assessment register. Develop these risk assessments and then implement the control measures identified. Sign off completion of the risk assessments in the Risk Register. Ensure that relevant employees are aware of these risk assessments |
| Where any significant changes have occurred that impact on the your risk assessment/s | Review relevant risk assessment/s to establish if adequate and revise existing risk assessment/s and control measures as required. Record review on the Risk Register |
| Annually | Review the risk assessments Record the date of review in the Risk Register |

HOW DO I DO IT?

Refer to Falkirk Council Risk Management by Risk Assessment Policy and associated guidance on Risk Assessment, other relevant policies and generic examples of risk assessments on the Intranet:

- Appoint a person to undertake a review of the hazards within the workplace premises;
- Ensure the person appointed has received formal training in the completion of risk assessments, refer to Section 11 Employee Training;
- Retain a copy of the completed risk assessments and the risk assessment register in this handbook for reference.

The following steps provide guidance on the order of and documentation to be used in the risk assessment process:

1. Consider/Review Risk Assessment Requirements

You may wish to use form (HR15) – the Risk Assessment Priority Sheet to help with the analysis/review of work activities to identify those activities that require risk assessment. An example of a completed form is shown at 3.1

2. Enter details of Risk Assessments Required on to Risk Register

Once you have established those activities that will require risk assessment these should then be entered on to your Risk Register and the status of these risk assessments recorded e.g. live or draft along with review dates. An example form is shown at 3.2.

3. Complete Risk Assessments:

• General Risk Assessment Routine Tasks

Form (HR16b) – General Risk Assessment should be used for assessing all routine tasks which involves the assessment of less complex risks. (Generally you would use this form in most cases, which includes the development of a workplace premises risk assessment). An example of a completed form is shown at 3.3.

- **General Risk Assessment Complex Tasks (HR16)** – this should be used on occasions to assess more complex tasks where there is a need for more detailed information to be analysed in assessing risks. An example of a completed form is shown at 3.4.

4. Update Risk Register

Once you have completed/reviewed your risk assessment/s you should record the date and status on your Risk Register to ensure it is kept up to date.

Some examples of hazards in a workplace premises you should consider are:

- Narrow stairs, poor condition of floors, low head room, fragile roof, confined spaces, trip hazards, obstructions;
- Vehicular traffic, inside/outside the premises e.g. lift/hand pallet trucks, delivery vehicles, service buses, council service vehicles, private cars;
- Machinery;
- Display Screen Equipment (DSE);
- Manual handling/lifting;
- Asbestos;
- Noise;
- Hazardous substances such as fumes, dust, solvents, flammable material.



ASSESSMENT PRIORITY SHEET
(Example of completed form)

| PRIORITY ASSIGNMENT EVALUATION SHEET FOR RISK ASSESSMENTS | | | | | | | | | | | | | | | | | | |
|---|---------------|------------------|--------------------|-----------------|-------------------|--------------|----------------|---------------|------------|-------------------------------|-----------------------|------------|----------------------|-----------------|---------------------|-------------------|------------|---------------|
| TASK REVIEWED | HAZARDS | | | | | | | | | | RISK FACTORS | | | | | ASSESSOR DETAILS | | |
| | Falls & Trips | Burns Scalds etc | Lifting & Handling | Hand Tools Cuts | Chemicals or dust | Lone Working | Electric Shock | Road Accident | No's Staff | No's Accidents (past 2 years) | Seriousness of Injury | Severity A | Probable Frequency B | Risk Rating AxB | Assessment Required | Assessor Assigned | Date Given | Date Complete |
| Moving office stationery | ✓ | | ✓ | | | | | | 2 | 0 | 2 | 2 | 3 | 6 | X | | | |
| General warehousing | ✓ | | ✓ | ✓ | | | | 1 | 1 | 0 | 3 | 3 | 9 | ✓ | | | | |
| Cleaning kitchen equipment | ✓ | ✓ | ✓ | | ✓ | | | 2 | 3 | 1 | 2 | 3 | 6 | ✓ | | | | |
| Vehicles, traffic at premises | | | | | | | ✓ | 20 | 1 | 4 | 4 | 2 | 8 | ✓ | | | | |
| Operating office equipment | | | | | | | ✓ | 5 | 0 | 2 | 2 | 2 | 4 | X | | | | |
| | | | | | | | | | | | | | | | | | | |
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Key: X=No ✓=YES

MEMBERS OF TASK REVIEW TEAM _____

MANAGER _____

DATE OF REVIEW _____

SHEET NO. _____

RISK ASSESSMENT REGISTER

(Example completed Risk Register)

3.2

| Risk Assessment Reference No. | Risk Assessment Title | Status of Risk Assessment (Draft/Live) | Issue date | Review date | Review date | Review date | Review complete | Review complete |
|-------------------------------|---|--|------------------|------------------|-------------|-------------|-----------------|-----------------|
| 1 | Example premises generic risk assessment (Routine Tasks) | Live | 5th July 08 | 4th July 09 | | | | |
| 2 | Working within a workshop – example General Risk Assessment (Complex Tasks) | Live | 29th February 08 | 28th February 09 | | | | |
| 3 | General warehousing | Draft | | | | | | |
| 4 | Cleaning kitchen equipment | Draft | | | | | | |
| 5 | Vehicles, traffic at premises | Draft | | | | | | |
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|-----------------------------|--|----------------|
| Section 1 - TASK/S | Example premises generic risk assessment | Ref No: |
| Service | | |
| Employee/s Job Title | Premises manager (all site users, employees and non employees) | |

Section 2 - HAZARDS IDENTIFIED: (if the hazard is present in the task/activity tick the relevant topic)

| | | | | | | | | |
|----|--------------------------|---|----|--------------------------|---|----|--------------------|---|
| 1 | Aggression | | 16 | Lone Working | | 31 | Temperature | |
| 2 | Animal Attack | | 17 | Machinery | | 32 | Vehicles / Traffic | ✓ |
| 3 | Asbestos | | 18 | Manual handling/Lifting | ✓ | 33 | Vibration | |
| 4 | Fabric of Building | ✓ | 19 | Shift Work | | 34 | Violence / Assault | ✓ |
| 5 | Contact with body fluids | | 20 | Noise | | 35 | Ventilation | |
| 6 | Contamination / Disease | | 21 | Falling Objects | | 36 | Water Systems | |
| 7 | Display Screen Equipment | | 22 | Plant Rooms | | 37 | Weather | |
| 8 | Dust / Fumes | | 23 | Pressure Systems | | 38 | Welding Flash | |
| 9 | Electricity | ✓ | 24 | Radiation | | 39 | Work equip/Tools | |
| 10 | Fire & Explosion | | 25 | Repetitive Strain Injury | | 40 | Working at Height | |
| 11 | Flammable material | ✓ | 26 | Scaffolding / Ladders | | 41 | Workplace Lighting | |
| 12 | Furniture | | 27 | Sharps | | 42 | Working Practices | |
| 13 | Gas | | 28 | Slip / Trip / Fall | ✓ | 43 | Other | |
| 14 | Hazardous substance | | 29 | Stress | | | | |
| 15 | Infestation | | 30 | Substance Misuse | | | | |

Section 3 - PERSONS AT RISK (enter relevant numbers affected)

| | | | | | | | | | |
|-------------|---|------------------------|---|--------------|---|----------------------|--|--------------|--|
| Employee | ✓ | Non-Employee | ✓ | Person/Child | | Expectant/New Mother | | Shift Worker | |
| Home Worker | | Disabled/Special Needs | | Contractor | ✓ | Lone Worker | | | |

Section 4 - CONTROLS

Indicate below the reference no. of the hazard identified in Section 2, the present control method(s) and if it is considered these are adequate.

| Hazard No. | Method of Controls (include Council and Service procedures, relevant records held including training courses employees have/are required to attend) | Adequate? Yes or No |
|------------|---|------------------------|
| 4. | Management system in place for monitoring premises, reporting defects and arranging for remedial action to be taken. | Yes |
| 9. | All Portable Electrical Appliances are routinely tested through a planned maintenance programme arranged by Facilities Section who also oversee maintenance of the mains electrical installation at the premises. There is a management system to control the reporting and repair of defective electrical equipment. | Yes |
| 11. | Flammable materials are controlled and stored to comply with recognised standards. Waste material is contained, kept away from ignition sources and removed on a regular basis. | Yes |
| 18. | Training in moving and handling is available to Falkirk Council staff. Corporate guidance is available for manual handling operations. | Yes |
| 28. | Walkways and corridors are kept clear and free from obstruction. Arrangements are in place to ensure that all spillages are cleaned up and wet floor signs displayed. | Yes |
| 32 | Vehicle routes conform to street signage and road markings as per highway code markings. Pedestrians have priority. Disabled users have suitable parking at entrances and access/egress is suitable at all areas. Lighting is adequate at all times of use e.g. out of hours/winter. | Yes |
| 34 | Falkirk Council Violence at Work Policy along with Service procedures are available. | Yes |

Section 5 - COMMENTS

Identify hazards which have no means of control, or are not adequately controlled. List any recommendations which you feel may resolve the hazards.

| Hazard No. | Recommendations |
|------------|-----------------|
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Section 6 - OVERALL RISK RATING OF THE TASK/S TO BE UNDERTAKEN (Frequency X Severity)

| | |
|---|---|
| <i>Frequency, scale: Low 1 - High 5</i> | 1 Improbable, 2 Possible but unlikely, 3 Happens infrequently 4 Happens quite frequently, 5 Happens, very frequently |
| <i>Severity, scale: Low 1 - High 5</i> | 1 Trivial injury, 2 Minor injury, 3 Hospital stay/Industrial illness 4 Major injury, 5 Fatality |
| Reasons: Frequency - 2, Severity - 4. = 8 Risk Rating | |
| There is no evidence of accidents occurring at the premises during the past three years. | |
| The severity of an accident can be high which increases the risk rating. | |
| The assessment indicates there are currently sufficient controls in place to remove or reduce the risk however a judgement call will require to be made in the event of an accident occurring which may require a review of this risk assessment. | |
| | |

Section 7 - IDENTIFY OTHER RISK ASSESSMENTS REQUIRED / RELEVANT (Circle)

COSHH / Manual Handling / Personal Protective Equipment / Noise / Vibration / Asbestos / Lead / Display Screen Equipment / Fire / Other (*please state)

Assessor's Name: J. Bloggs Signature: Date: 1st July 08

Section 8 - ACTION PLAN (where appropriate)

| Hazard No. | Action Required | Person Nominated | Date Assigned | Date Completed |
|------------|-----------------|------------------|---------------|----------------|
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Manager's Name: A. Manager Signature: Date: 5th July 08

Date of Next Assessment Review: (NB at least annually)

Note: A copy of this Risk assessment must be kept at the place of work to which it refers and the risk factors and control measures brought to the attention of all employees carrying out and/or supervising or managing the work.



1. TASK DETAILS

| | | | |
|---|---------------------------------------|---|---------------|
| Title: Working within a workshop | Service/Department: Various | Location: Various | RefNo. |
| Operations Covered: Working within a workshop environment | | Employee/s Job Title: Employees operating equipment | |

2. TASK ANALYSIS: (Brief Description)

| Task Analysis | Persons at Risk | Equipment Used | Hazards Identified | Risk |
|--|-----------------|---|---|---|
| <p>Use and operation of workshop equipment:</p> <ul style="list-style-type: none"> • Removing materials from storage; • Transporting of materials from workshop; • Setting up machinery/equipment; • Operation of machinery/equipment; • Closing down of machinery/equipment; • Tidying up/removing material to store. | Employees, | <p>Various work equipment such as:</p> <p>Woodworking machinery,</p> <p>Metal working machinery,</p> <p>Vehicle repair equipment,</p> <p>Maintenance/repair equipment,</p> <p>Lifting equipment,</p> <p>Hand Tools,</p> <p>Welding equipment.</p> | <p>Mechanical/electrical hazards, dust, fume, chemicals/substances, noise, equipment vibration.</p> <p>Pressure systems (compressed air, gases)</p> <p>Working with flammable material</p> <p>Inadequate machine guarding/guards not in position, equipment braking system not functional, blades shattering.</p> <p>Poor ventilation/lighting, liquid spillage, poor housekeeping.</p> <p>Welding flash.</p> <p>Lack of training, incorrect use of machinery.</p> <p>Lack of PPE (Personal Protective Equipment).</p> <p>Manual Handling.</p> <p>Contact with equipment e.g. moving machinery parts, blades.</p> <p>Defects in equipment.</p> <p>Uneven floor surfaces, space constraints.</p> | <p>Inhalation fume/dust.</p> <p>Ingestion/absorption of substance.</p> <p>Electric shock.</p> <p>Damage to hearing.</p> <p>Hand arm/whole body vibration</p> <p>Injury caused by escape of pressurized air, fire/explosion.</p> <p>Chemical burns to hands, face.</p> <p>Fire, explosion</p> <p>Crushes to hands, fingers and feet.</p> <p>Tissue damage, eye injury, cuts.</p> <p>Respiratory problems, slips, trips, falls.</p> <p>Eye injury.</p> <p>Being unfamiliar with equipment with potential to cause injury to self and others.</p> <p>Risk of physical injury.</p> <p>Strain, sprain, soft tissue damage, musculoskeletal injury.</p> <p>Injuries to hands, fingers, cuts</p> <p>Unprotected from possible danger.</p> <p>Slip, trip, fall.</p> |

3. AVAILABILITY OF RECORDS AND APPLICATION OF MANAGEMENT SYSTEMS: (Circle as appropriate)

| | | | |
|--|-----------|--|-----------|
| Training (employees/clients/students) | Yes/No/NA | Maintenance (e.g of equipment/servicing) | Yes/No/NA |
| Personal Protective Equipment (e.g PPE issue/maintenance) | Yes/No/NA | Management Systems (e.g. procedures, controls etc) | Yes/No/NA |
| Statutory Checks (e.g. gas/electricity/pressure systems/ventilation etc.) | Yes/No/NA | Hazard Data Sheet (e.g. COSHH – copy sheets to be attached) | Yes/No/NA |

4. SUMMARY OF PREVIOUS ACCIDENTS/INCIDENTS : (List any previous accidents/incidents relating to the task/s identified in this risk assessment that have been recorded over a significant time period i.e. over the past 3 years)

Example – Enter number of accidents recorded. Enter reference / date of accident / incident and brief details.

5. LIST OTHER EXISTING RISK ASSESSMENTS THAT ARE RELEVANT TO THE TASK/S: (i.e. identify those other existing R/A's which may cross reference with this General R/A e.g. Lone working, Sharps, Transport, Operating machinery, COSHH, Violence/ Assault, Manual Handling etc.)

Example – Operating machinery (including risk assessment for individual machines), COSHH (control of substances hazardous to health), manual handling, use of mechanical/electrical equipment, noise (show risk assessment reference number).

6. IDENTIFY OTHER RISK ASSESSMENTS THAT ARE REQUIRED TO BE COMPLETED TO ACCOMPANY THIS RISK ASSESSMENT:
(e.g. part of the task/s may require to be risk assessed under other regulations such as COSHH, Manual Handling etc.) Yes / No

| | | | |
|--------------------------|-------|-----------------|-------------------------------|
| (Circle as appropriate) | COSHH | MANUAL HANDLING | PERSONAL PROTECTIVE EQUIPMENT |
| Risk Assessment Ref. No. | NOISE | LEAD | ASBESTOS |

7. OVERALL COMMENTS ON THE ACTIVITY

The assessment indicates that the task(s) have varying degrees of risk and can affect employees and others dependant on their role within Falkirk Council. Existing control measures have been identified however further action is required to provide additional measures in the control of risks.

8. EXISTING CONTROL MEASURES

(Include Council and Service procedures, relevant records held including training courses employees have/are required to attend)

Use and operation of workshop equipment:-
Procedures in place both written and verbal.

Safe systems of work in place and being observed.

Appropriate warning signage positioned at or near hazardous areas.

Noise levels checked and wearing of PPE ear protection as necessary.

Users of equipment receive formal instruction and training. Equipment checked before use.
Suitable arrangements for fire and first aid.

Proper controls in place for storage, use and emergency arrangements for flammable material.
Equipment with suitable and sufficient guarding. Emergency stop controls fitted and operational. Isolation controls to protect from sources of energy. Electrical supplies properly routed and tested.

Area screened off, ventilated and wearing of PPE eye protection.

Suitable extraction systems in place and functional. Observation of good housekeeping standards.

Users of equipment receive formal instruction and training. Proper supervision of people operating equipment.

Provision and use of suitable PPE to protect head, eyes, hearing, respiratory system, hands and feet.

Training in Manual Handling techniques.

Methods of work to control safe operation of equipment.

Checks by operator before use. Program of equipment inspection and maintenance controls.

System for reporting/repair of defective fabric. Proper planning prior to installation, relocation of equipment and good housekeeping.

9. OVERALL RISK RATING OF THE TASK/STO BE UNDERTAKEN (Probable Frequency X Severity)

Frequency, scale : Low 1 - High 5 = 1 Improbable, 2 Possible but unlikely, 3 Happens infrequently, 4 Happens quite frequently, 5 Happens, very frequently

Severity, scale : Low 1 - High 5 = 1 Trivial injury, 2 Minor injury, 3 Hospital injury, 4 Major injury, 5 Fatality

Scores; Frequency = 3

Severity = 4

Risk Rating = 12

Reasons for this conclusion: Example: Because of the type of operation involved the consequences of the risk(s) indicate an overall risk rating of 12.

10. CONCLUSION ABOUT THE RISK AND ADEQUACY OF CONTROL MEASURES: (i.e. Summary of assessment findings)

Based on the type of hazard identified the risks to the employee can be high. The existing control measures (provided they are adhered to) are adequate however further controls are required to minimize the risk.

11. RECOMMENDATIONS FOR IMPROVEMENT:

Example:

- 1) Ensure all personnel operating equipment are kept up to date with any changes to that equipment, in addition arrange for on going refresher training to be given on use of the equipment.
- 2) Arrange for other risk assessments identified in this assessment to be completed.
- 3) Ensure all systems and procedure are the subject of regular review and evidence this has been done.
- 4) Introduce supporting evidence for the operator to verify that equipment has been examined before use e.g. checklist.

ASSESSOR'S NAME: I M Assessor

SIGNATURE:

DATE OF ASSESSMENT: 29th February 08

12. ACTION PLAN

| ACTION REQUIRED | PERSON NOMINATED | DATE ASSIGNED | DATE COMPLETED |
|---|--|--|----------------|
| Example: 1) Ensure the management system includes a procedure for operators of equipment to receive information and training on any changes to that equipment. 2) Prepare additional risk assessments identified from this risk assessment. 3) Establish a diary or similar to ensure all systems and procedures are regularly reviewed. 4) Introduce a system for operator check of equipment before use. | A.N. Other A.N. Other A.N. Other A.N. Other | Within 3 months of this R/A. Immediate Within 3 months of this R/A Within 3 months of this R/A. | |

MANAGER'S NAME: I M Assessor

SIGNATURE:

DATE: 7th February 08

DATE OF NEXT ASSESSMENT REVIEW: No later than 12 months from the date of this assessment

COMMENTS:

Note: A copy of this Risk Assessment must be kept at the place of work to which it refers and the risk factors and control measures brought to the attention of all employees carrying out and/or supervising or managing the work.

PREMISES MANAGER'S HANDBOOK

SECTION 4 CONTROL OF VISITING CONTRACTORS

SECTION 4 CONTROL OF VISITING CONTRACTORS

This Section deals with control of visiting contractors to your workplace premises. It identifies what needs to be considered and how to go about ensuring there are adequate controls in place to ensure that the contractor is working safely and potential risks are minimised.

BACKGROUND & LEGISLATION

The Management of Health and Safety at Work Regulations 1999 requires that there is an effective health and safety management system in place for the organisation's activities. This includes a requirement by employers to provide visiting contractors with relevant safety information to ensure that the contractor can undertake the work safely. Similarly the contractor must provide the client with information about their activities to ensure that practical risks from the work they will be undertaking is controlled.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring there is an effective management system in place to assist with the control of visiting contractors at your workplace premises to comply with the above legislation.

The Architect or Building Supervising Officer responsible for the works being carried out will provide the contractor with information about the premises. However you should arrange to supplement this information based on your knowledge of the premises e.g. the buildings and their layout, awareness of hazards, access routes to and from the premises etc.

Refer to the Control of Visitors at Section 5 and ensure that:

- Safety information about the premises is discussed with the visiting contractor such as fire safety and evacuation arrangements and any risks associated with the nature of the premises along with the measures taken to control the risk. You should refer to your premises risk assessment to identify these risks and control measures;
- The Contractor is made aware of other contractual work taking place at the premises at the same time which may have safety implications for him such as other contractors working in the proximity e.g. working overhead, working with hazardous materials, working with machinery or a process causing noise, dust or fumes;
- You are aware of the work to be undertaken by the contractor and this is communicated to others who may be affected by the contractor's work e.g. employees, other contractors or members of the public. Examples of work may include minor repair work to the fabric of the building e.g. stairs, walls, doors or more significant work such as structural alterations to the building. Information can be obtained from either Facilities Section, Architects Design Section at Development Services and the contractor.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

Ensure there is a person appointed at the premises to liaise with the contractor (unless you will be carrying out this task) about control of repairs, maintenance or other work being carried out.

This person will:

- Ensure the contractor records their visit to the premises in the premises Visitors Book and wears a visitor's pass when on the premises. On completion of the visit ensure the contractor signs out and returns the visitor's pass;
- Provide information on fire evacuation for the premises to the contractor;
- Meet with or ensure the contractor is made aware of any activities conducted on the premises which may impact on his work or put the contractor at risk and of the measures to control that risk. This will be identified from the premises risk assessment;
- Ensure that the work activity performed by the contractor does not put employees or others at risk and that this work is carried out safely by the contractor;
- Ensure that repair logs are completed following completion of work or at the end of a contract and that documentation relating to the work carried out on the premises is obtained from the contractor. A copy of the documentation should be retained on the premises and if there has been changes which may impact on the premises layout e.g. structural work the plans of the premises should be updated to reflect these changes.

| Frequency | Action |
|-------------------------------------|---|
| Initially | On commencement of repair works/contract, liaise with the contractor |
| Ongoing & at completion of contract | During and at the end of repair works/contract review with contractor and retain any documentation relating to the work |

HOW DO I DO IT?

Appoint a person(s) to liaise with the contractor(s) for the duration of the contracted work being carried out at the premises unless you as Premises Manager are carrying out this task.

PREMISES MANAGER'S HANDBOOK
SECTION 5 CONTROL OF VISITORS

PREMISES MANAGER'S HANDBOOK

SECTION 5 CONTROL OF VISITORS

This Section deals with the requirement to control visitors to your workplace premises. It identifies what needs to be considered and how to go about ensuring there are adequate controls in place.

BACKGROUND & LEGISLATION

The Management of Health and Safety at Work Regulations 1999 requires that there is an effective health and safety management system in place for the organisation's activities. This includes ensuring the safety and security of employees and visitors at the workplace premises by controlling visitor access.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring there is an effective management system in place for the control of visitors into your workplace premises. This is to ensure that only authorised visitors are allowed into the premises to ensure the safety and security of employees and visitors.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

- Arrange for a secure entrance with a facility (e.g. reception) to control and greet visitors to the premises;
- Arrange to have a recording system in place to record details of visitors and person/s they are visiting within the premises;
- Issue a visitor's pass to identify visitors whilst they are on the premises;
- Arrange for visitors to receive a summary of actions to be taken in the event of a fire or emergency;
- Arrange for visitors to be accompanied during their time on the premises.

| Frequency | Action |
|--|---|
| Initially | Prepare procedures for the control of visitors to the premises as identified above. |
| Where any significant changes have occurred that impact on existing procedures | Review existing procedures to establish if they are adequate & update if required |
| Annually | Review arrangements |

HOW DO I DO IT?

- Appoint a designated person(s) to whom all visitors must report;
- Record details of visitors to the premises in a Visitors Book (an example of the Municipal Buildings Visitors book is shown at 5.1);
- Issue the visitor with a visitors pass to be worn whilst on the premises (an example of the Municipal Buildings Visitor's Pass is shown at 5.2);
- Ensure that visitors return to Reception at the end of their visit to sign out and return their visitor's pass;
- Record the information in the Visitors Book.

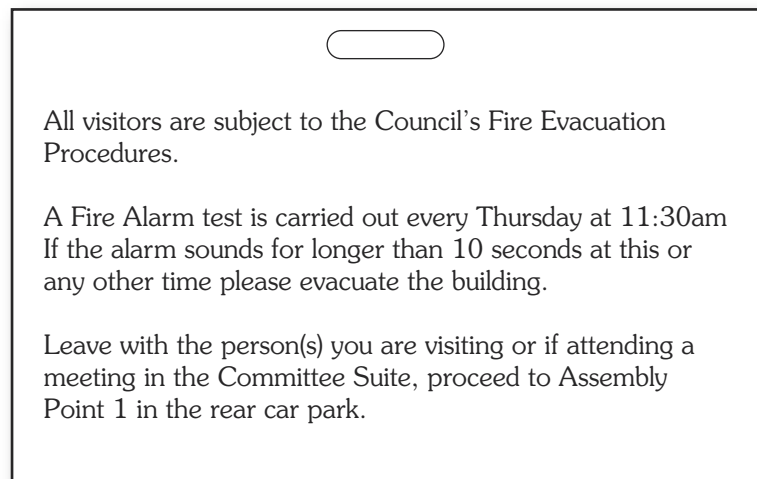
Falkirk Council Visitors Book

| Name | Company | Visiting | Vehicle Reg | Pass Number | Date | Time In | Time Out | Pass Returned | Signature |
|------|---------|----------|-------------|-------------|------|---------|----------|---------------|-----------|
| | | | | | | | | | |
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Visitor Pass - Front



Visitor Pass - Back



PREMISES MANAGER'S HANDBOOK
SECTION 6 FIRST AID PROVISION

PREMISES MANAGER'S HANDBOOK

SECTION 6 FIRST AID PROVISION

This Section deals with the requirement to have provision in place for First Aid at your workplace premises and how to go about arranging for this.

BACKGROUND & LEGISLATION

The Health & Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be available for employees who are injured or become ill at work. Falkirk Council extends this requirement to include children/service users and to third parties who visit Council premises and who are injured or become ill. The Council must therefore ensure that appropriate levels of first aid cover are available in all Council premises.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that suitable first aid arrangements are in place at the workplace premises, for undertaking a first aid risk assessment for managing the risk (or for arranging for a person to carry this out) and ensuring the requirements of the assessment are fully implemented and communicated to all employees.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

Arrange for a First Aid risk assessment of the workplace to be completed to determine what arrangements will be required at your workplace premises for the management of first aid provision. This will establish whether a trained first aider is necessary and if a first aid room is required.

| Frequency | Action |
|--|---|
| Initially | Prepare a first aid risk assessment for the workplace premises, record the findings on the First Aid risk assessment form (6.1) and implement outcomes identified |
| Where any significant changes have occurred that impact on existing arrangements | Review first aid risk assessment to establish if arrangements are adequate, if not update and implement outcomes identified. Record review date on your Risk Register |
| Annually | Review the first aid risk assessment to confirm if existing arrangements for first aid are adequate. Update risk assessment and implement outcomes identified if required. Record review date on your Risk Register |

HOW DO I DO IT?

Refer to the Falkirk Council Guidance Note for First Aid at Work which is available in Falkirk Council's Manager's Health & Safety Policy and Procedure Handbook and also on the Intranet.

A completed generic example of a Falkirk Council First Aid Risk Assessment requirements form is provided as an example at 6.1. This example refers to a Leisure Centre and due to the nature of this type of environment more than one First Aider is required. In smaller workplaces where there is less risk a First Aider may not be required, however an Appointed Person will be necessary to ensure minimum cover and to take responsibility for the upkeep of the First Aid box.

Ensure that you or the person appointed to review first aid arrangements has received training in completion of risk assessments, refer to Section 11 Employee Training.

**FALKIRK COUNCIL
FIRST AID REQUIREMENTS RISK ASSESSMENT
(A GENERIC EXAMPLE)**

(Section A)**Premises Details**

| | |
|--|--|
| Premises: Address of premises e.g. Sports Centre | Service: Identify Service e.g. Community |
| Manager: A. Manager | Division: Identify Division e.g. Leisure |
| Date: 31/03/08 | |

(Section B) First Aid Risk Assessment Requirements

| ANALYSIS OF PROVISION (Refer Appendix 1 of Guidance Note – How to determine First Aid requirements) | No. of Persons | No of Appointed Persons | No of First Aiders |
|---|--|--------------------------------|--------------------------------------|
| 1. Risk level of Premises (including hazards) HIGH/MEDIUM/LOW | Employees working in premises 20 | One | Two on premises during opening hours |
| 2. Risk Rating of Visitors (including hazards) HIGH/MEDIUM/LOW | Average daily no. of visitors to premises 200 | One | As above |
| 3. Specific Risks Involved HIGH/MEDIUM/LOW | Average no. of persons in premises at any one time 100 | One | As above |
| 4. Shift Work/Regular out of hours work | Yes | | |
| Total Number of First Aid Persons required | Two on premises during opening hours | | |
| Total Number of Appointed Persons required | One | | |

| | | | |
|---|--|-------------------|---------------|
| 5. First Aid Room Required? (Ref Guidance Note paragraph 2.8) | Yes/No | | |
| 6. First Aid Box (Ref Guidance Note para 2.7) & 7. First Aid Room (Ref Guidance Note para 2.8) | List of Standard Contents | Quantities | |
| | | Suggested | Actual |
| | Leaflet/booklet giving general guidance first aid | 1 | |
| | Individually wrapped sterile adhesive dressings & plaster assorted sizes | 20 | |
| | Sterile eye pads | 2 | |
| | Individually wrapped triangular bandages | 4 | |
| | Safety Pins | 6 | |
| | Medium size wound dressings | 6 | |
| | Large wound dressings | 24 | |
| | Disposable Gloves | Box | |
| | Disposable Resuscitation aids | 6 | |
| | Disposable wipes | Pack | |
| | Plus Defibrillator if required | | |
| Log Book to record incidents & treatment administered (Ref Guidance Note para 2.9) | | | |
| NB: Number of supplies will vary according to outcome of risk assessment. Headache & other medicines should not be kept in a first aid box | | | |

(Section C) Results of Risk Assessment Process (enter details in boxes below on completion of Section B)

| | | |
|---|---------------|--|
| Appointed Person: | Yes/No | First Aider required Yes/No, if yes how many? Two on premises during opening hours |
| First Aid Room required | Yes/No | First Aid Room Location Room adjacent to Reception |
| First Aid box(es) required How many? | Yes/No Six | Location(s) Within the Sports Centre premises First Aid boxes are located at: Reception, Main Office, Gym, Swim area, Restaurant, First aid Room |

(Section D) Personal Details/Training Details

| Appointed Person: I M Appointed | | | |
|--|----------------------------|----------------------|-----------------------------|
| Training provided: Falkirk Council | | Date: 31/5/05 | |
| First Aiders: | | | |
| Name | Training Dates | Certificate Expiry | Training date for Refresher |
| 1. J. Bloggs | 3/3/08 – 6/3/08 | 6/3/11 | Before 6/3/11 |
| 2. I M First Aider | 7/6/05 – 10/6/05 | 10/6/08 | Before 10/6/08 |
| 3. A N Other | 12/11/07 - 15/11/07 | 15/11/10 | Before 15/11/10 |
| 4. | | | |
| <p>Overall summary of risk assessment.</p> <p>The assessment of First Aid requirements is based on the type of premises, the environment/activities taking place at the premises, the potential hazards and risks and the number of persons at the premises who could be exposed to these risks. In this situation a range of sporting activities take place which could result in a number of injuries.</p> <p>This premises is open to the public from 08:00hrs to 22:00hrs seven days a week and employees are in attendance during this time. The accident record for the premises was checked for the previous 3 years and this did not indicate significant risks and mainly minor injuries being recorded. This assessment indicates that there is a varying degree of risk and mainly involves members of the public who use these facilities. It is considered that the control measures for First Aid contained in this risk assessment i.e. the number of trained First Aiders, the availability of First Aid facilities (e.g. First Aid room and First Aid boxes) and an Appointed Person are considered sufficient to meet with the requirements at this time. However it will required to be reviewed at least annually or following any changes that will impact on service delivery.</p> <p>The number of First Aiders and First Aid facilities must relate to the type of activities taking place at the premises</p> | | | |

PREMISES MANAGER'S HANDBOOK

SECTION 7 HEALTH & SAFETY INSPECTION OF PREMISES

PREMISES MANAGER'S HANDBOOK

SECTION 7 HEALTH & SAFETY INSPECTION OF PREMISES

This Section deals with the requirement that a Health & Safety Inspection is carried out at the workplace premises. It provides information on how to complete the inspection and identifies what to consider when carrying out the inspection.

BACKGROUND & LEGISLATION

The Management of Health and Safety at Work Regulations 1999 requires that there is an effective health and safety management system in place for control of the workplace activities. The Workplace Health, Safety and Welfare Regulations 1992 expands this to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that a Health & Safety Inspection is carried out of the workplace premises. You should ensure that inspections of the workplace premises are undertaken every 6 months as a minimum. Record the findings of the inspection and any actions identified on the Falkirk Council Health & Safety Premises Inspection Report which identifies items to be checked (refer also to Section 3 Premises Risk Assessments). Ensure that action plans are developed, implemented and reviewed as necessary.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|--|
| Initially | Carry out a Health & Safety Inspection of the workplace premises Record the findings on the Health & Safety Premises Inspection Report (7.1) Ensure that any actions required are dealt with and signed off within target date/s |
| 6 monthly | As above |

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

Appoint a designated person(s) to complete the Health & Safety Inspection of the workplace premises. Ensure the person appointed has received appropriate training on how to carry out a premises Health & Safety Inspection – refer to section 11 Employee Training.

An example of the Falkirk Council Health & Safety Premises Inspection Report is shown at 7.1.

HEALTH AND SAFETY PREMISES INSPECTION REPORT FOR

DATE

| Potential Hazards | Observations | Action Required Yes/No | Location eg. Floor No, Room Action | Actions Required | Name of Person To Take Action | Target Date | Date Action Completed |
|--|--------------|------------------------|------------------------------------|------------------|-------------------------------|-------------|-----------------------|
| Floors/stairs in good condition & free from obstruction | | | | | | | |
| Corridors free from obstruction & trip hazards | | | | | | | |
| Adequate work-station areas & free from obstruction & trip hazards | | | | | | | |
| Kitchen/Canteen/Rest Areas are clean and properly equipped | | | | | | | |
| Electrical equipment working & PAT tested | | | | | | | |
| Fire extinguishers in date and fixed to wall at correct points | | | | | | | |
| General housekeeping good eg tidy desks, no rubbish | | | | | | | |
| Adequate storage facilities for files & equipment | | | | | | | |

| Potential Hazards | Observations | Action Required Yes/No | Location eg. Floor No, Room Action | Actions Required | Name of Person To Take Action | Target Date | Date Action Completed |
|--|--------------|------------------------|------------------------------------|------------------|-------------------------------|-------------|-----------------------|
| Fire doors working and free from obstruction | | | | | | | |
| Lighting including emergency lighting, adequate and in good working order | | | | | | | |
| Adequate ventilation, i.e. windows open & close properly | | | | | | | |
| Heating Systems in good working order | | | | | | | |
| Materials and equipment stored safely | | | | | | | |
| Toilets clean and in good working order | | | | | | | |
| Adequate warning signs throughout the premises (e.g. fire escapes, no smoking, first aid etc.) | | | | | | | |
| Adequate blinds for windows throughout premises and in good working order | | | | | | | |

PREMISES MANAGER'S HANDBOOK

SECTION 8 PREMISES, PLANT & EQUIPMENT

PREMISES MANAGER'S HANDBOOK

SECTION 8 PREMISES, PLANT & EQUIPMENT

This Section deals with the requirement to have management systems in place for ensuring that the workplace premises and associated plant and equipment are maintained in a safe and efficient manner. It provides examples of what issues you are required to consider and identifies how to set up a fault reporting system for the control of repairs to the workplace premises and for associated plant & equipment.

BACKGROUND & LEGISLATION

The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lift Equipment Regulations 1998 (PUWER & LOLER) and The Workplace Health, Safety and Welfare Regulations 1992 require that the workplace and equipment should be maintained in an efficient state, in efficient working order and in good repair. The term “efficient” means efficient in relation to the health, safety and welfare of persons.

Definition of workplace premises:

“All premises and associated buildings which are used as a place of work” e.g. the fabric of a building(s), such as walls, stairs, doors, ceilings, windows, lighting, traffic routes (vehicular and pedestrian), etc.

Plant & equipment at a workplace premises falls into two categories: “Critical” and “Operational”. You are responsible for ensuring effective arrangements for **Critical Plant & Equipment**.

Definition of critical plant & equipment:

“Equipment which is critical to enable the premises to function and which also requires a statutory inspection by a competent person to confirm that the equipment is safe to operate and is required to be covered by the Council’s insurance” e.g. Gas, Electrical systems, Boiler rooms, Plant rooms, Water treatment equipment, Lifting systems, Local Exhaust Ventilation, Pressure systems, Fire systems, Security systems, buildings. (see also chart at 8.1 which provides examples of inspection requirements).

WHAT AM I RESPONSIBLE FOR?

You are responsible for:

- Knowing the location of critical plant & equipment at your workplace premises e.g. utilities services – gas, electricity, water, fire and security systems etc. (refer to Section 2 of your plan of the workplace premises);
- Preparing a list which identifies critical plant & equipment at your workplace premises, refer to 8.2;
- Ensuring that arrangements are in place for the maintenance of critical plant & equipment at your workplace premises and that this plant is regularly maintained to operate safely and efficiently;
- Developing a local system for recording faults and/or repairs to the premises and/or critical plant and equipment and reporting these via the contact centre.
- Ensuring there are management procedures which identify temporary, emergency arrangements that may require to be implemented to make the workplace premises safe in the event of an emergency situation involving critical plant & equipment at your workplace premises e.g. gas, electricity and water. (An example of an emergency procedure for gas leaks is attached at 8.3);
- Ensuring that employees at your workplace premises understand they have a responsibility for reporting faults or repairs and know who to report any faults or repairs to.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|---|---|
| Initially | Ensure your workplace premises plan (refer to Section 2) shows the location of critical plant & equipment at the workplace premises; Compile an Inventory list of critical plant & equipment and record information on the Office Workplace Plant & Equipment Inventory sheet 8.2; Develop emergency procedures to be implemented in the event of faults/failure of critical plant & equipment 8.3. |
| As required | Report and record faults, monitor repairs and maintenance of premises and critical plant & equipment; Complete Repair Log Sheet for Premises 8.4. |
| Where any significant change has occurred that impacts on existing arrangements | Review and update the Inventory list and workplace premises plan to account for any alterations relating to critical plant & equipment as relevant. |
| Annually | Review your Inventory of critical plant & equipment and also emergency procedures for faults/failure of critical plant & equipment. |

HOW DO I DO IT?

- Refer to the plan of the premises retained in this handbook at Section 2 and ensure it contains details of the location of critical plant & equipment e.g. utilities services into the premises and where the emergency shut off controls are located;
- Prepare an inventory of critical plant & equipment, including details of the type, make, model etc. along with maintenance and inspection details such as statutory inspections and any other specific manufacturer's recommendations applying to the equipment in question. Retain the details in this section of the handbook, refer to 8.2;
- Incorporate this information into a management procedure for controlling the critical plant & equipment at your workplace premises. This procedure should identify the action to be taken in the event of an emergency. Retain the details in this section of the handbook, refer to 8.3;
- Retain a record of any maintenance/inspection activity carried out e.g. documentation completed by the visiting engineer, refer to 8.4;
- Appoint a person at the premises to whom premises, plant & equipment faults or repairs have to be reported to. This person should be given the responsibility for actioning and monitoring repairs and maintenance;
- Ensure the person appointed has a written record of repairs which have been requested and also tracks the progress of the repair process and gives consideration to the need for any temporary measures/adjustments if required until the repair is completed;
- Ensure the "follow-up" of outstanding repairs not yet completed.

OPERATIONAL PLANT & EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lift Equipment Regulations 1998 (PUWER & LOLER) and The Workplace Health, Safety and Welfare Regulations 1992 requires that **operational** workplace plant and equipment should be maintained in an efficient state, in efficient working order and in good repair. The term “efficient” means efficient in relation to the health, safety and welfare of persons.

BACKGROUND & LEGISLATION

Definition of operational plant & equipment:

“Any machine, appliance, apparatus, tool or installation for use at work” e.g. any equipment associated with operational work such as woodworking / metalworking machinery, lifting equipment, hoists, etc. (see also chart at 8.5 which provides examples of inspection requirements).

Some operational equipment may also require a statutory inspection by a competent person to make sure the equipment is safe to operate and is required to be covered by the Council’s insurance.

An example of an Office/Workplace Plant & Equipment Inventory for operational equipment is at 8.6 and provides examples of equipment/details required.

Responsibility for the maintenance, inspection and repair of operational plant & equipment at your workplace premises should be devolved to an operational manager in agreement with your Service Director.

WHAT AM I RESPONSIBLE FOR AS PREMISES MANAGER

In your role as Premises Manager you are not responsible for overseeing the arrangements for operational plant & equipment. However, you should be aware that relevant manager’s at your premises do require to have arrangements in place to cover the inspection, maintenance and repair of any operational plant & equipment which they own/use. As Premises Manager, it is prudent for you to ensure that this guidance is communicated to relevant manager’s at your workplace premises.

WHAT IS THE OPERATIONAL MANAGER RESPONSIBLE FOR?

The Operational Manager is responsible for:

- Confirming that there are systems in place to ensure that the operational plant & equipment at the workplace is maintained safely and efficiently;
- Identifying the location of the operational plant & equipment at the workplace premises;
- Preparing a list which identifies operational plant & equipment at the workplace premises;
- Developing a fault reporting system to record faults with operational equipment and to action any repairs to the operational plant & equipment;
- Ensuring that employees at the workplace premises understand they have a responsibility for reporting faults or repairs required to operational equipment and to know who to report any faults or repairs to.

WHAT DOES THE OPERATIONAL MANAGER HAVE TO DO AND WHEN DO THEY HAVE TO DO IT?

| Frequency | Action |
|---|--|
| Initially | Compile an Inventory list of operational plant & equipment and record information on the Office Workplace Plant & Equipment Inventory Sheet 8.6. |
| As required | Report and record faults, monitor repairs and maintenance of operational plant & equipment Complete Repair Log Sheet for Premises 8.4. |
| Where any significant change has occurred that impacts on existing arrangements | Review and update the Inventory list to account for any alterations relating to operational plant & equipment as required. |
| Annually | Review the Inventory of operational plant & equipment. |

HOW DOES THE OPERATIONAL MANAGER DO THIS?

- Prepare an inventory of operational plant & equipment, including details of the type, make, model etc. along with maintenance and inspection details such as statutory inspections and any other specific manufacturer's recommendations applying to the equipment in question, refer to 8.6;
- Incorporate this information into a management procedure for controlling the operational plant & equipment at the workplace premises;
- Retain a record of any maintenance/inspection activity carried out e.g. documentation completed by the visiting engineer, refer to 8.4.

CRITICAL PLANT & EQUIPMENT (Examples)

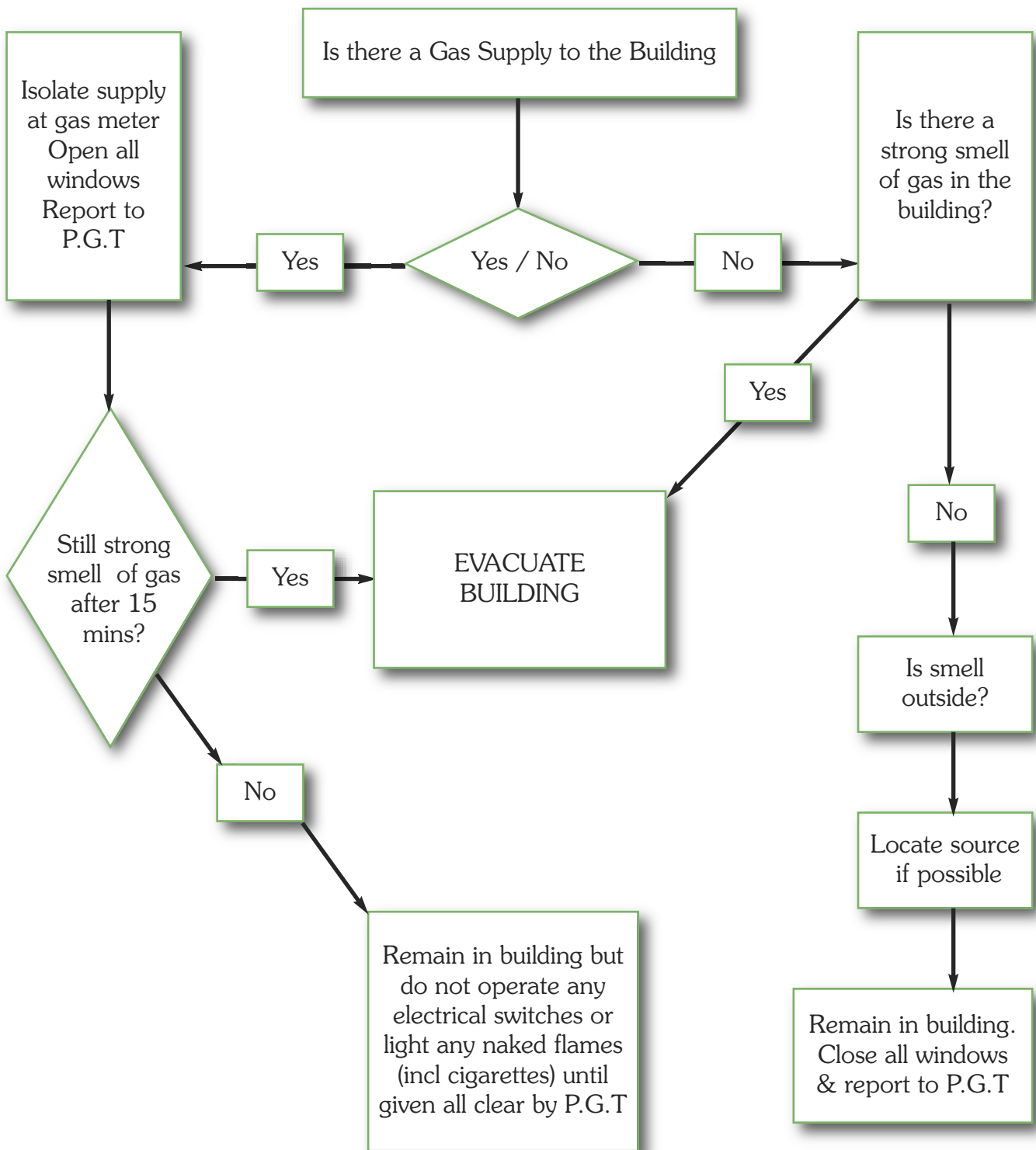
8.1

| Equipment | Statutory check required | Insurance check required | Maintenance required | Electrical test required | Portable Appliance Test (PAT) required |
|---|--------------------------|--------------------------|----------------------|--------------------------|--|
| Gas | ✓ | ✓ | ✓ | ✓ | |
| Electrical (e.g. electrical installations & equipment) | ✓ | ✓ | ✓ | ✓ | |
| Plant Rooms (e.g. containing heating/cooling/ventilation systems) | | ✓ | ✓ | ✓ | |
| Boiler Rooms | ✓ | ✓ | ✓ | ✓ | |
| Water Treatment equipment (e.g. calorifiers, water tanks, drainage systems, humidifiers) | | ✓ | ✓ | | |
| Lifting Equipment (e.g. passenger lifts, anchorage points for safety harnesses, gantry, lifting accessories (tackle), vehicle lifts, fork lift trucks, cranes) | ✓ | ✓ | ✓ | ✓ | |
| Local Exhaust Ventilation (e.g. fume, vapour dust extraction systems) | ✓ | ✓ | ✓ | ✓ | |
| Pressure Systems (e.g. hot water boilers greater than 100c, air pressure plant, air conditioning /refrigerating plant greater than 25 kw, steam boilers, steam ovens, steam pressure plant, air/oil pressure plant) | ✓ | ✓ | ✓ | ✓ | |
| Fire Systems | | ✓ | ✓ | ✓ | |
| Security Systems | | ✓ | ✓ | ✓ | |
| Building Premises | | ✓ | | | |
| | | | | | |

Note: This chart and example inspection requirements is for guidance only and is not exhaustive.

| Date inventory taken | Equipment Description | Location or storage area of equipment at premises | Maintenance Arrangements |
|----------------------|--|---|--|
| June 2008 | Gas Heating Boiler Make: Model: Serial No: Manufacturer: Supplier: Date of Installation or approximate age: | Boiler Room Ground Floor | Annual service arranged by Facilities Section. Fault reporting to Facilities Section Statutory check required Insurance check required Electrical test required |
| June 2008 | Passenger Lift Make: Model: Serial No: Manufacturer: Supplier: Date of Installation or approximate age: | Within premises West side of building. Servicing ground to 4th floor. | 6 monthly service arranged by Service with the supplier. Statutory check required, Insurance check required, Electrical test required Supplier contact details: Name of supplier: Address of supplier: Telephone contact: E mail contact: Fault reporting to the supplier as above. |
| June 2008 | Local Exhaust Ventilation (LEV) dust extraction Make: Model: Serial No: Manufacturer: Supplier: Date of Installation or approximate age: | Wood workshop, ground floor | Annual service arranged by the Service with the supplier of the equipment. Statutory check required, Insurance check required, Electrical test required Supplier contact details: Name of supplier: Address of supplier: Telephone contact: E mail contact: Fault reporting to the supplier as above. |
| June 2008 | Electrical Switchboard Make: Model: Serial No: Manufacturer: Supplier: Date of Installation or approximate age: | Room beside Reception, ground floor | Service carried out every 5 years arranged by Facilities Section. Fault reporting to Facilities Section. Statutory check required Insurance check required Electrical test required |

Decision-making Process regarding Suspected Gas Leak and the Evacuation of a Building



Note. A report MUST be made as soon as possible to:
 P.G.T on **0800 111 999**
 PROPERTY REPAIR SERVICE on **01324 503040 (24-hour no.)**

Note: PGT – Public Gas Transporter (Scottish Gas Network)

EXAMPLE EMERGENCY GAS PROCEDURE FOR A PREMISES

ADVICE ON HOW TO MANAGE A SUSPECTED GAS LEAK

PROCEDURE:

1. REPORT OF SMELL OF GAS IN A BUILDING:

1. SENIOR PERSON/PREMISES MANAGER TO BE ADVISED IMMEDIATELY.
2. THE SENIOR PERSON/PREMISES MANAGER SHOULD KNOW:
 - IF GAS SERVICES ARE IN THE BUILDING;
 - WHERE APPLIANCES ARE LOCATED;
 - HOW TO SHUT OFF THE SUPPLY AT THE GAS AT THE METER / ISOLATION VALVE.
3. IF IT IS NOT POSSIBLE TO SHUT THE SUPPLY OFF OR THERE IS STILL A STRONG SMELL OF GAS IN THE BUILDING AFTER ISOLATION THEN THE EVACUATION PLAN FOR THE BUILDING SHOULD BE IMPLEMENTED.

2. TO MAKE AREA SAFE PENDING INVESTIGATION BY P.G.T:

- TURN OFF GAS SUPPLY AT THE METER (unless it is in a cellar);
- DO NOT SMOKE OR LIGHT A NAKED FLAME, (cigarette, lighter etc);
- OPEN ALL WINDOWS.

- PHONE P.G.T ON **0800 111 999**
- PHONE PROPERTY REPAIRS SERVICE ON **01324 503040** (24 HOUR NO.)
- LOG THESE CALLS

3. IF EVACUATION PROCEDURE IS IMPLEMENTED:

- DO NOT USE THE FIRE ALARM TO EVACUATE THE BUILDING
- DO NOT TOUCH ANY ELECTRICAL SWITCHES
- ENSURE THERE ARE NO NAKED FLAMES IN USE
- SWITCH OFF MOBILE PHONES & DO NOT SWITCH ON AGAIN UNTIL YOU ARE CLEAR OF THE BUILDING & IMMEDIATE AREA
- DO NOT RETURN TO THE BUILDING UNTIL GIVEN THE ALL CLEAR BY P.G.T

Note: P.G.T – Public Gas Transporter (Scottish Gas Network)

REPAIR LOG SHEET FOR PREMISES

8.4

| Date | Details of Plant/Equipment/Building location requiring repair | Repair requested on (Date) | Reference No. of job | Date assigned | Date completed | Premises Manager's signature |
|------|---|----------------------------|----------------------|---------------|----------------|------------------------------|
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| Equipment | Statutory check required | Insurance check required | Maintenance required | Electrical test required | Portable Appliance Test (PAT) required |
|--|--------------------------|--------------------------|----------------------|--------------------------|--|
| Lifting Equipment (e.g. fork lift trucks, crane, vehicle lifts, lifting accessories (tackle)) | ✓ | ✓ | ✓ | | |
| Equipment associated with disabled persons (e.g. hearing loops, charging systems for powered wheelchair users) | | | ✓ | | ✓ |
| Equipment associated with operational work (this can vary dependant upon the work being carried out with not all equipment being liable for insurance check purposes or PAT testing) | | ✓ | ✓ | ✓ | ✓ |
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Note: This chart and example inspection requirements is for guidance only and is not exhaustive.

| Date inventory taken | Equipment Description | Location or storage area of equipment at premises | Maintenance Arrangements |
|----------------------|---|---|---|
| June 2008 | Fork Lift Truck Make: Model: Serial No: Manufacturer: Supplier: Date of Supply or approximate age: | Warehouse | Annual service arranged by the Service with the supplier of the equipment Statutory check required, Insurance check required Supplier contact details: Name of supplier: Address of supplier: Telephone contact: E mail contact: Fault reporting to the supplier as above |
| June 2008 | Vehicle Lift Make: Model: Serial No: Manufacturer: Supplier: Date of Installation or approximate age: | Garage | 6 monthly service arranged by the Service with the supplier of the equipment. Statutory check required, Insurance check required Supplier contact details: Name of supplier: Address of supplier: Telephone contact: E mail contact: Fault reporting to the supplier as above. |
| June 2008 | Woodworking equipment – circular saw Make: Model: Serial No: Manufacturer: Supplier: Date of Installation or approximate age: | Workshop | Annual service arranged by the Service with the supplier of the equipment. Insurance check required, Electrical test required Supplier contact details: Name of supplier: Address of supplier: Telephone contact: E mail contact: Fault reporting to the supplier as above. |
| June 2008 | Photocopier Make: Model: Serial No: Manufacturer: Supplier: Date of Installation or approximate age: | General Office | Annual service arranged by the Service with the supplier of the equipment Portable Appliance Test (PAT) required Supplier contact details: Name of supplier: Address of supplier: Telephone contact: E Mail contact: |

PREMISES MANAGER'S HANDBOOK
SECTION 9 ASBESTOS

PREMISES MANAGER'S HANDBOOK

SECTION 9 ASBESTOS

This Section deals with the management of Asbestos at a workplace premises and provides advice on how to ensure that there are adequate systems in place at your workplace for the control of asbestos.

BACKGROUND & LEGISLATION

The Control of Asbestos at Work Regulations 2006 requires that employers manage asbestos in the workplace premises. This requires duty holders i.e. Falkirk Council to determine whether the premises contains asbestos containing material, to assess the risk from this and to take action to manage the risk if relevant. Facilities Section are responsible for the surveying of all Council workplace premises and maintain an Asbestos Register which contains information on the location, type of asbestos, type of material and condition of the asbestos at the workplace premises. Facilities Section or their approved sub-contractor will compile the risk assessment and update the location plan if and when required.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring there is an effective asbestos management system for the premises under your control. This will involve:

- Referring to the plan of your workplace premises contained at the next page which details where Asbestos Containing Material (ACM) is located within your premises;
- Providing instructions on who to contact and what action to be taken if ACM is damaged ;
- Ensuring that employees are made aware of the location of ACM within the workplace premises;
- Ensuring that information about ACM provided by Facilities on your workplace premises is made available to visiting contractors;
- Ensuring that employees and contractors do not work on any materials which may contain asbestos;
- Reporting any damage or deterioration of known ACM to Facilities Section.

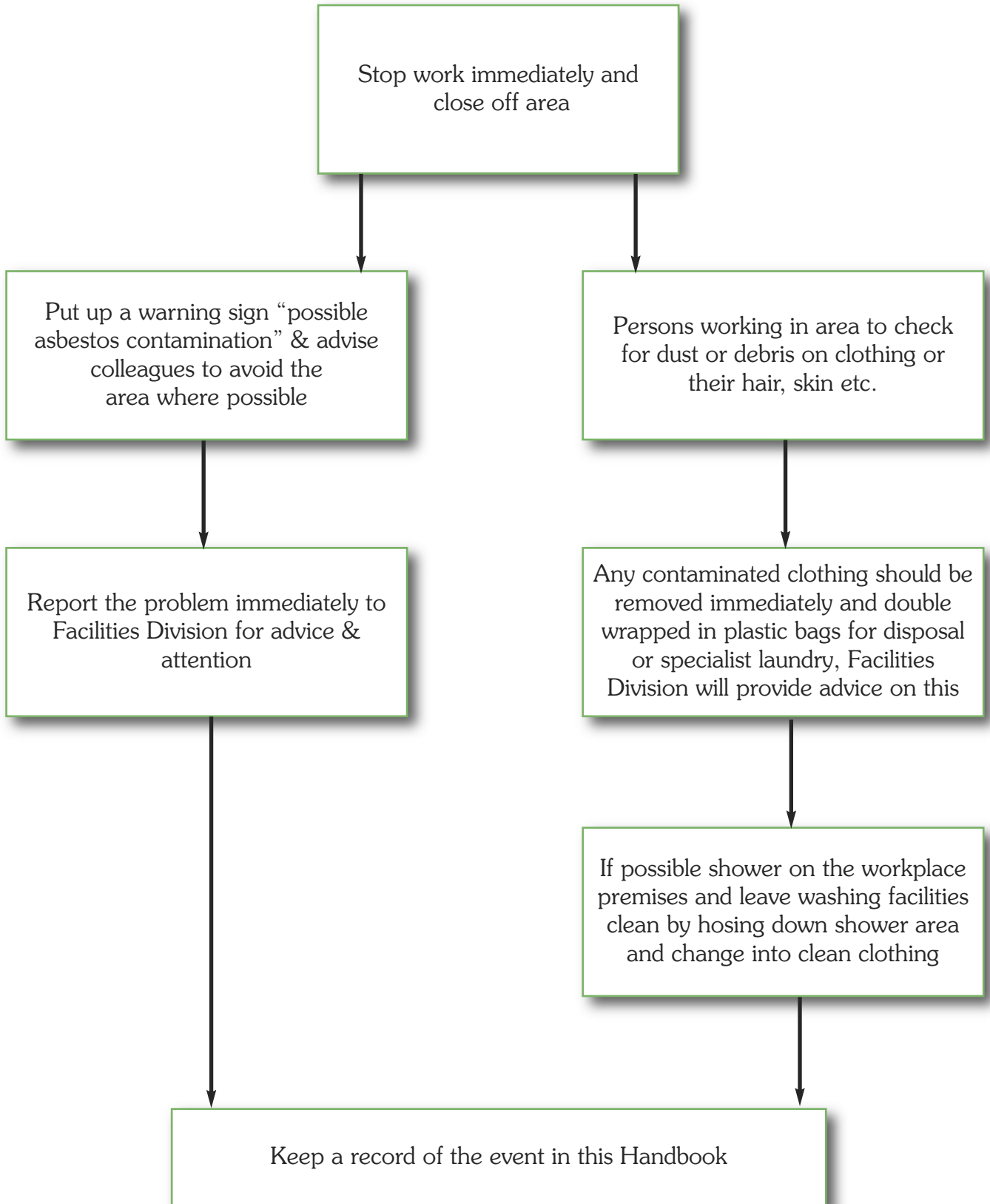
WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|--|--|
| Initially | Refer to the plan of your workplace premises and then develop a management procedure to control asbestos in the workplace premises |
| In the event of suspected damage to ACM located at your workplace premises | Follow procedure at 9.1 |
| 6 monthly | Undertake a visible check of ACM (where possible) as part of your premises inspection Review levels of risk for high/low areas identified in the risk assessment prepared by Facilities |
| Annually | Review your management procedures. Ensure that the plan of your workplace premises accurately indicates where ACM is located |

HOW DO I DO IT?

- Refer to Falkirk Council Corporate Asbestos Policy available on the Intranet;
- Refer to the copy of the plan prepared by Facilities Section showing the location of Asbestos Containing Material (ACM) at your workplace premises;
- Undertake a visual check, where possible of ACM during your workplace inspections e.g. 6 monthly;
- Follow the procedure at 9.1 in the event that asbestos containing material has been damaged; or if you think you have discovered what you think is at your workplace premises;
- Stop work and contact Facilities Section if you are aware that someone at the premises is working on asbestos and is not a licensed contractor;
- Review on a regular basis high/low risk areas identified on the risk assessment prepared by Facilities Section e.g. 6 monthly;
- Review your management procedures annually or when there has been any significant changes that impact on your management arrangements for ACM;
- Notify Facilities Section immediately you are aware of ACM being damaged;
- Contact Facilities Section on 01324 503079 for advice if required.

SUSPECTED DAMAGE OF ASBESTOS CONTAINING MATERIAL (ACM)



PREMISES MANAGER'S HANDBOOK

SECTION 10 FIRE SAFETY MANAGEMENT

PREMISES MANAGER'S HANDBOOK

SECTION 10 FIRE SAFETY MANAGEMENT

This Section deals with Fire Safety arrangements and provides advice on how to ensure that there are adequate systems in place at your workplace for the control of fire safety.

BACKGROUND & LEGISLATION

The Fire (Scotland) Act 2005 requires employers to inspect their workplaces and identify and record fire hazards that might affect the safety of employees and others in their workplace and, in the case of multi-occupied buildings, the safety of other employers' employees with whom they share the building.

The Fire Safety (Scotland) Regulations 2006 expands the legislation and states that a fire risk assessment must be completed for a workplace premises. Compliance is now determined solely by this fire risk assessment and employers i.e. Falkirk Council must ensure that every workplace premises has a current fire risk assessment in place and that it is reviewed regularly. All Falkirk Council occupied workplace premises have had a fire risk assessment undertaken, between 2002-05 by a Fire Officer from Central Scotland Fire & Rescue and copies of the fire risk assessment are held at the workplace premises. Fire risk assessments should be completed/reviewed annually unless there has been a significant change at the workplace premises that may impact on the fire risk assessment.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that:

- There is a valid Fire Risk Assessment for your workplace premises;
- There is a designated person trained to undertake fire risk assessment (either in house e.g. premises manager, or via an external consultant);
- The Fire Risk Assessment is reviewed and updated as appropriate (minimum annually), refer to 10.1;
- There is a current Fire Evacuation Procedure for your workplace premises (to include evacuation of vulnerable persons and visitors), refer to 10.2a Appendix B Fire Procedure;
- There is appropriate fire exit signage displayed around the workplace premises including notices which identify who Fire Marshalls/Evacuation Officers are and evacuation points;
- There is an Emergency Fire Action Plan includes the fire evacuation procedures and is updated as appropriate, refer to 10.2;
- A Fire Log Book i.e. this section of the Premises Manager's handbook is kept for the workplace premises to record checks relating to the above and is available for inspection as a record of fire management for the premises;
- In the event of any structural work to the premises which may affect the fire structure of the building you should liaise with Development Services, Design Architects and Facilities Division in order that any change affecting the fire integrity of the building is accounted for in your revised fire risk assessment;

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action | See guidance & record documents in section |
|--|--|--|
| Initially | Prepare a fire risk assessment for the workplace premises | 10.1 |
| | Prepare an Emergency Fire Action Plan for the workplace premises | 10.2 |
| | Identify fire awareness training requirements for employees | 10.3 |
| | Draw up a plan of where the fire alarm units are located at the workplace premises | 10.4 |
| | Prepare arrangements for carrying out an emergency evacuation of the workplace premises | 10.5 |
| | Prepare an inventory of fire fighting equipment and note their location | 10.6 |
| | Draw up a plan or list showing the location of the fire doors and emergency lighting | 10.7 |
| Weekly | Test the premises fire alarm system | 10.4 |
| | Check that the premises emergency lighting is working (contact Facilities Division) | 10.7 |
| | Check that the premises fire doors open/close correctly | 10.7 |
| 6 Monthly | Complete fire drills for the premises | 10.5 |
| | Check the premises fire fighting equipment | 10.6 |
| | Check the means of escape from the premises are free from obstruction (fire exit doors, doors and fire evacuation corridors) | 10.6 |
| Annually | Review premises fire risk assessment | 10.1 |
| | Review premises emergency fire action plan | 10.2 |
| | Review fire awareness training plan | 10.3 |
| Where any significant changes have occurred that impact on your Fire Management Arrangements | Review arrangements and update these as relevant | Refer to 10.1 and the above sections as required |

SECTION 10 FIRE SAFETY MANAGEMENT – 10.1 - PREMISES FIRE RISK ASSESSMENT

BACKGROUND & LEGISLATION

The Fire (Scotland) Act 2005 requires employers to inspect their workplaces and identify and record fire hazards that might impact on the safety of employees and others in their workplace premises.

The Fire Safety (Scotland) Regulations 2006 require organisations to ensure that a fire risk assessment is completed for each workplace premises, that these fire risk assessments are current and are reviewed regularly i.e. at least annually.

WHAT AM I RESPONSIBLE FOR?

You are responsible for undertaking a review of a Fire Risk Assessment which should be carried out as part of an **annual** pre-planned programme no later than **twelve months after the previous assessment**. Additionally the Regulations require re-assessment to be carried out if there are significant alterations or changes to areas or issues that form part of the assessment ie. **re-assessment must be carried out as often and as frequently as necessary, driven by and responding to changes in the workplace.**

For many workplaces “significant” change is likely to be infrequent and so an annual re-assessment is likely to be adequate. However, for the few workplaces where circumstances change regularly then the Fire Risk Assessment will require to be reviewed on an ongoing basis to reflect these changes. The type of issues that might trigger re-assessment include:-

- A proposal to (temporarily/permanently) move combustible storage or electrical equipment into a corridor or staircase area;
- Changes of room use – an office becomes a storeroom or vice versa;
- New or additional stocks of flammable substances are stored or used in the workplace;
- Building repairs prevent or restrict use of an escape route;
- There is a problem with the heating and temporary portable heating units are brought in;
- The fire alarm system breaks down;
- Changes of work practice – changes in opening times or occupation out-with normal working hours, new plant or machinery or new work processes are introduced;
- A member of staff (or other person) raises concerns regarding a fire issue;
- Someone now requires special assistance to exit the building e.g. disabled employees;
- Employees who have an identified role within the evacuation procedures leave or are unavailable;
- An evacuation drill has indicated that there are procedural problems or deficiencies.

The day to day adjustments necessary to maintain recognised performance standards will not necessarily automatically trigger re-assessment of the whole building. It will be the responsibility of the Premises Manager to make a judgement as to how easily the situation can be dealt with.

All information must be recorded on log sheet 10.1a

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|---|--|
| Initially | Prepare a fire risk assessment for the workplace premises |
| Where any significant changes have occurred that impact on the fire risk assessment | Review fire risk assessment to establish if adequate and revise existing version if required. Record the review on the fire risk assessment log sheet 10 .1a |
| Annually | Review premises fire risk assessment |
| | Record the review on the fire risk assessment log sheet 10 .1a |

HOW DO I DO IT?

Appoint a person to undertake the review of the fire risk assessment and record the findings of the risk assessment on the fire risk assessment log sheet.

Ensure the person appointed has received formal training in completion of fire risk assessments.

An example of the Falkirk Council Fire Risk Assessment form is shown at 10.1b.

FIRE RISK ASSESSMENT LOG SHEET

10.1a

- A workplace must have a current fire risk assessment that is reviewed regularly (minimum, annually);
- A designated person must be appointed and trained to undertake a fire risk assessment;
- Following annual review, an action plan must be developed, if required to ensure issues are dealt with and regularly reviewed for progress until all issues are dealt with, signed off and the fire risk assessment updated;
- Details of any repair/alterations work undertaken that may affect the fire structure of the premises must be recorded and the fire risk assessment reviewed accordingly. These details should be provided by architects or facilities officers of work undertaken.

| Date | Name of person completing review | Date | Name of person completing review | Date | Name of person completing review |
|------|----------------------------------|------|----------------------------------|------|----------------------------------|
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|---|--|-------------------------------------|--|--|--|
| NAME OF PREMISES: | | | | | |
| NAME OF FIRE RISK ASSESSOR | | DATE OF FIRE RISK ASSESSMENT: | | | |
| NAME OF PREMISES MANAGER: | | DATE FIRE RISK ASSESSMENT APPROVED: | | | |
| Overall comments summary from Fire Risk Assessment : e.g. identify they key issues that are to be addressed. | | | | | |

Instructions:

- 1. Undertake the Fire Risk Assessment. Walk around the premises, consider each of the sections in this Fire Risk Assessment and the relevant "Performance Standards" and note your Observations.
- 2. Use the guidance and table below to identify the risk rating for each section.
- 3. Review your observations and risk ratings and, where appropriate, identify and record any actions required against the relevant section.
- 4. If desired, you can now summarise actions required by transferring the actions and risk ratings to page 2.
- 5. Prioritise these actions using the risk rating table and allocate actions to relevant person(s).

Risk Ratings

Assess the current level of risk by assigning scores for Harm and Risk as follows:

1 = Low 5 = High.

H= level of Harm arising from specific fire risk

R= the Likelihood of such a Risk arising

RR= Risk Rating (H x R)

Risk Rating Table

| | | | | | | |
|------------------|---|---|----|----|----|----|
| H A R M | 5 | 5 | 10 | 15 | 20 | 25 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |

RISK

Score of 1 to 4 = Low Priority
 Score of 5 to 14 = Medium Priority
 Score of 15 to 25 = High Priority

SUMMARY OF FIRE RISK ASSESMENT ACTIONS

10.1b

1 to 4 = Low Priority 5 to 14 = Medium Priority 15 to 25 High Priority

| Risk Rating (Record only where action required) | Priority | Action required | By who | By when |
|--|----------|-----------------|--------|---------|
| 1.Hazards 1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9 1.10 | | | | |
| 2.Persons at Risk 2.1 2.2 2.3 2.4 2.5 2.6 2.7 | | | | |
| 3.Fire Alarm systems 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 | | | | |
| 4.Fire Fighting 4.1 4.2 4.3 4.4 | | | | |
| 5.Fire Exit routes 5.1 5.2 | | | | |
| 6.Fire Doors 6.1 6.2 | | | | |
| 7.Emergency Lighting 7.1 7.2 | | | | |
| 8.Fire Signage 8.1 8.2 | | | | |
| 9.Windows 9.1 9.2 | | | | |
| 10.Fabric of Building 10.1 10.2 10.3 | | | | |
| 11.Maintenance 11.1 11.2 | | | | |
| 12.Emergency Fire Action Plan 12.1 12.2 12.3 | | | | |

| KEY AREA | SPECIFIC AREA | RECOGNISED PERFORMANCE STANDARD | OBSERVATION | ACTION REQUIRED | RISK LEVEL | | |
|------------------------------|-------------------------------|---|-------------|-----------------|------------|---|----|
| | | | | | H | R | RR |
| SECTION 1 HAZARDS | 1.1 Ignition Sources | <ul style="list-style-type: none"> • Heating boilers are regularly serviced. Boiler rooms are free from combustible storage. • Heaters are provided with suitable guards. • Portable heaters are either radiant or convector heaters. Naked flame heaters must have a separate risk assessment on their use. | | | | | |
| | 1.2 Electrical Equipment | <ul style="list-style-type: none"> • Major electrical appliances are regularly serviced and portable electrical appliances are tested in accordance with I.E.E. Regulations. • There is a clear, combustible free space around fuse boxes and electrical switchgear. • The use of electrical multiple socket adaptors is minimal. Flexes are run in safe places where they will not be damaged. <p>All electrical equipment is regularly checked for damage.</p> | | | | | |
| | 1.3 Cooking | <ul style="list-style-type: none"> • Cooking facilities are used safely. | | | | | |
| | 1.4 Smoking | The "no-smoking" policy is enforced in the building. | | | | | |
| | 1.5 Hot works /process | <ul style="list-style-type: none"> • Activities that involve use of tools that produce flames or produce friction heat are controlled as per corporate procedure on Hot Work Permit. | | | | | |
| | 1.6 Malicious Fire Raising | <ul style="list-style-type: none"> • To prevent unauthorised entry, exit doors from the building are generally secured shut, but are still capable of being easily opened from the inside without the use of a key. • Cupboards and rooms containing combustible storage are kept locked shut except for controlled access by approved personnel. | | | | | |

| KEY AREA | SPECIFIC AREA | RECOGNISED PERFORMANCE STANDARD | OBSERVATION | ACTION REQUIRED | RISK LEVEL | | |
|----------------------|---------------------------------|--|-------------|-----------------|------------|---|----|
| | | | | | H | R | RR |
| SECTION 1 HAZARDS | 1.7 Flammable Substances | <ul style="list-style-type: none"> Flammables and fuel containers are kept in a safe and secure storage facility, with only a sufficient quantity exposed at any one time for immediate use. Highly flammables are stored out-with the building in an approved and appropriate storage facility. (See HSE guidance INDG227 or HS(G)51) Vehicles are parked in areas that present a low risk to the premises, either in remote locations or in fire compartments within premises <p>Note: any vehicles stored in buildings must be in areas that are secure and where there is a low risk from ignition sources and are in a secure fire compartment.</p> | | | | | |
| | 1.8 Combustible Materials | <ul style="list-style-type: none"> The “housekeeping” standard is good. Upholstered furniture and furnishings in common areas comply with current combustion standards. No areas have substantial wall coverings that are flammable. | | | | | |
| | 1.9 Sources of Oxygen | <ul style="list-style-type: none"> Is there any mechanical air handling system that may spread the fire e.g. gym halls or entrance foyers? If there is, they are appropriately fire protected e.g. with fire dampers. <p>Note: Assistance of the building maintenance Inspector will be required to check these issues.</p> <ul style="list-style-type: none"> Are there any medical supplies of oxygen provided for service users e.g. in Day Centres or Residential homes? If so they are checked regularly to ensure regulator/ connections are secure by trained employees. | | | | | |

| KEY AREA | SPECIFIC AREA | RECOGNISED PERFORMANCE STANDARD | OBSERVATION | ACTION REQUIRED | RISK LEVEL | | |
|---------------------------------|---|--|-------------|-----------------|------------|---|----|
| | | | | | H | R | RR |
| SECTION 2 PERSONS AT RISK | 1.10 Alternative or emergency heatings | <ul style="list-style-type: none"> Does Premises supplementary or emergency heating consist of LPG gas fire or "open bar fire." <p>Note: Open bar fires must be removed immediately. LPG gas fires must be remote from combustible material. No spare cylinders to be stored internally.</p> | | | | | |
| | 2.1 Staff | <ul style="list-style-type: none"> Employees are trained by a competent person to understand the Emergency Fire Action Plan for the premises and action to be taken in the event of fire (incl. key evacuation personnel, Fire Wardens etc.) Training is given on appointment e.g. Emergency Fire Action plan, specific duties in Plan, Fire risk assessment, general fire safety. Regular refresher training thereafter. Emergency Fire Action Plan. Regular evacuation exercises are carried out i.e. 6 monthly Remote workers and visitors are considered in the emergency plans for the premises. Fire extinguisher training is provided for key employees. | | | | | |
| | 2.2 Young Employees | <ul style="list-style-type: none"> Young Employees (under 18), receive additional training and instruction that takes account of their lack of awareness & unfamiliarity with the general work environment. | | | | | |
| | 2.3 Disabled Persons | <ul style="list-style-type: none"> There is suitable provision within Emergency Fire Action Plan for the safety of disabled persons who may be on the premises. In certain situations phased evacuation may be used. <p>Note: Phased evacuation may be considered where service users may be evacuated to pre-determined locations in the event of a fire, normally with fire wall separation from rest of building and adjacent to an external door.</p> | | | | | |

| KEY AREA | SPECIFIC AREA | RECOGNISED PERFORMANCE STANDARD | OBSERVATION | ACTION REQUIRED | RISK LEVEL | | |
|-------------------------------------|------------------------------------|---|-------------|-----------------|------------|---|----|
| | | | | | H | R | RR |
| | 2.4 General Public | <ul style="list-style-type: none"> Sufficient "Fire Route" signs are provided to ensure the public can act appropriately if they discover fire or on hearing the fire alarm. | | | | | |
| | 2.5 Residential Homes | <ul style="list-style-type: none"> Instruction & training are provided to ensure the safe evacuation of residents in the event of fire. <p>Note: A detailed Emergency Fire Action Plan for the evacuation of residents must be in place taking account of sleeping, mobility, capability, support arrangements and phased evacuation of residents and numbers of employees on duty.</p> | | | | | |
| SECTION 3 FIRE ALARM | 3.1 Fire Alarm Type | <ul style="list-style-type: none"> There is an electronic Fire Alarm that sounds alarm automatically. It is maintained in accordance with manufacturer's instructions and is operationally dependable. | | | | | |
| | 3.2 Back Up Battery | <ul style="list-style-type: none"> The fire alarm system is provided with a back up power supply that allows the alarm to operate in the event of mains failure. | | | | | |
| | 3.3 Control Panel | <ul style="list-style-type: none"> The Fire Alarm panel indicates the general area (zone) of activation. | | | | | |
| | 3.4 Audibility of sounders | <ul style="list-style-type: none"> The FA audibility reaches a minimum level of 65 decibels dB(A) or 5dB(A) e.g. the alarm is audible in all parts of the premises above normal noise levels and in other ancillary rooms e.g. toilets, remote rooms etc. with doors closed. Where sleeping accommodation is provided, alarms must be sufficiently audible to alert residents taking account of their varied levels of hearing. | | | | | |
| | 3.5 Suitability of type of sounder | <ul style="list-style-type: none"> The sounder is of a suitable type that all Premises users will readily understand. Voice based sounders may be more suitable for some premises e.g. day centres or residential homes. | | | | | |

| KEY AREA | SPECIFIC AREA | RECOGNISED PERFORMANCE STANDARD | OBSERVATION | ACTION REQUIRED | RISK LEVEL | | |
|--|--|--|-------------|-----------------|------------|---|----|
| | | | | | H | R | RR |
| | 3.6 Routine Testing | <ul style="list-style-type: none"> The Fire Alarm is tested weekly, with different operating points being tested on a rotational basis over successive weeks until all points are tested. A logbook detailing these tests must be kept. (See Section 11, Premises Manager's Checks) | | | | | |
| | 3.7 Automatic Fire Detection | <ul style="list-style-type: none"> There are automatic heat & smoke detectors interlinked to the Fire Alarm system. | | | | | |
| | 3.8 Alerting the Fire Brigade | <ul style="list-style-type: none"> A competent procedure for alerting the Fire Brigade is included in the fire evacuation procedures for the building. | | | | | |
| | SECTION 4 FIRE FIGHTING | Each fire zone within the Premises has the appropriate number type and size of fire extinguisher. This should conform to fire plans for the premises. | | | | | |
| | 4.2 Fire Points | <ul style="list-style-type: none"> The maximum travel distance to a fire point is 30 metres Fire points are free from obstruction and provided with safety signage. | | | | | |
| | 4.3 Electrical Risks | <ul style="list-style-type: none"> Only extinguishers indicated as being suitable for dealing with fires involving electrical equipment BS EN 3-2 are sited adjacent to significant electrical risks. Extinguishers that do not comply with BS EN 3-2 are marked: "DO NOT USE ON LIVE ELECTRICAL EQUIPMENT". | | | | | |
| | 4.4 Maintenance | <ul style="list-style-type: none"> Extinguishers are tested annually by a competent person e.g. external fire engineering contractor | | | | | |
| SECTION 5 FIRE EXIT ROUTES FIRE EXIT ROUTES | 5.1 Internal routes | <ul style="list-style-type: none"> Corridors are clear of obstructions and combustible materials and do not have damage to walls or ceilings. Exit routes do not exceed travel distances | | | | | |

| KEY AREA | SPECIFIC AREA | RECOGNISED PERFORMANCE STANDARD | OBSERVATION | ACTION REQUIRED | RISK LEVEL | | |
|--|----------------------------|---|-------------|-----------------|------------|---|----|
| | | | | | H | R | RR |
| SECTION 6 FIRE DOORS | 6.1 Exit Doors | <ul style="list-style-type: none"> Exit doors on escape routes can be easily opened without the use of a key when the premises are occupied and are have appropriate signs. | | | | | |
| | 6.2 Internal Fire Doors | <ul style="list-style-type: none"> Fire doors are fully and effectively self-closing against door rebates and are indicated as such by signs on both sides of the door. | | | | | |
| SECTION 7 EMERG. LIGHTING | 7.1 Artificial Lighting | <ul style="list-style-type: none"> Sufficient lighting is provided to ensure occupants can identify and use exit routes and exit doors. | | | | | |
| | 7.2 Emergency Lighting | <ul style="list-style-type: none"> Sufficient emergency lighting is provided to ensure occupants can identify and use exit routes and exit doors if the mains power supply is interrupted. | | | | | |
| SECTION 8 FIRE SIGNAGE | 8.1 Escape Route | <ul style="list-style-type: none"> Exit signs comply with current standards (pictogram type), and are suitably sited on exit routes and at exit doors to clearly & unambiguously identify exit routes to occupants. | | | | | |
| SECTION 9 WINDOWS | 9.1 Open windows | <ul style="list-style-type: none"> Windows are not left open after working hours. (This can assist fire spread.) | | | | | |
| SECTION 10 FABRIC OF BUILDING | 10.1 Ducts or Flues | <ul style="list-style-type: none"> All ducts or Flues are identified. <p>Note: Assistance of the Building Maintenance Inspector in Facilities Unit will be required to check these issues.</p> <ul style="list-style-type: none"> All Ducts and Flues have been checked to ensure they do not penetrate Fire Walls. If they do they are appropriately fire protected e.g. fire dampers. | | | | | |
| | 10.2 Walls & Ceilings | <ul style="list-style-type: none"> There are no areas with synthetic ceiling or wall coverings such as polystyrene tiles in place. <p>Note: Assistance of the Building Maintenance Inspector, Facilities Unit will be required to check these issues.</p> <ul style="list-style-type: none"> All large wooden surfaces are free from flammable varnishes. | | | | | |

| KEY AREA | SPECIFIC AREA | RECOGNISED PERFORMANCE STANDARD | OBSERVATION | ACTION REQUIRED | RISK LEVEL | | |
|--|---|--|-------------|-----------------|------------|---|----|
| | | | | | H | R | RR |
| SECTION 11 MAINTENANCE & RECORDS All records of maintenance and services are kept in the Premises Manager's Handbook. | 11.1 Fire Alarm | <ul style="list-style-type: none"> The Fire Alarm is tested weekly. | | | | | |
| | 11.2 Break Glass Points | <ul style="list-style-type: none"> Records of all Fire Evacuation drills are kept, with action points detailed if required (min 6 monthly) | | | | | |
| | 11.3 Fire Evacuation Drills | <ul style="list-style-type: none"> Records of all Fire Evacuation drills are kept, with action points detailed if required (min 6 monthly) | | | | | |
| | 11.4 Emergency Lighting | <ul style="list-style-type: none"> Emergency lighting tested on a 6 monthly basis. Emergency lighting service history kept | | | | | |
| | 11.5 False Alarm activation | <ul style="list-style-type: none"> Records are kept of all false fire alarm activations | | | | | |
| SECTION 12 Emergency Fire Action Plan | 12.1 Plan in place | <ul style="list-style-type: none"> The premises has an Emergency Fire Action Plan in place that has been reviewed in the past 12 months | | | | | |
| | 12.2 The evacuation plan includes all disabled persons | <ul style="list-style-type: none"> The evacuation plan includes a management plan for the evacuation of persons with mobility problems, elderly | | | | | |
| | 12.3 Specialist training | <ul style="list-style-type: none"> Numbers of employees identified by risk assessment to be trained in the use of fire extinguishers. | | | | | |

Premises Fire Risk Assessment
 Room Observation Sheet

| Room No. | Hazards | Persons at Risk | Fire Alarm System | Fire Fighting | Fire Exits | Fire Doors | Emergency Lighting | Windows | Fabric of Building | Maintenance | Others |
|----------|---------|-----------------|-------------------|---------------|------------|------------|--------------------|---------|--------------------|-------------|--------|
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10.1b

| Room No. | Hazards | Persons at Risk | Fire Alarm System | Fire Fighting | Fire Exits | Fire Doors | Emergency Lighting | Windows | Fabric of Building | Maintenance | Others |
|----------|---------|-----------------|-------------------|---------------|------------|------------|--------------------|---------|--------------------|-------------|--------|
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SECTION 10 FIRE SAFETY MANAGEMENT – 10.2 - PREMISES EMERGENCY FIRE ACTION PLAN

BACKGROUND & LEGISLATION

In accordance with the The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, there is a requirement for a workplace premises to have a current Emergency Fire Action Plan in place to ensure that employees at the workplace premises know what to do in the event of a fire and to enable the workplace to be safely evacuated. The Emergency Fire Action Plan must be reviewed at least annually or following any significant changes at the workplace premises.

WHAT AM I RESPONSIBLE FOR?

You are responsible for;

- Ensuring you are familiar with the type of fire alarm system at the workplace premises, Facilities Division will assist you if required;
- Developing a Fire Action Plan that details the roles and responsibilities of all involved in fire safety and communicating this to all employees at the workplace premises;
- Developing a Fire Evacuation Procedure for the premises which details the roles of Appointed Persons with specific duties in the event of fire evacuation;
- Developing a map showing the fire assembly points for the premises;
- There are arrangements in place for people identified as being at risk in the event of fire e.g. disabled, elderly, young persons and visitors;
- Arranging fire training for key personnel;
- Ensuring arrangements are in place for testing the fire alarm system;
- Ensuring that fire safety records are kept up to date and are retained.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|---|--|
| Initially | Prepare an Emergency Fire Action Plan for the premises 10.2a |
| Where any significant changes have occurred that impact on your premises Emergency Fire Action Plan | Review premises Emergency Fire Action Plan to establish if adequate and update if required. Record the review on the emergency fire action plan annual review log sheet 10.2b |
| Annually | Review premises Emergency Fire Action Plan |
| | Record the review on the emergency fire action plan annual review log sheet 10.2b sheet |

HOW DO I DO IT?

Refer to the results of the premises fire risk assessment refer to 10.1, the 6 monthly fire evacuation drills and the current premises emergency fire action plan. An example of the information required for an emergency fire action plan is at 10.2a.

EXAMPLE OF INFORMATION REQUIRED FOR AN EMERGENCY
FIRE ACTION PLAN

RESPONSIBILITY FOR THE EMERGENCY FIRE ACTION PLAN:

Premises Manager**Period of Review - Annually**

This emergency plan has been developed following a fire risk assessment of the premises. The aim of the plan is to ensure that in the event of fire everyone, (including contractors and casual employees) is sufficiently familiar with the action they should take in order that the building can be safely evacuated. The emergency fire action plan and fire risk assessment are kept by the Premises Manager and available for inspection by Officers from the Fire & Rescue Service.

Note: If the premises is shared with other Services or organisations the Emergency Fire Action Plan should be drawn up in consultation with these Services and organisations.

1) Address of premises to which this emergency fire action plan relates:**2) Occupier(s) of the premises:**

(Take account of the fact the premises may be multi occupancy with different organisations being resident)

3) The use or uses of the premises covered by this emergency fire action plan:

(e.g. office, warehouse, school, care home, leisure centre, depot)

4) Fire warning arrangements:

General description and type of fire alarm system installed in the premises. Fire alarm systems comprise Control panel, Call points, Detectors and Sounders

The following is an example of a fire alarm warning system:

- Electrical system with smoke detectors;
- Powered by secondary batteries kept fully charged;
- General alarm signal is audible throughout the premises and the sound is produced by bells/sirens;
- There are manually operated (break glass) call points distributed throughout the premises (these should be individually numbered and identified on the fire safety arrangements drawing);
- The alarm sounds continually throughout the premises when activated by any manual call point;
- To silence and reset the fire alarm – go to main panel at (identify location) and reset.

5) Appointed Personnel: - Identify those personnel with specific duties in the event of a fire on the premises.

The following personnel (list names/deputies) are required to enable a safe and controlled evacuation of staff and visitors from the premises (include details of the duties in the Appendix) – (see Appendix A for example).

- Fire Marshall
- Marshalling Officer
- Fire Evacuation Officer
- Switchboard Operators / Reception Staff
- Officers trained in the use of fire evacuation chairs

6) Identify any staff who are especially at risk:

For example those staff who may be exposed to or in the proximity of higher risk areas such as working with machinery, working near flammable material, gas, electricity or chemicals.

- 7) **Identify the arrangements for disabled, young and elderly persons evacuation:**
Special arrangements will be required dependant on the premises e.g. Day Centres, Residential Homes, Public premises (Libraries, Museums, Town Halls).
- 8) **Identify the arrangements for outside contractors and maintenance workers:**
- 9) **Identify any specific arrangements if necessary for high fire risk areas in the workplace (e.g. storage of flammable material, gas, chemicals):**
- 10) **Identify the procedures for liaising with the Fire & Rescue Service at the incident:**
- 11) **Identify those staff trained to assist members of staff / public in an evacuation:**
- 12) **Fire training programme** – Responsibility of a Senior Officer within a Service.

All employees are regularly trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. Training is reinforced by holding fire evacuation drills. Occasionally one exit or escape route is declared unavailable so that staff will become familiar with the alternative routes.

Training based on these written instructions which include the fire procedure described in this Emergency Fire Action Plan and must include the following:-

- a) Familiarisation with the means of escape from the premises.
- b) Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- c) Stopping machines and processes and isolating power supplies where appropriate.
- d) The method of calling the Fire & Rescue Service.
- e) The location and safe use of fire fighting equipment.
- f) The action to be taken on discovering a fire.
- g) The action to be taken when the fire alarm sounds.
- h) Evacuation of the building (staff / public).
- i) The location of the assembly point(s) and the correct roll call procedure.

Instruction, training and exercises are carried out not less than once in each of the following periods:

Instruction and training:

- For new staff on induction;
- Refresher training for all staff every 12 months;
- Fire drills every 12 months.

Training specific to Appointed Persons – as required ie. initial training followed by regular refresher training.

13) Emergency fire action plan fire safety arrangements drawing:

The following fire safety arrangements are indicated on the attached drawing:

- Essential structural features – workplace layout, escape routes, doorways, walls, partitions, corridors stairways;
- Means for fighting fire – fire extinguishers, fire blankets, fire hydrant;
- The location of manually operated fire alarm call points and control equipment for the fire alarm system;
- The location of the electrical supply intake, the main water shut off valve and the main gas shut off valve.

APPENDIX A

APPOINTED PERSONS DUTIES (List names/deputies and identify their area of responsibilities in the premises in the event of fire)

- **Fire Marshall** – (e.g. the Fire Marshall will be responsible for ensuring the building has been evacuated and for liaison with the emergency services when they arrive on the scene).
- **Marshalling Officer** – (The main duties of the Marshalling Officers is to act as a liaison between the Fire Evacuation Officers and the Fire Marshall).
- **Fire Evacuation Officer** – (The main duty of the Fire Evacuation Officers is to ensure that all personnel are evacuated from their sector of the building).
- **Switchboard Operators / Reception Staff** – (The main duties of the switchboard operators / reception staff are to inform the emergency services of the incident and to stop vehicles entering the car park).
- **Officers trained in the use of fire evacuation chairs** – (It is the responsibility of these trained officers to assist, wherever possible and if it is safe to do so, with the evacuation of disabled persons).

APPENDIX B

FIRE PROCEDURE

The procedure to be followed in the event of fire, and displayed in Fire Action notices: (see Fire Action Notice example template below)

The Fire Action notice should include information on the following :-

- Action on Discovering a fire - (e.g. person discovering a fire to clear personnel from the room and close the door, then activate the fire alarm).
- Action on Hearing a Fire Alarm - (Employees make safe any operation they are involved in and follow the safest evacuation route to their fire assembly point – NEVER use lifts to evacuate a building).
- Suggested Primary Exit Route - (Identify the primary exit routes from the premises e.g. Main door, Rear door etc. In the case of a large premises show the primary route for each Department).
- What to do in the event of a fire during “non standard” hours (ie. before 0900 and after 1700 on weekdays, at weekends and Public Holidays).
- Use of fire extinguishers - (Employees will not normally be expected to attempt to fight a fire. Only employees trained in the use of fire extinguishers should attempt to fight a fire, if safe to do so).
- Employee responsibilities – (Must know how to find the escape routes provided).
- Calling the Fire & Rescue Service - (a nominated person (having designated Deputies) will call the Fire & Rescue Service immediately the fire alarm sounds - Management must ensure that the Fire & Rescue Service are called even if the designated person fails to do so. It should also be noted that the premises fire alarm system may be linked to an external Agency who will contact the Fire Service. This arrangement can be verified by contacting Facilities Section who will be able to confirm if this is the case).
- Managing Evacuation of Disabled Persons – (Identify what the procedure is for assisting disabled visitors or employees and who will assist these persons in the event of the Fire Evacuation Procedure being implemented).

FIRE ACTION NOTICE – Example Template

In the event of fire the following procedures shall be implemented.

| | |
|---|---|
| 1 | Action on discovering a fire <ul style="list-style-type: none">• Clear personnel from the room;• Close the door;• Activate the nearest fire alarm call point. |
| 2 | Action on hearing a fire alarm <ul style="list-style-type: none">• Make safe any operation you are involved in;• Follow the safest evacuation route to the fire assembly point;• NEVER use lifts to evacuate a building. |
| 3 | Suggested Primary Exit Route <ul style="list-style-type: none">• Identify the primary exit routes for the premises. |
| 4 | Use of fire extinguishers <ul style="list-style-type: none">• Employees will not normally be expected to fight a fire. Only employees trained in the use of fire extinguishers should attempt to fight a fire, if safe to do so. |
| 5 | Employee responsibilities <ul style="list-style-type: none">• Employees must know how to find the escape routes provided;• Employees must know how to operate the fire alarm. |
| 6 | Calling the Fire & Rescue Service <ul style="list-style-type: none">• A nominated person will call the Fire & Rescue Service immediately the fire alarm sounds. |
| 7 | Managing evacuation of disabled persons <ul style="list-style-type: none">• People within a premises identified as being at greater risk from fire will have persons designated to assist in any fire evacuation. |

APPENDIX C

FIRE ALARM SYSTEM

Testing – Describe the arrangements for testing the fire alarm - (e.g. the fire alarm system shall be tested on a weekly basis by (enter person responsible and how the test will be carried out) e.g. by activating the call point on a cyclic basis until all call points have been tested then commence at the beginning). The test will be conducted at (show time and day) unless circumstances dictate otherwise and a record of test showing which call point has been activated kept along with any actions required. For out of office hour employees the weekly test is carried out and recorded on a monthly basis in order that these employees will recognise the fire alarm actuating in an emergency.

APPENDIX D

MAP SHOWING THE FIRE ASSEMBLY POINTS FOR THE PREMISES

Prepare a plan of the site showing the location of Fire Risers (if installed), the Fire Control Panel, Fire Alarm Points, Detectors, Emergency Lighting, Fire Fighting Equipment and Emergency Exits (see Section 2 Plan of Premises).

APPENDIX E

FIRE SAFETY RECORDS – Log Book

A fire precautions log book is kept in the premises, and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:

- The means for detecting fire and for giving warning in case of fire e.g. an automatic fire detection system, a manually operated electrical system, manually operated sounders or other devices;
- The means for fighting fire, e.g. portable equipment or fixed fire suppression systems;
- Any smoke management, smoke control or smoke venting facility;
- The emergency escape lighting system;
- Instruction and training;
- Fire drills.

The record further includes:

- The date on which the testing and maintenance was carried out and by whom;
- The date on which any defects were reported and the person responsible for carrying out the action;
- The date on which the defect was remedied and by whom.

EMERGENCY FIRE ACTION PLAN ANNUAL REVIEW LOG SHEET

10.2b

| Date | Comments / Remedial action identified | Person/s nominated for corrective action & date assigned | Date completed | Premises Manager signature & date |
|------|---------------------------------------|--|----------------|-----------------------------------|
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SECTION 10 FIRE SAFETY MANAGEMENT – 10.3 - FIRE AWARENESS TRAINING

BACKGROUND & LEGISLATION

In accordance with The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 there is a requirement for key employees to be trained on fire awareness to ensure they understand the relevance of fire precautions at a workplace premises and the action to be taken in the event of a fire.

WHAT AM I RESPONSIBLE FOR?

You are responsible for reviewing the training requirements for those key personnel identified as requiring Fire Awareness training.

Examples of these are:

- Fire Risk Assessor;
- Fire Marshall;
- Marshalling Officer/s;
- Fire Evacuation Officer/s;
- Reception staff.

Consideration should also be given to nominated deputies for the above personnel and any other personnel identified as being required to undertake training on how to operate fire extinguishers in high risk areas e.g. operational workshops etc.

Reference should also be made to the Premises Fire Evacuation Plan 10.2 for appointed personnel who have a responsibility in the event of workplace premises evacuation for example persons trained in the use of fire evacuation chairs or those nominated to assist disabled employees or disabled visitors to evacuate the workplace premises.

New employees must be made aware of the fire evacuation arrangements for their workplace at commencement of employment. Existing employees must be made aware of their workplace fire management arrangements and refresher training/awareness for all employees involved in fires safety must also be provided as required.

Visitors and contractors must be made aware of the fire evacuation arrangements for your workplace premises.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|---|--|
| Initially | Identify fire awareness/training requirements for employees, 10.3a |
| Where any significant changes have occurred that impact on your training arrangements | Review the fire awareness training arrangements |
| Annually | Review the requirement for fire awareness training, 10.3a |

HOW DO I DO IT?

Refer to the Guidance on Fire Awareness Training 10.3, identify the personnel to be trained, their training requirements, the arrangements for ensuring training is provided and by whom.

An employee's training record on Resourcelink will require to be updated on completion of any Fire Awareness training, by the employee's manager.

| Training Required | Who for | Person Responsible | Training Provider |
|---|--|-------------------------------|--|
| Familiarisation with the premises fire emergency arrangements | New employees | Senior Officer within Service | Employee's line manager |
| Premises fire emergency arrangements refresher training | All employees | Senior Officer within Service | Premises manager/employee's manager |
| Appointed persons duties – those having a defined role in the fire evacuation procedure | Fire Marshall, Marshalling Officer, Fire Evacuation Officer, Reception staff etc | Senior Officer within Service | Premises manager |
| Operation of fire evacuation chair for use by disabled persons (where applicable) | Persons appointed | Premises manager | Contact the Health, Safety & Care Team for advice on this on Tel: 506245 |
| How to operate the premises fire extinguishers | Persons nominated | Premises manager | As above |
| How to carry out the premises fire risk assessment | Persons nominated | Premises manager | As above |
| How to test the premises fire alarm | Persons nominated | Premises manager | Facilities Section will assist with training if required. Premises manager once familiar with system will then show colleagues how to do this. |

SECTION 10 FIRE SAFETY MANAGEMENT – 10.4 - FIRE ALARM SYSTEM

BACKGROUND & LEGISLATION

In accordance with The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006 there is a requirement to ensure that a workplace premises fire alarm system is properly maintained and that tests are carried out to ensure the system is operating correctly.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that the workplace premises fire alarm is tested weekly to ensure it is working properly.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|---|
| Initially | Draw up a list of where the fire alarm units are located at the workplace premises & mark these on the plan of your workplace premises contained at Section 2 |
| Weekly | Test the workplace premises fire alarm system by activating the alarm unit |
| | Record test on fire alarm system on a log sheet refer to 10.4a |

HOW DO I DO IT?

Draw up a list of where the fire alarm units are located at the workplace premises and mark these on your plan of the workplace premises contained at Section 2. Retain the list in this section of the handbook.

Establish the type of alarm unit installed at the workplace premises and how to activate it. Facilities Division will assist you with this if required. Most systems will have break glass units and there will be a key which releases the glass so you can then depress the button located within the unit. On completion of test you will then need to re-set the alarm by accessing the fire alarm control panel. Test a different unit each week until all have been activated then resume testing again from the first unit that you started with, record on log sheet 10.4a.

It is advisable to do your test at a regular time every week, you should therefore ensure that employees who work at the premises are made aware of this arrangement. Visitors should also be made aware of this arrangement.

You may also require to consider developing an out of normal office hours arrangement for employees who work shifts or compressed hours. Refer to your emergency fire action plan at 10.2a.

FIRE ALARM SYSTEM WEEKLY LOG SHEET

10.4a

| Date | Identity of Fire Alarm Point checked | Tested by signature | Comments / Remedial action identified | Person nominated for corrective action & date assigned | Date completed | Premises Manager's to sign off / date monthly or where remedial action is identified |
|------|--------------------------------------|---------------------|---------------------------------------|--|----------------|--|
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SECTION 10 FIRE SAFETY MANAGEMENT – 10.5 - FIRE DRILLS

BACKGROUND & LEGISLATION

In accordance with The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006 there is a requirement to have an evacuation procedure for the workplace premises and to carry out regular fire drills to ensure employees are aware of what to do in an evacuation situation.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that:

- Fire Drills are carried out six monthly at the workplace premises;
- The Fire Marshall, Fire Evacuation Officer/s & Marshalling Officer/s co-ordinate and implement this;
- The evacuation time is recorded (i.e. building should be evacuated within 3 – 5 minutes);
- Arrangements are in place to enable vulnerable persons to be evacuated safely;
- Key personnel are trained in the evacuation of vulnerable persons / service users and take part in fire drills;
- Arrangements for the evacuation of visitors are in place;
- All details are logged.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|---|--|
| Initially | Prepare arrangements for carrying out an emergency evacuation of your workplace premises 10.5a |
| Where any significant changes have occurred that impact on carrying out fire drills | Review the arrangements for carrying out fire drills at your workplace premises and update if required |
| 6 Monthly | Complete fire drills for the workplace premises |
| | Maintain a record of the fire drill on the 6 monthly log sheet 10.5b |

HOW DO I DO IT?

Decide on a suitable date/time and liaise with the Fire Marshall, Fire Evacuation Officer and, if the premises fire system is linked to a fire alarm agency or linked to the Fire & Rescue Service advise them you when you will be setting off the fire alarm before the fire drill is carried out.

An example of a Fire Evacuation – Marshalling Officers checklist is at 10.5a.

You will need to set off the fire alarm e.g. by operating a break glass unit. On completion of the fire drill you will need to arrange to re-set the alarm normally by accessing the fire alarm system control panel. Test a different unit each time a fire drill is carried out.

Observe and record details of the evacuation of the premises and complete the Fire Drill Log, 10.5b. The log should also be completed as a record in the event that an unplanned fire evacuation takes place. Where practicable identify the names of employees who were not in the premises at the time the fire drill was carried out and arrange to check their understanding of what to do in the event of fire on the premises. Also provide them with information on the outcome of the drill they missed.

Example of a Fire Evacuation – Marshalling Officer Checklist

Responsibilities: The main duty of the Marshalling Officer(s) is to act as a liaison between the Fire Evacuation Officers and the Fire Marshall.

The Marshalling Officers shall:

- a) Position themselves at their assigned fire evacuation assembly point.
- b) Take reports from the Fire Evacuation Officers that their sector of the building has been evacuated.
- c) Report to the Fire Marshall when all areas have been reported as clear by the Fire Evacuation Officers along with any information received on the location, cause and seriousness of the fire/incident. Report on any persons using a safe refuge also the location of that refuge.
- d) Await further instructions from the Fire Marshall.

| Date of evacuation: | Time fire alarm sounded | Time contacted Fire Marshall | Location/details of fire (if known) |
|---------------------|-------------------------|------------------------------|-------------------------------------|
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| Fire Evacuation Officer | Deputy(ies) | Are all rooms evacuated? | Do you know of any personnel in refuge areas? | Do you have any details re. the location of the fire? | Time report received |
|-------------------------|-------------|--------------------------|---|---|----------------------|
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FIRE DRILL 6 MONTHLY LOG SHEET

10.5b

Note: This log to be used to record any evacuation from the premises whether a planned drill or an unplanned evacuation.

| Date of fire drill | Time fire alarm sounded | Time taken to evacuate | Comments / Remedial action identified | Person nominated for corrective action & date assigned | Date completed | Premises Manager's signature & date |
|--------------------|-------------------------|------------------------|---------------------------------------|--|----------------|-------------------------------------|
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SECTION 10 FIRE SAFETY MANAGEMENT – 10.6 - FIRE FIGHTING EQUIPMENT & MEANS OF ESCAPE

BACKGROUND & LEGISLATION

In accordance with The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006 there is a requirement to ensure that a workplace premises has appropriate fire fighting equipment which is inspected and maintained by a competent person. Also the means of escape at a workplace premises must be inspected regularly to ensure these are kept free from obstruction.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that fire fighting equipment such as fire extinguishers and fire blankets are in position and that fire extinguishers have been tested to ensure they are in proper working order. Where fire hydrants are installed these should be accessible and free from obstruction. The means of escape should also be checked e.g. fire doors and corridors to ensure they are free from obstruction.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|---|---|
| Initially | Prepare an inventory of fire fighting equipment and note their location on the plan of your workplace premises contained at Section 2 |
| Where any significant changes have occurred that impact on the fire fighting equipments | Review & update your fire fighting equipment inventory as required. |
| 6 Monthly | Check the fire fighting equipment. |
| | Check the means of escape from the premises are free from obstruction. |
| | Record the findings in the fire fighting equipment/means of escape 6 monthly log sheet 10.6a |

HOW DO I DO IT?

Prepare an inventory of fire extinguishers and fire blankets identifying their location and retain in this section of the handbook. Every six months go to each location and check all the fire extinguishers and fire blankets are in their correct location and that fire extinguishers have been serviced.

Physically walk around the workplace premises and observe the means of escape and fire hydrants where installed are accessible and free from obstruction.

The size of the premises may not allow all of the fire fighting equipment and means of escape to be checked at the one inspection. In this case a rota should be drawn up to ensure all the fire fighting equipment and means of escape are inspected over a six month period.

FIRE FIGHTING EQUIPMENT & MEANS OF ESCAPE 6 MONTHLY LOG SHEET

10.6a

| Date | Name/signature of person completing check | Where any matters of concern are identified, detail corrective action required | Person nominated to take corrective action & Date Assigned | Date completed | Premises Manager's Signature & Date |
|------|---|--|--|----------------|-------------------------------------|
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SECTION 10 FIRE SAFETY MANAGEMENT –

10.7 - EMERGENCY LIGHTING & FIRE EXIT DOORS

BACKGROUND & LEGISLATION

In accordance with The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006 there is a requirement to ensure that a workplace premises has appropriate emergency lighting and fire exit doors installed as part of the overall fire systems for the premises.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that the emergency lighting is functioning and that fire door seals and self closure devices are in working order. You must also ensure that fire doors are not obstructed.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|--|
| Initially | Draw up a list of where the fire doors and emergency lights are located at the workplace premises & mark these on the plan of your workplace premises contained at Section 2 |
| Weekly | Check that the emergency lighting is working |
| | Check the fire doors open/close correctly and do not have items stored restricting access |
| | Record the checks completed on the emergency lighting & fire exit doors weekly log sheet 10.7a |

HOW DO I DO IT?

Draw up a list of where the fire doors and emergency lights are located at the workplace premises and then mark these on the plan of your workplace premises. Physically go to each location and observe all the workplace premises fire doors are operating as required each time a test is carried out.

It is advisable to complete the checks at a regular time every week i.e. linked to the fire alarm tests. You should also be aware that some fire doors may be linked to a security system which can trigger an alarm. In this case you should ensure that relevant persons such as security personnel/Reception are made aware of the test.

The size of the workplace premises may not allow all of the fire doors to be checked every week. In this case a rota should be drawn up to ensure all the fire exit doors are inspected at least once every month. In the event Facilities Division arrange to complete the emergency lighting checks you should record when these checks are carried out in your Emergency Lighting & Fire Exit Doors Weekly Log Sheet, 10.7a.

EMERGENCY LIGHTING & FIRE EXIT DOORS WEEKLY LOG SHEET

10.7a

| Date | Name/signature of person completing check | Where any matters of concern are identified, detail corrective action required | Person nominated for corrective action & Date Assigned | Date completed | Premises Manager's Signature & Date |
|------|---|--|--|----------------|-------------------------------------|
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PREMISES MANAGER'S HANDBOOK
SECTION 11 EMPLOYEE TRAINING

PREMISES MANAGER'S HANDBOOK

SECTION 11 EMPLOYEE TRAINING

This Section deals with the arrangements for training key employees to enable them to carry out designated tasks associated with workplace premises management.

BACKGROUND & LEGISLATION

The Management of Health and Safety at Work Regulations 1999 requires that the employer ensures competence of its workforce by providing adequate information, instruction and training for its employees. To meet these needs formal training for employees with specific responsibilities should be arranged.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that employees who have devolved responsibilities relating to the management of workplace premises receive appropriate training to allow them to carry out these duties. To do this you should:

- Establish if there is a training requirement for key employees and ensure this is reviewed;
- Arrange for employee training to be provided as identified.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|---|--|
| Annually (or as required) e.g. at induction | Review employee training and arrange suitable training |

HOW DO I DO IT?

Refer to the Employee Development Bulletin for information about training courses on:

- General Risk Assessment;
- First Aid;
- Health & Safety.

The corporate Health, Safety & Care Team are also available for advice on training in health & safety matters.

Please ensure that any training completed by employees is entered on to their Learning & Development file in Resourcelink.

PREMISES MANAGER'S HANDBOOK

SECTION 12 SECURITY MANAGEMENT ARRANGEMENTS

SECTION 12 SECURITY MANAGEMENT ARRANGEMENTS

This Section deals with the Security Management arrangements for security equipment which may be installed at a workplace premises and provides advice on how to ensure that there are adequate systems in place at your workplace to manage this equipment.

BACKGROUND & LEGISLATION

The Management of Health and Safety at Work Regulations 1999 and The Workplace (Health, Safety and Welfare) Regulations 1992 requires that there is an effective health and safety management system in place for the organisation's activities. This includes ensuring the safety and security of employees at the workplace premises and having controls to manage workplace security.

WHAT AM I RESPONSIBLE FOR?

You as premises manager are responsible for ensuring there is an effective management system for overseeing the control and maintenance of security systems such as intruder alarms, door entry systems and (CCTV) Closed Circuit Television.

The management system must:

- Contain details of the security systems installed and maintenance requirements;
- Ensure that each system is maintained in line with manufacturers requirements both in terms of frequency of visits and content of work to be carried out;
- Record details of maintenance visits and actions and retain these records on the premises.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|--|
| Initially | Implement a management system to oversee the maintenance and testing arrangements for security equipment installed at the workplace premises |
| 6 monthly | Complete checks of the Security Systems and record findings in the Security Systems Log Sheet 12.1 |
| Annually | Review the security arrangements for the workplace premises |

WHAT AM I RESPONSIBLE FOR?

Prepare management systems for the control of premises security systems in liaison with Facilities Section to:

- Identify the type of alarm system installed at the premises;
- Identify the manufacturer, supplier and installation date;
- Prepare a floor plan and identify the location of the security equipment installed e.g. control panels, CCTV units, other related equipment;
- Identify and retain a copy of the service contract and maintenance arrangements on the premises;
- Retain a record of security equipment maintenance;
- Identify whether the system has been installed by Falkirk Council or is the subject of a rental agreement with an external organisation;
- Identify the arrangements in the event an alarm is activated. For example whether the alarm is directed to the Contact Centre if a Falkirk Council security controlled system or, if under the control of an external organisation, directed to their control system;
- Maintain a record which identifies alarm activations occurring on the premises;
- Record details of maintenance visits and actions;
- Identify what the arrangements are for emergency call outs e.g. draw up a list which identifies the key holders for the premises who are called out in the event of an emergency.

Note:

Risk assessments will require to be prepared for those persons liable to be called out as a result of an activated alarm and consideration given, for example, to lone working issues.

Ensure the person appointed to complete the risk assessment has received formal training in completion of risk assessments - refer to Section 11 Employee Training.

For existing security installations on a premises and for proposed installations to a premises, the Premises Manager will require to liaise with the local Police to check what the Police call out arrangements are. This will establish whether the Police respond to every emergency or if there are any restrictions for example in the event of false alarms.

Security systems which have been designed and installed for the premises by Facilities Section conform to Falkirk Council standards. Details of these standards can be obtained by contacting Facilities Section who can also provide advice on security arrangements for proposed security installations.

An example of a Security Systems Log Sheet is at 12.1.

SECURITY SYSTEMS LOG SHEET

| Date | Intruder Alarm e.g. door alarms, window alarms | Premises Door Entry System | CCTV | Comments / Remedial action identified | Person nominated for corrective action & date assigned | Date completed | Premises Manager to sign off/date when checked or where remedial action is identified |
|------|--|----------------------------|------|---------------------------------------|--|----------------|---|
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PREMISES MANAGER'S HANDBOOK

SECTION 13 WASTE DISPOSAL ARRANGEMENTS FOR PREMISES

SECTION 13 WASTE DISPOSAL ARRANGEMENTS FOR PREMISES

This Section deals with the Waste Disposal arrangements for the workplace premises and provides advice on how to ensure that there are adequate systems in place at your workplace for the control of waste.

BACKGROUND & LEGISLATION

The Workplace Health, Safety and Welfare Regulations 1992 requires that arrangements are in place for the disposal of waste from a premises and ensure that waste material is not allowed to accumulate in a workplace except in suitable receptacles such as designated bins/containers. In addition, the Scottish Government has set national targets to ensure progress towards sustainable management of waste and in conformance with this, Falkirk Council is committed to delivering environmental sustainability through the Sustainable Falkirk and Forth Valley Area Waste Plan.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that refuse is disposed of in suitable receptacles and there are suitable arrangements in place for regular refuse collections. Refuse that cannot be stored in suitable receptacles should not be allowed to build up. Separate arrangements may require to be made for one-off uplifts.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|--|
| Initially | Identify the arrangements for refuse collection and recycling collection for the workplace premises. Complete the Waste Disposal Arrangements Log Sheet 13.1 |
| Annually | Review the refuse collection and recycling collection arrangements for the workplace premises |

HOW DO I DO IT?

Refer to Waste Arrangements log sheet at 13.1 and record the waste disposal arrangements for your workplace premises as required. Review annually or if there are any changes that will impact on arrangements. You may also require to consider arrangements for one off uplifts e.g. disposal of old furniture or obsolete equipment.

WASTE DISPOSAL ARRANGEMENTS LOG

| EXTERNAL WASTE BINS (Identify number and location) | EMPTIED (Identify when uplifted e.g. day of week) | CONTRACTOR (Identify organisation responsible for uplift e.g. external contractor or Falkirk Council) | Comments |
|--|--|--|-----------------|
| | | | |

| EXTERNAL RECYCLING WASTE BINS (Identify number, location and type e.g. one for plastic, one for paper etc.) | EMPTIED (Identify when uplifted e.g. day of week) | CONTRACTOR (Identify organisation responsible for uplift e.g. external contractor or Falkirk Council) | Comments |
|--|---|--|-----------------|
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PREMISES MANAGER'S HANDBOOK

SECTION 14 CLEANING ARRANGEMENTS FOR PREMISES

SECTION 14 CLEANING ARRANGEMENTS FOR PREMISES

This Section deals with the cleaning arrangements for the workplace premises and provides information on how to ensure that there are adequate systems in place for control of cleaning arrangements.

BACKGROUND & LEGISLATION

The Workplace Health, Safety and Welfare Regulations 1992 require that arrangements are made to ensure the workplace premises are kept clean and that proper standards of cleanliness are maintained. This includes kitchens, canteens, toilets, floors, indoor traffic routes, interior walls, ceilings and work surfaces etc.

WHAT AM I RESPONSIBLE FOR?

You are responsible for overseeing the cleaning arrangements for your workplace premises by ensuring that the cleanliness of the premises is maintained at a satisfactory level. This includes liaising with the cleaner/s, their supervisor and window cleaning contractors as required e.g. co-ordinating any complaints raised by employees about cleanliness standards and arranging for any ad-hoc cleaning of unexpected spillages or soiling. You should also consider the safety and security of personnel employed to undertake cleaning activities e.g. ensure that they are not exposed to any hazards in the course of their work when they visit your workplace premises.

Cleaning and window cleaning for your workplace premises is likely to be provided by Corporate & Neighbourhood Services, Facilities Section (Building Cleaning). Facilities Section will have arranged for the completion of risk assessments to control the risks to their employees and third parties associated with these tasks.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|--|
| Initially | Identify what the cleaning and window cleaning arrangements are and complete the Cleaning Arrangements Log Sheet 14.1. Record the names of any contacts e.g. Area Cleaning Supervisor and Window Contractor Representative |
| Ongoing | Monitor standards of cleanliness and liaise with contacts as required about cleaning arrangements, e.g. where any changes have occurred that will impact on existing arrangements such as increased areas to be cleaned. |

HOW DO I DO IT?

Identify the cleaning and window cleaning arrangements for the premises. Refer to the Cleaning Arrangements log sheet at 14.1 and record the information relevant to your workplace premises and oversee the cleanliness and cleaning arrangements at your workplace premises on an ongoing basis.

| WINDOW CLEANING | CLEANED | CONTRACTOR | COMMENTS |
|-----------------|--|--|----------|
| | Identify frequency of cleaning e.g. every six months | Identify organisation responsible for cleaning and their contact details e.g. Facilities Section (Building Cleaning) | |

| CLEANING OF PREMISES | FREQUENCY & TIME | CONTRACTOR | COMMENTS |
|----------------------|---|---|----------|
| | Identify the cleaning arrangements e.g. daily, except weekends and at 08:00am | Identify organisation responsible for cleaning and their contact details e.g. Building Maintenance Division and name of cleaning supervisor | |

PREMISES MANAGER'S HANDBOOK
SECTION 15 LEGIONELLA

PREMISES MANAGER'S HANDBOOK

SECTION 15 LEGIONELLA

This Section deals with the control of the water borne disease Legionella at the workplace. It provides information on the arrangements required and advice on how to ensure that there are adequate systems in place to control Legionella bacteria in water systems at your workplace.

BACKGROUND & LEGISLATION

The Control of Legionella Bacteria in Water Systems 2001 requires employers to:

- Manage the risk from exposure to Legionella by identifying, assessing and documenting water related systems and levels of risk posed by those systems, to building users and others from the water systems present;
- Have a written scheme to prevent or control the risk from exposure to Legionella bacteria;
- Maintain records of preventive and control measures for all assets inspected and disinfected;
- Formally appoint an individual to be responsible for the management of Legionella in the premises. The responsible person for Falkirk Council is Facilities Section. The responsible person at each of the Council's premises is the Premises Manager.

WHAT AM I RESPONSIBLE FOR?

You are responsible for ensuring that:

- Checks and measurements of water systems are made to show that prescribed standards are being maintained;
- Monitoring duties and actions are carried out on time;
- Your workplace premises has Legionella Control Log Sheets;
- Documentation is updated as appropriate i.e. Log Sheets.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Action | Frequency | |
|--|---|--|
| | Category 1 Premises* <small>Where the service users group is at risk from infection</small> | Category 2 Premises <small>All other user groups</small> |
| Sentinel Taps: ** For cold water services: Check that temperature is below 20°C after running the water for up to two minutes in the sentinel taps. For hot water services: Check water temperature after running tap for one minute to see if it has reached 50°C in the sentinel taps. Complete Log Sheet 1. | Weekly | Monthly |
| For Little Used Outlets e.g. showers, wash hand basins etc. Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols (a fine spray). Complete weekly Log Sheet 2. | Weekly | Weekly |
| Calorifiers (hot water cylinders) *** Check temperatures outflow is at least 60°C and return at least 50°C. Complete Log Sheet 3. | Weekly | Monthly |
| All readings outwith the temperatures stated above should be reported to Facilities Services immediately by telephoning 01324 503040 and recorded in Log Sheet 4. | As required. | As required. |

* Care homes for the elderly and nurseries for young children, as defined by Facilities Services.

Note:

**Sentinel taps

- for **cold water** systems (or non circulating hot water systems), the nearest and furthest taps from the storage tank. The choice of sentinel taps may also include other taps which are considered to represent a particular risk.
- for **hot water** services – the first and last taps on a re-circulating system.
- for Thermostatic Mixing Valves (**TMV's**) identified as a sentinel tap, the temperature should be measured at the incoming feed pipe using a surface temperature probe.

***Calorifiers – hot water cylinders

HOW DO I DO IT?

Contact the Corporate Health, Safety & Care team on Tel: 506245 if you require further advice and guidance to help you to carry out the actions required.

- Refer to 15.1 Log Sheet 1 for Sentinel Taps and associated instructions;
- Refer to 15.2 Weekly Log Sheet 2 for Little Used Outlets and associated instructions;
- Refer to 15.3 Monthly Log Sheet 3 for Calorifier and associated instructions;
- Refer to 15.4 Log Sheet 4 for Reporting of Issues of Concern and associated instructions.

LEGIONELLA LOG SHEET - 1

Temperature at Sentinel Taps

| Date | Location | | Location | | Location | | Location | | Location | | Taken by |
|------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|
| | Hot Temp | Cold Temp | Hot Temp | Cold Temp | Hot Temp | Cold Temp | Hot Temp | Cold Temp | Hot Temp | Cold Temp | |
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For Cold Water: Measure the temperature at all identified sentinel taps after running the tap for two minutes and record. Cold water should be **20°C or less**.
 For Hot Water Taps: Run for one minute. Measure the temperature and record. Hot water should be **above 50°C**.
 For Thermostatic Mixing Valves (TMV's) identified as a sentinel tap the temperature should be measured at the incoming feed pipe using either an infrared thermometer or a surface mount temperature probe.
 If any of the readings fall outside the above parameters, a further reading should be taken the following day at a different time. If a second reading falls outside the above parameters, report to Facilities Services immediately by telephoning 01324 503040 and record the details on Log Sheet 4.

LEGIONELLA - MONTHLY LOG SHEET - 3

Temperature at Return Flow and the Flow Out of Calorifier (hot water cylinder)

| Date | Location | | Location | | Location | | Location | | Location | | Location | | Taken By |
|------|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|-----|----------|
| | Temp | | Temp | | Temp | | Temp | | Temp | | Temp | | |
| | In | Out | In | Out | In | Out | In | Out | In | Out | In | Out | |
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View the temperature gauges on calorifier and record the return flow and the flow out. (If no temperature gauge is fitted then the temperature will be required to be taken by using either an infrared thermometer or a surface mount temperature probe).
 Temperature at the return flow pipe should be at least 50°C and at the flow out pipe not less than 60°C.
If any of the readings fall outside the above parameters, a further reading should be taken the following day at a different time. If a second reading falls outside the above parameters, report to Facilities Services immediately by telephoning 01324 503040 and record the details on Log Sheet 4.

LEGIONELLA LOG SHEET - 4

Reporting Issues of Concern

| Date | Comments / Notes | Date Reported to Facilities Services | Job Number | Description of work carried out | Date Works Completed |
|------|------------------|--------------------------------------|------------|---------------------------------|----------------------|
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Any difficulties or problems encountered should be reported to Facilities Services immediately by telephoning 01324 503040. Once an issue of concern has been resolved record a brief description of work undertaken and sign off.

PREMISES MANAGER'S HANDBOOK

SECTION 16 SHARED USE OF PREMISES / LEASED PROPERTY

SECTION 16 SHARED USE OF PREMISES / LEASED PROPERTY

This Section deals with the arrangements for shared use of premises / leased property and provides advice on how to ensure that there are adequate systems in place at your workplace.

BACKGROUND & LEGISLATION

There is a requirement that employers who share a workplace premises co-operate and co-ordinate their health and safety duties to enable them to fulfill the following legislative requirements:

- The Management of Health and Safety at Work Regulations 1999;
- The Workplace Health, Safety and Welfare Regulations 1992; Fire Safety (Scotland) Regulations 2006; The Control of Legionella Bacteria in Water Systems 2001.

WHAT AM I RESPONSIBLE FOR?

You will require to liaise with other occupants of a workplace premises where there is **shared use**, whether with a Falkirk Council Service or an external organisation to ensure a common approach in the effective Management of Health & Safety.

Some premises may be leased. The owner of a **leased premises** will also have duties to ensure that all health and safety issues are managed. The exact arrangement must be clarified and a formal agreement must be made as part of the leasing agreement in terms of setting out the roles and responsibilities of those involved. Regular meetings should be arranged with the owner of the premises and those leasing the premises to review these arrangements and any changes to these arrangements.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

| Frequency | Action |
|-----------|---|
| Initially | <p>Make contact with other organisations who occupy the premises</p> <p>Establish a formal meeting with other occupiers to oversee the premises health and safety & security arrangements</p> |
| 3 Monthly | <p>Meet with other organisations/Services who occupy the premises to discuss and review health & safety & security management arrangements (this is dependant upon the size of the premises and the number of organisations who use the premises)</p> |

HOW DO I DO IT?

Refer to the various sections within this Premises Manager's Handbook for guidance on how to carry out the responsibilities of the Premises Manager.

Common areas of interest for discussion about a shared workplace premises could include:

- Fire evacuation arrangements;
- Premises security systems;
- Control of Visitors;
- Control of Visiting Contractors;
- Management of utility services (gas, electricity, water, communications);
- Maintenance of shared plant and equipment e.g. boiler, passenger lifts;
- Maintenance of premises;
- Control of site traffic;
- Control of deliveries to premises;
- First Aid arrangements;
- Smoking control;
- Control of any hazardous areas at the premises;
- Cleaning arrangements for premises and window cleaning;
- Key Holders;
- Emergency call-outs;
- Waste disposal arrangements for premises.

PREMISES MANAGER'S HANDBOOK

SECTION 17 CLOSURE OF WORKPLACE PREMISES

PREMISES MANAGER'S HANDBOOK

SECTION 17 CLOSURE OF WORKPLACE PREMISES

This Section provides advice on the closure of Council buildings and details guidance for ensuring that a consistent approach is adopted throughout the Council with regard to the temporary closure of workplace premises and the issues that must be considered.

Only in exceptional circumstances, where the relevant Director or another Senior Manager with the appropriate delegated authority, in consultation with the Chief Executive as appropriate has authorised a complete closure of a Falkirk Council workplace will employees be permitted to leave their places of work before normal finishing time. This means that, unless authorised, sufficient people will be required to remain in post to provide normal service during normal working hours.

BACKGROUND & LEGISLATION

The Workplace Health, Safety and Welfare Regulations 1992 require the Council to ensure that workplaces meet minimum standards in relation to temperature, provision of drinking water, washing facilities, toilet facilities, safe access/egress and lighting.

This includes all premises where employees work.

WHAT AM I RESPONSIBLE FOR?

You are responsible for exercising judgement and discretion in liaison with your Service Director/Head of Service to decide whether it is appropriate to close your workplace premises or not in the event of an unforeseen circumstances occurring and to update risk assessment accordingly.

You are responsible for reviewing risk assessments at your workplace premises to control risks to employees and third parties when unforeseen circumstances or situations occur.

WHAT DO I HAVE TO DO AND WHEN DO I HAVE TO DO IT?

In the event of any unforeseen circumstances occurring (see below for examples), consideration should be given to temporary arrangements being put in place which would allow the premises to remain open.

If however, temporary measures are not appropriate, you should discuss the matter with your Director/Head of Service on whether or not the workplace premises should be closed.

Such a measure will normally only be considered in very exceptional circumstances e.g. where continued delivery of a service would be impossible without putting employees and/or members of the public in potentially harmful or dangerous situations. Some examples are provided in the table below.

As with the normal operation of the premises it is essential that adequate security is maintained to ensure the safety of employees. When an unforeseen circumstance occurs that affects the normal operation of the premises then you may be required to restrict the number of entrances/exits available to service users and prevent access to areas that cannot be adequately staffed.

| Unforeseen Circumstances | Issue |
|--|---|
| Snow / ice / severe adverse weather affecting the premises or safe travel | Unsafe access/egress for employees and service users making it unsafe to remain in the office. |
| Failure of utilities e.g. electricity, water, gas or structural damage to building | Heating, provision of drinking water, washing facilities, toilet facilities, lighting, unsuitable or unsafe working conditions. |
| Emergency situations e.g. gas leak, bomb threat, fire or flood | Safety of employees and service users. |
| Public health issues | Contact with infectious diseases. |

INITIAL ACTIONS

Ensure that action is taken to prevent unsafe conditions occurring or where they do occur that necessary action is taken.

| Issue | Action required | Comment |
|---|--|--|
| Severe or adverse weather Snow /ice/storms affecting the premises e.g. unsafe access/egress | Plan ahead, ensure that stocks of gritting materials are available on site prior to winter months. Ensure that an arrangement is in place with Ground Maintenance to have paths/car parks gritted as required including arranging for gritting to be carried out before employees and service users arrive at start of business hours. Where Grounds Maintenance are not contracted to grit at your workplace e.g. a shared premises, then gritting salt should be ordered from the Roads Department prior to winter and relevant personnel e.g. janitors/caretakers made aware that they are responsible for gritting specific areas as instructed. Further guidance for schools & education facilities can be found at Falkirk Council - Education Services SERVICE CIRCULAR No 6. | Take note of and check local weather forecast updates as required. This applies to all weather conditions e.g. predicted stormy weather may also require you to take preventative action to protect your premises and the persons who use it. You may require to action your Service's Business Continuity Plan in liaison with your management team about what you are required to do in response to adverse weather. Consideration should however be given to whether it is safe for employees to leave the building until appropriate clearances have been made e.g. traffic routes have been gritted and safe travel is possible, also that public transport is operating. |
| Failure of Utility/Services or Structural Damage to Premises | Report all failures of utility services to Facilities Services helpline 01324 503050. | Refer to your Service Business Continuity Plan for what to do in response to failure of utility services. For structural damage to premises contact Building Standards via Facilities Services helpline 01324 503050. |
| Heating | Provide temporary heaters. | |
| Provision of drinking water | Provide bottled water. | |

| | | |
|---|--|--|
| Washing facilities | Arrange for the use of nearby facilities. Provide hand sanitizers. | |
| Toilet facilities | Arrange for the use of nearby facilities. Provide hand sanitizers. | |
| Lighting | Provide temporary lighting where required. | |
| Emergency situation e.g. fire, flood, bomb threat | Contact the Emergency Services Tel 999. Contact Emergency Planning Tel 01324 501000 for advice. | Reference should also be made to your Service's Business Continuity Plan on any further action to take as appropriate. |
| Infection public health issues | Contact FVHB Infection Control on Tel 01786 457257. | Refer to Infectious Diseases Policy, available on Council intranet or in Manager's Health & Safety Folder Reference should also be made to your Service's Business Continuity Plan. |
| | For any further advice on the above Contact Corporate Health, Safety & Care Team Tel 01324 506245. | |

IF PROBLEM STILL EXISTS

Where a closure of workplace premises cannot be avoided then alternative arrangements will require to be made to ensure that disruption to Council Services delivery is kept to a minimum. Refer to your Service Business Continuity Plan for further information relevant to timescales and details of arrangements including re-location to alternative premises if necessary.

Refer to flow chart at Appendix 1, Decision Making Process for the Closure of Workplace Premises.

Decision Making Process for the Closure of Workplace Premises

