






Fire Safety Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
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1_02	Amendments made following client's commented	C. Warden	13.09.2022
1_03	Final draft issued to sportscotland	A. MacDonald	16.06.2023
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Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	16.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	16.08.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	16.08.2023

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Introduction

Fire is a hazard that can affect any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and any others who may be affected by the activities and temporary works at **sportscotland**.

Policy statement

We believe that ensuring the health and safety of employees, visitors, service users and all relevant persons is essential to our success. We will reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone because of a fire starting. All employees have a duty to prevent fire. Information and training will be provided to help employees understand fire safety precautions and our procedures. Designated employees have been assigned duties to help manage our fire safety arrangements.

We will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises agree to:

- Provide and maintain or verify provision of, passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
- Provide comprehensible and relevant information to employees and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
- Provide a programme of fire safety training for all employees;
- Carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventative and protective measures and to identify areas for improvement;
- Carry out a formal review of the fire risk assessment at least annually;
- Have in place a programme of works to improve or maintain the existing fire safety specifications;
- Identify a sufficient number of persons, whether employees, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the Fire and Rescue Service;
- Where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled; and
- Action will be taken to address the outcome and recommendations made because of any formal assessment.

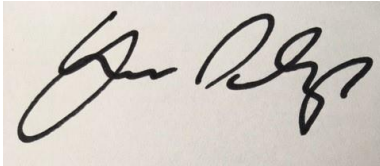
sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, the Health and Safety (Safety Signs and Signals) Regulations 1996, BS EN ISO 7010 International

Standards for Safety Signs 2011, The Equality Act 2010, the Fire Safety (Scotland) Act 2005 as amended and the Fire Safety (Scotland) Regulations 2006.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is centered on a light-colored rectangular background.

Name: Forbes Dunlop
Position: Chief Executive Officer
Dated: 16 August 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Fire Safety Policy;
- Ensure adequate resources and management systems are in place to control the hazards presented from fire hazards;
- Ensure that adequate resource is made available to comply with legislation and policy;
- Ensure assessments are undertaken by providing adequate resource and appointing competent people;
- Allocate sufficient resources for training, equipment and control measures;
- Provide the Health and Safety Committee with the necessary authority to fulfil its function adequately;
- Appoint appropriate persons to sit on the Health and Safety Committee;
- Ensure proposed arrangements in place are adequate for their intended purpose;
- Ensure that arrangements are clearly communicated to all employees, contractors and visitors;
- Ensure a robust, efficient and effective reporting system is in place; and
- Regularly review the Fire Safety Policy and its arrangements.

Health and Safety Committee

They will:

- Ensure any recommendations from the fire safety risk assessment are carried out in appropriate timescales in accordance with stated priority.

Health and Safety Operational Group

They will:

- Appoint appropriately trained external resource to undertake fire risk assessments;
- Provide adequate resource and systems to ensure all fire safety systems are suitable maintained in accordance with manufacturer specifications and identified good practice;
- Ensure that all fire safety systems are maintained, evidence retained and retrievable to ensure compliance;
- Recommendations are acted upon promptly, or if necessary, escalated as appropriate to the Director of Operations or Head of Human Resources;
- Ensure fixed wiring installations are regularly tested at the appropriate periodicity;
- Ensure that portable appliance testing is conducted regularly; and
- Ensure sufficient power points are provided within the work environment.

Line managers

They will:

- Ensure that employees are given time to attend training appropriate to their specific role within the fire safety system;
- Ensure employees are given time to attend the Health and Safety Committee and carry out tasks as allocated;
- Ensure full awareness of policy requirements placed upon their specific departments;
- Review requirements placed upon their specific departments and advise of any omissions or possible improvements to the Fire and Emergency Plan; and
- Ensure that all employees are aware of their specific responsibilities in relation to the Fire and Emergency Plan.

All employees

They will:

- Familiarise themselves with the policy and the procedures it contains, and co-operate in implementing its contents;
- Undertake training provided and communicate any issues or concerns that may arise;
- Whilst not all employees will be part of the Committee, any concerns or issues should be raised to their line manager;
- Report all incidents or near misses to their line manager immediately;
- Report any hazardous driving on site;
- Be expected to fully comply with the requirements of the Fire and Emergency Plan;

- Avoid using extension leads wherever possible and under no circumstances allow extension leads to be daisy chained; and
- Not bring or use personal electrical equipment on work premises unless it has been PAT tested in the previous 12 months.

Fire safety procedures

We will reduce the level of risk to prevent any likelihood of a fire occurring or harm to anyone because of a fire starting. All employees have a duty to prevent fire. Information and training because will be provided to help employees understand fire safety precautions and our procedures. Designated employees have been assigned duties to help manage our fire safety arrangements.

Our aim is to:

- Maintain good standards of housekeeping to minimise fire risk;
- Maintain a clear desk policy to minimise clutter and fire hazards;
- Provide fire safety training for employees;
- Provide adequate and suitable fire information for visitors;
- Provide and maintain a suitable means of detection;
- Provide and maintain a suitable means of alarm system;
- Establish fire and emergency evacuation instructions and communicate these to employees and others, and display instructions in suitable locations;
- Designate fire escape routes and exits;
- Identify a suitable location for assembly following evacuation;
- Provide and maintain suitable portable firefighting equipment;
- Keep records of inspections, tests, maintenance, evacuation drills and any other key fire safety issues applicable to us;
- Ensure visitors are informed of our fire safety arrangements; and
- Take into consideration the risk from and to other businesses adjacent to our building or place of work and consult with such persons to reduce risk.

Our procedures take into consideration the needs of persons with disabilities, impaired senses or people unfamiliar with the layout of our building. We will ensure our fire safety information is brought to the attention and observed by employees, contractors and visitors.

We rely on employees to help maintain our fire safety standards. Employees are expected to report any unsafe condition or damaged/missing equipment. Our fire safety arrangements are continuously assessed to ensure these are satisfactory. Anything likely to have an adverse effect on our fire safety arrangements are to be reported and/or rectified immediately.

We will consider additional sounders, strobe lights or vibrating alarms if we are responsible for permanent employees or vulnerable people who may not be notified by the existing

alarms. If we receive visitors who have a disability, we will make provision for their safe evacuation in an emergency.

False alarms influence how people behave and react to alarms and can pose a significant problem those managing fire safety arrangements. All false alarms will be investigated and recorded.

If alarms are continually activated, then we will consult with our alarm company to decide what action to take, including changing the type of detectors. The Fire and Rescue Service can act against us if multiple alarm calls are answered and of course may cause the delay of the service to a real emergency elsewhere.

If employees are in a building or area that has no automatic fire detection system (smoke alarms, break glass points, etc.) and they discover a fire, they are to adopt the following procedure:

- Immediately raise the alarm by shouting FIRE, FIRE, FIRE;
- If they feel as though they cannot safely attempt to put the fire out or have not received the appropriate training, they are to leave the building by the nearest exit and continue to shout FIRE, FIRE, FIRE whilst ensuring that the Fire and Rescue Service are contacted by dialling 999 and stating the details of the incident, then giving the full address.

Employees are never to assume that someone else has called the Fire and Rescue Service. Then, without delay:

- Evacuate to the emergency assembly point;
- If successful extinction of fire, the Fire and Rescue Service is to be informed.

The testing of all parts of the fire alarm system is a legal requirement and requires a planned and preventative maintenance schedule. If the system is directly connected to an alarm service or centre, then the testing sequence will be documented, and employees are required to undergo training. This includes isolating the system or taking it 'off-line' for the duration of the test and reactivating it after the test is completed.

A suitable schedule of testing and maintenance includes:

Daily inspections	Check the fire panel is in normal operation & not showing fault
	Check the green LED diode on each emergency light
	Check all escape routes are clear
	Ensure fire doors are not being wedged open
Weekly inspections	Fire alarm test
Monthly inspections	Visual fire extinguisher / fire blanket checks

	Fire door checks
	Monthly emergency lighting check
Quarterly / biannual inspections	Fire alarm system inspection by a competent service engineer
	Biannual emergency lighting maintenance tests
	Fire panel maintenance
	Fire evacuation drill
Annual inspections	Fire extinguishers, emergency lighting, fire alarm system
	Annual emergency lighting test
	Portable appliance testing review
	Lightning protection maintenance
	Fire alarm system maintenance
5 yearly inspections	Electrical Installation Condition Report (EICR) test

Note: the events contained in the above schedule will all be recorded within our fire logbook.