

Fire Safety Arrangements for Amenity, Sheltered and Very Sheltered Blocks

ABERDEEN CITY COUNCIL

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1. Introduction

1.1 Aberdeen City Council is committed to protecting our tenants, residents, staff, visitors, guests and contractors and those near our premises from the effects of fire within our Amenity, Sheltered and Very Sheltered Blocks collectively known as the “blocks” for the purpose of this document. In doing so we will concentrate on fire prevention measures designed to eliminate or reduce fire hazards in our premises, thereby reducing the likelihood of a fire occurring and the impact of any fire, should one occur.

We will also ensure as far as possible that all relevant staff are trained in fire safety measures and that all residents of our blocks are made aware of our fire precautions and know what to do in the event of a fire.

1.2 Aberdeen City Council and Bon Accord Care have a duty to ensure that we comply with the requirements of fire safety legislation, namely: -

- The Fire (Scotland) Act 2005 (as amended).**
- The Fire Safety (Scotland) Regulations 2006.**
- Health and Safety at Work Act 1974.**
- Management of Health and Safety at Work Regulations 1999 (as amended).**
- Civic Government (Scotland) Act 1982.**

The Fire (Scotland) Act 2005 places a general requirement for anyone in control of premises to take appropriate action to prevent fire and to lessen the detrimental effects of fire.

1.3 Aberdeen City Council has worked closely with Scottish Fire and Rescue Service (SFRS), our Health and Safety Team, housing teams and Bon Accord Care in developing this arrangement. Reference and adherence to Aberdeen City Council’s Fire Safety Policy and Fire Safety Procedures should be made in conjunction with Bon Accord Care Fire Safety Policy and the arrangements set out in this document.

1.4 The fire safety arrangements outlined in this document are supported by Aberdeen City Council’s Mobility Scooter policy passed by committee in January 2015.

2. Principles

2.1 Aberdeen City Council has health and safety responsibilities for their employees and others affected by their activities such as tenants, visitors and contractors to its housing blocks. The occupier of the building (Bon Accord Care) also has these responsibilities for such persons.

2.2 Regulation 24 of the Fire Safety (Scotland) Regulations 2006, specifically to ensure as far as possible: -

- Aberdeen City Council should ensure as far practicable the Fire integrity of individual dwellings within Amenity, Sheltered and Very Sheltered Housing Schemes.**
- Ease of access to and from common areas and the need to keep such areas clear of obstructions and combustible materials.**
- The integrity of escape routes from the building.**
- That a robust policy and procedures are in place.**
- Residents are provided with clear information on what to do in the event of a fire or other emergency.**

2.3 As far as possible Aberdeen City Council and Bon Accord Care will ensure that all residents, staff and visitors are: -

- Made aware when alarm testing takes place.**
- Made aware of the location of fire escapes.**
- Can see that correct signage is in place.**
- Made aware of the Fire Safety Policy and arrangements.**
- Provided with general fire safety advice.**

2.4 As part of our commitment to fire safety within our communal areas, Aberdeen City Council together with Bon Accord Care will ensure that all communal areas are inspected on a regular basis. Any issues identified during the inspection will be actioned within reasonable time scales, recorded and monitored Including: -

- ✓ **Undertake a Fire Risk Assessment of these blocks as per the Fire Risk Assessment program, for identifying any risks to the safety of the staff, residents and visitors.**
- ✓ **Regularly inspect fire safety signage and the operation of the fire exits.**
- ✓ **Ensure all relevant staff undertake regular and robust fire safety training.**
- ✓ **Signage is appropriate, in good condition and easily viewable.**
- ✓ **Fire risk assessment of a premises will be sent to the Responsible person for Bon Accord Care and Aberdeen City Council.**
- ✓ **Portable Appliance (PAT) testing of portable electrical equipment in communal areas will be arranged by Aberdeen City Council.**
- ✓ **Portable Appliance (PAT) testing of portable electrical equipment in the Bon Accord Care office areas and Bon Accord Care staff rooms will be arranged by Bon Accord Care.**

2.5 Emergency Fire Action Plan

There will be an emergency fire action plan displayed beside the fire panel in each building. This will include information for Bon Accord Care staff and what is in place for out of hours and in an emergency.

2.6 Personal Emergency Evacuation Plans (Fire Sheet)

Bon Accord Care will keep an updated PEEP (Fire Sheet) for all service users who require assistance in the event of an evacuation. This document will be kept in the emergency box which will be in the office of the premises.

3. Alarm Testing

3.1 The fire alarm system will be tested in each block once a week.

This test will be audible, so it will sound as if it were the real thing and will help identify any equipment which may not be operating correctly. The test alarm will be sounded for very short time duration. **Staff should test the Fire Alarm System from a different call point each week, staff should then record the outcome of the test.**

The fire alarm system test should use a different fire alarm call point each week, and these tests must be recorded.

Residents will be informed in advance if there are any changes to the alarm test days and times and will also be advised that sounders will be activated in all communal areas and on each floor. Information will be displayed in the lobby and common areas stating the alarm test times. All residents will be provided with fire safety information by Aberdeen City Council with further information available from the Housing Officer.

Emergency lighting

Monthly functional test of all emergency light fittings to be carried out by a suitably qualified contractor. This should be undertaken at a time when, the lighting will not be immediately required.

Test methods may vary as some systems have self-testing facilities that reduce routine checks to a minimum. Aberdeen City Council will arrange the testing and maintenance of the emergency lighting system.

The Contractor should plan to notify staff and residents when the tests are to take place.

- ✓ **Monthly check.**
- ✓ **Annual maintenance and full discharge test.**

4. Contractors and Visitors

Aberdeen City Council Contractors

- 4.1 All Aberdeen City Council staff or commissioned contractors of Aberdeen City Council must sign on arrival at the block and make their presence known to the Bon Accord Care staff on duty if available. The Bon Accord Care staff on duty will if available, advise workman and visiting staff if there is to be a fire alarm test that day. These workmen must also contact the Bon Accord Care staff on duty if available and sign out when they leave the building. If no Bon Accord Care staff are available visitors should sign themselves out.

All Aberdeen City Council staff and commissioned contractors visiting the block will be provided with information and instructions by Aberdeen City Council. The fire safety policy and procedures operating within these blocks, including fire safety arrangements (e.g. Emergency Fire Action Plan) for the building should be displayed in the lobby. The days and times of any fire alarm test will also be clearly displayed in the lobby of each block.

Other Visitors

- 4.2 Tenants' own personal tradesmen and visitors do not need to sign in. It would therefore be up to the individual resident to advise their visitors of the fire safety procedures operating in their building in the event of the fire alarm being activated.

5. In the Event of a Fire

What to do when the fire alarm sounds, and you are:

At home and at home and the fire is not in your property

Whether you are at home alone or with visitors the advice is that you always remain in your flat unless the heat or smoke from the fire is affecting you.

Call 999 to alert the Fire and Rescue Service, stay in your property and keep the front door closed. Pack a towel or sheet around the bottom of the front door to stop smoking getting then go to an open window and wait for the arrival of the fire and Rescue Service. Only leave the safety of your property if you are affected by heat or smoke, or if you are told to leave by Firefighters or Police.

Pack towels or sheets around the bottom of the front door to stop smoke getting in. Close all doors and go to the living room where there should be a window and phone. Open the window if appropriate and wait for the arrival of the Fire and Rescue Service. Do not move until you have been given instructions to do so by the Fire Service, Police or the Bon Accord Care staff on duty.

In the flat where the fire started

If the fire started in your property, alert other people in the property then leave the property immediately. Close the door to the room where the fire began then close all other doors in the flat without causing any risk to you. If there is a lot of smoke within the flat, people should crawl along the floor where the air should be clearer and the temperature cooler.

Then exit the building but do not use the lift. If you are unable to leave the building, try and go into a neighbour's flat. Residents should always use the stairs rather than the lift and call 999 as soon as they are in a safe place.

If the building needs to be evacuated

If the situation becomes prolonged, and the building needs to be evacuated on instruction of Scottish Fire and Rescue Service, arrangements for evacuees to be accommodated and protected from harm or inclement weather will need to be actioned. Further information can be found in the Aberdeen City Council and Bon Accord Care Business Continuity Plans.

6. Responsibilities of the Housing Service

Housing plays a key role in providing information to residents and visitors on the fire safety precautions in their complex. The local Housing Officer is generally the first point of contact for residents and can provide help, guidance and information on the fire precautions in their block. Housing can assist in this process by undertaking the following: -

- ✓ Provide an information pack to all residents on lease signing.
- ✓ To remind residents of the fire precautions at the routine visit.
- ✓ Provide clear and visible poster information in the common areas.
- ✓ Use suitable publications to provide information e.g. Newsbite.
- ✓ Use social media to provide information.
- ✓ Arrange information meetings at the blocks.
- ✓ Regular checks to ensure signage in the blocks is clear and visible Regular checks to ensure appropriate lighting highlights emergency information.
- ✓ Advising tenants of Home Fire Safety Visits by SFRS.

7. Responsibilities of Bon Accord Care

The Bon Accord Care designated responsible person in Sheltered and Very Sheltered Housing blocks records the following tests with regards to fire when applicable in their building.

- ✓ Weekly audible fire alarm test.
- ✓ Monthly fire exit door inspection.
- ✓ Monthly visual inspection of firefighting equipment, fire extinguishers/ fire blankets.
- ✓ Undertake regular fire drills as guided by Bon Accord Care policy.

Other safety checks must be undertaken daily and recorded, and any repairs reported to housing repairs if relevant which includes:

Visual inspection of the block including: -

- ✓ Storage cupboards locked where appropriate.
- ✓ Extraneous material removed around fuel and heat sources, e.g. smoking areas.
- ✓ Ensuring dry risers are clear of debris and not leaking.
- ✓ All escape routes are kept clear, including stairways and corridors.
- ✓ Fire exits are clear, and doors are not blocked.
- ✓ Laundry rooms are clear from clutter.
- ✓ Bin room clear from debris.
- ✓ Any firefighting equipment that is missing or has been moved or used.
- ✓ Any lights or emergency lights not working.
- ✓ Any electrical equipment in communal areas missing or damaged, and is switched off if not required.
- ✓ Any general damage to the building.
- ✓ Fire doors not wedged open or obstructed.
- ✓ Fire signage is in place and not missing.
- ✓ Windows in communal areas are not damaged and secure.

Other checks undertaken by Bon Accord Care include: -

- ✓ **Staff also check the Tunstall equipment and record.**
- ✓ **Pull cord in service users flats 6 monthly.**
- ✓ **Pull cord in communal areas monthly.**
- ✓ **Amie petite pendant monthly.**

It is the responsibility of Bon Accord Care as an employer occupying and managing the premises to have in a place an Emergency Fire Action Plan and ensure it is clearly communicated.

This section covers the maintenance of fire safety measures contained within Aberdeen City Council's Fire Safety Management Procedure

8. Temporary Staff

The Bon Accord Care staff on duty will be responsible for ensuring that all temporary Bon Accord Care staff are fully briefed on the fire safety policy and procedures for their block.

9. Residents with Disabilities

Residents within these blocks may have a disability or in some cases a combination of disabilities.

Sheltered complexes do have Emergency Fire Action Plans and information regarding each tenant regarding any challenges they may have e.g. mobility.

This information is kept on a sheet in the emergency box within the office in the block. The office keys are kept in the magpie box within these blocks, which Regional Contact Centre can give access to either the Out of Hours team or the Scottish Fire and Rescue Service.

10. Training and Information for Staff and Residents

Staff

Training for all relevant staff will need to be clear and robust and conducted on a regular basis. This includes Housing Officers; Bon Accord Care staff, Building Services, Asset Management and any sub contractors. Training can take place as part of regular team meetings, organised events and through on-line "OIL" courses. For Bon Accord staff this training will be through the Bon Accord training schedule. This training must be included as part of any induction process for new Housing and Bon Accord Care staff.

Residents

All tenants in these blocks are provided with clear, easy to understand information. This includes leaflets provided at lease signing by Aberdeen City Council, information may also be provided by the Bon Accord Care staff on duty when the tenants first move in and will include a tour of the block to identify the location of fire escapes. Advice can also be provided by the Housing Officer at the routine visit. This can be supplemented by talks provided by, for example the Fire Service at gatherings of residents in the block or individual home visits.

11. Signage

Every block will have appropriate signage placed in highly visible locations This would include fire action notices, fire exit signs, escape route signs, signage indicating internal fire doors (e.g. 'fire door- keep shut') and information notices associated with fire-fighting equipment, etc. The signage will include advice and directional signage on the following:

- The day and time of the weekly fire alarm test.**
- Where to assemble in the event of an evacuation of the building.**
- Where the fire escape doors are.**
- What to do in the event of a fire.**

Signage can be in any form that best suits the information to be given i.e. Posters, Leaflets; and Booklets.

12. Review and Monitoring

Audit, Monitoring and Review

All health and safety policies, guidelines and procedures in relation to this policy will be regularly audited; monitored and reviewed by the appropriate officers and groups. The timescales will depend upon the particular issues and whether there is a need for early review (e.g. because of learning from incidents or changes to legislation).

Compliance against health and safety management requirements is monitored through a variety of processes including internal and external audits.

Fire safety performance indicators will be provided to assist in monitoring performance. These include compliance in respect of Fire Risk Assessments, common parts inspections and fire safety incidents. These indicators will reflect national standards and measures required by the enforcing authorities.

Appendix 1

Important Contact Details

Area Offices

Locality Inclusion Manager,
Early Intervention and Community Empowerment
Business Hub 1
Lower Ground Floor West, Marischal College
Broad Street, Aberdeen, AB10 1AB

Telephone: 03000 200 291

Monday to Friday, 08.30am to 5pm

Locality Inclusion Manager
Early Intervention and Community Empowerment
Mastrick Customer Access Point
Spey Road, Aberdeen, AB16 65H

Telephone: 03000 200 291

Monday to Friday, 08.30am to 5pm

Locality Inclusion Manager,
Early Intervention and Community Empowerment
Tillydrone Community Campus, Hayton Road
Aberdeen, AB24 2UY

Telephone: 03000 200 291

Monday to Friday, 08.30am to 5pm

Fire and Rescue Service

2 Mounthooly Way, Aberdeen, AB24 3ER

Emergency 999

Bon Accord Care

1st Floor, Inspire Building
Beach Boulevard
Aberdeen, AB24 5HP

<mailto:bacinfo@bonaccordcare.org>

Telephone: 01224 570400

Police Scotland

Queen Street Aberdeen AB10 1ZA

Emergency Telephone: 999

Non-emergency Telephone: 101

Signed off by

.....Date

Derek McGowan, Chief Officer Early Intervention and Community Empowerment

.....Date

Alexis Chappell, CEO Bon Accord Care

AMENDMENTS				
Amended By	Date	Amendments	Pages	Reason

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