

Item: 17

Policy and Resources Committee: 27 November 2018.

Fire Safety Policy.

Report by Executive Director of Corporate Services.

1. Purpose of Report

To consider a revised Fire Safety Policy.

2. Recommendations

The Committee is invited to note:

2.1.

That the current Fire Safety Policy was approved by Council in December 2009.

2.2.

That the Fire Safety Policy has been amended to ensure continued compliance with fire safety guidance and best practice and to reflect structural changes within the Council since the last revision in December 2009.

It is recommended:

2.3.

That the Fire Safety Policy, attached as Appendix 1 to this report, be approved.

3. Fire Safety Policy

3.1.

The Council's Fire Safety Policy was last revised in December 2009 and is due for revision.

3.2.

The revised policy, attached as Appendix 1 to this report, has been reviewed to support the overall Health and Safety Policy by providing guidance and clarification to staff and line management on responsibilities associated with fire safety. However, the fire safety specific aspects of the policy remain the same. The legislation and associated guidance pertaining to fire safety have remained comparatively unchanged since 2009.

3.3.

The policy has also been updated to incorporate the structural changes within the Council over the last decade. This includes various job titles and departmental / service names.

4. Equalities Impact

An Equality Impact Assessment has been undertaken and is attached as Appendix 2 to this report.

5. Corporate Governance

This report relates to the Council complying with governance and its duties as an employer and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

6. Financial Implications

There are no financial implications arising directly from this report.

7. Legal Aspects

7.1.

Section 53 of the Fire (Scotland) Act 2005 (the Act) requires the Council to ensure, so far as is reasonably practicable, the safety of its employees in respect of harm caused by fire in the workplace.

7.2.

Section 53 of the Act also requires the Council to complete fire risk assessments and introduce relevant fire safety measures (means of escape, means to detect fire, means to prevent fire spread, means to fight fire, means of giving warning etc.) in all its buildings.

7.3.

The Fire Safety (Scotland) Regulations 2006 require the Council to nominate competent persons to implement the fire safety measures referred to above and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the relevant premises concerned.

8. Contact Officers

Gillian Morrison, Executive Director of Corporate Services, extension 2103, Email gillian.morrison@orkney.gov.uk.

Hayley Green, Head of IT and Facilities, extension 2309, Email hayley.green@orkney.gov.uk.

Malcolm Russell, Safety and Contingencies Manager, extension 2255, Email malcolm.russell@orkney.gov.uk.

9. Appendices

Appendix 1: Fire Safety Policy, October 2018.

Appendix 2: Equality Impact Assessment.



ORKNEY
ISLANDS COUNCIL

Fire Safety Policy

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Document Control Sheet.

Review / approval history.

Date.	Name.	Position.	Version Approved.
	General Meeting of the Council.	n/a.	Version 1.0.

Change Record Table.

Date.	Author.	Version.	Status.	Reason.
October 2018.	Malcolm Russell.	1.0.	Final.	Reviewed and updated earlier version.

1. Policy Statement

Orkney Islands Council has a clearly defined corporate fire safety policy for the protection of all persons using premises owned and managed by the Council. The policy sets out the arrangements for the organisation, control, monitoring and review of fire safety measures.

Orkney Islands Council's Fire Safety Policy requires to ensure, in so far as is reasonably practicable, the health, safety and welfare of Council staff, service users, visiting members of the public and contractors working within Council premises, with regard to the risk posed from fire. Orkney Islands Council is fully committed to, as a minimum, meeting its responsibilities under the Fire (Scotland) Act 2005 (as amended), Fire Safety (Scotland) Regulations 2006 along with other relevant legislation. The Council is committed to providing and maintaining buildings that are safe from fire, through the effective management of their occupation. The Council's Fire Safety Policy is achieved through:

- The appointment of designated members of staff to be responsible for fire safety within the Council, who shall keep workplace fire safety procedures under constant review, liaise as necessary with the fire and rescue service and partner agencies, and to report to Orkney Islands Council in respect of current and new legislation, statutory guidance, directives and regulations to ensure fire safety on Council premises.
- The appointment and / or training of persons with the necessary specialist knowledge and experience to provide competent fire safety advice and instruction.
- Encouraging staff representation through the appointment of individuals with responsibility for fire safety within the premises and by ensuring that adequate time and resources are available for them to receive necessary training and carry out their duties effectively.
- Fire safety training for all new Council staff, followed by regular refresher training sessions; such training to include staffs' responsibilities to report all incidents related to fire safety, no matter how minor, and any weaknesses they believe to be present in the Fire Safety Policy, fire procedures or fire instructions.
- The utilisation of the Council's Health and Safety Committee as the vehicle for discussion and consultation on fire safety matters within Orkney Islands Council.

The Fire Safety Policy shall be reviewed, and if necessary revised, biennially or following structural, equipment, staffing or work pattern changes within an area, or an incident investigation.

This policy applies equally to all Council employees regardless of their age, disability, gender, gender reassignment status, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership or pregnancy or maternity status. An Equality Impact Assessment has been undertaken to ensure that no groups are adversely affected in implementing this policy.

2. Organisation

The Council's corporate Health and Safety Policy sets out the organisational responsibilities of Elected Members, the Chief Executive, Executive Directors and staff in relation to all health and safety matters, including fire safety. Additional specific fire safety responsibilities are outlined below.

This Fire Safety Policy Statement is supported by premises fire safety policies and procedures, which detail the organisation and arrangements in force to ensure that the aims of this policy are met.

2.1. Managers and Duty Holders

Service Managers are responsible for the day-to-day management of fire safety matters within their respective areas of control.

Where Managers authorise the planning or execution of any work or activity, they must be aware of the possibility that the work or activity may affect fire safety through interruption of automatic fire detection/fire alarm systems or building fabric elements essential for fire safety. This includes work or activities by staff employed in the Service, premises or by a contractor authorised by the manager.

It is the responsibility of the Manager to properly and fully consult as appropriate with the Safety and Contingencies section / Property section / others in advance of action being taken.

The Duty Holder is the person with overall responsibility for premises (such as a Unit Manager, Head Teacher, Officer in Charge etc). The role of the Duty Holder within premises is to:

- Promote a positive attitude towards Fire Safety to secure the effective implementation of the policy.
- Prepare and record a fire policy and fire procedures for the premises under their control.
- Maintain a plan of area detailing location of extinguishers, call points, fire doors and escape routes.
- Arrange for the delivery of appropriate Fire Safety training.
- Appoint and train sufficient Fire Officers and Stewards.
- Organise undertake and record Fire and Emergency drills.
- Ensure the maintenance of records as required by relevant legislation.
- Co-ordinate staff in the event of a fire.
- Investigate, in association with Safety and Contingencies section, all fire incidents and report to the relevant bodies, as necessary, serious fire incidents.

2.2. Council Staff

Council staff have a general responsibility to take all reasonable steps to ensure the health and safety of themselves and others who may be affected by their work activities, and to co-operate with each other and with the Council to ensure a healthy and safe work environment.

With regard to fire safety, all Council staff should:

- Familiarise themselves with and comply with the Council's Fire Safety Policy and with the fire precautions, policy and procedures for their particular workplace.
- Never knowingly create any fire hazard by their work activities or behaviour.

- Inform their manager or supervisor of any work situation which might present any risk of fire, no matter how remote.
- Take part in fire safety training to enable them to fully understand their roles and responsibilities and to effectively carry out their duties under the Fire Safety Policy.
- Co-operate with each other and with the Council in ensuring fire safety.
- Use all equipment, machinery, tools, substances and safety devices, including personal protective equipment etc, in accordance with relevant procedures, manuals and training.
- Report immediately all outbreaks of fire, including “near misses”, to their manager or supervisor.
- Never interfere with or misuse any fire safety equipment.

2.3. Visitors

All visitors, service users, students, contractors etc must be made aware of and comply with the Council's / premises Fire Precautions and Procedures.

2.4. Safety and Contingencies Section

The Council's Safety and Contingencies section provides fire safety advice, information and guidance to all Services. Duties further include:

- Monitoring Orkney Islands Council fire precautions and procedures.
- Formulation and delivery of fire safety training.
- Assist the Duty Holders in the formulation of policies, procedures and instructions.
- Conduct Fire Safety Risk Assessments and the prioritisation and implementation of recommendations.
- The promotion of a positive fire safety culture to secure the effective implementation of the policy.
- To assist in investigations and reports following fire incidents.

2.5. Fire Officer

The Council's Safety and Contingencies Manager is responsible for implementing fire procedures within the School Place premises. In all Council-staffed premises, a responsible person should be nominated to ensure that appropriate fire procedures are implemented.

Where Fire Officers and Deputy Fire Officers are nominated for each building, the Fire Officer has overall control of the evacuation. On activation of the fire alarm they will proceed to the main entrance of the building. They will liaise with Fire Stewards, where nominated, and gather information on the location of the fire; persons still in the building; unaccounted persons; and disabled persons who may be in the building. They will ensure that all persons are ushered to the recognised fire assembly points and will liaise with the emergency services on their arrival. Only the Fire Officer on the authorisation of the emergency services can allow re-entry to the building. The Fire Officer should have nominated deputies. Deputies should also proceed to the main entrance and the first person there should assume the role of Fire Officer.

2.6. Fire Stewards

Fire Stewards, where deemed necessary, shall be nominated from all areas and shall undergo appropriate training to allow them to carry out their duties as required. Where deployed, the role of the Fire Steward is to:

- Become familiar with escape routes, compartmentation and fire-fighting equipment within work area.
- Participate in all relevant training as required.
- Liaise with the Safety and Contingencies section regarding fire safety issues.
- Ensure by inspection that the area for which they are responsible is evacuated and take a roll call.
- Organise assistance for disabled employees and visitors, so that they may quickly and safely exit the building to a fire assembly point.
- Report to the Fire Officer that all areas are clear, and all personnel accounted for.
- Participate in any debriefing after a fire or incident.

2.7. Technical / Property

Technical requirements, where specified by fire safety legislation, in relation to operational property from which the Council delivers its services will be managed by Development and Infrastructure - Facilities Management. Such requirements will include the statutory testing and inspecting of plant, equipment and electrical equipment and installations. The role of Facilities Management and Works and Inspection Services within the Development and Infrastructure Service is to:

- Develop suitable maintenance routines for fire-fighting equipment, automatic fire detection systems, emergency lighting and electrical installations, equipment and appliances.
- Ensure all maintenance routines are regularly carried out and records maintained.
- Develop procedures for the control of contractors within Orkney Islands Council premises.
- Ensure Orkney Islands Council attains legal compliance in all matters under their direct control relating to premise fire precautions through the integration of structural and fabric fire protection, and the inclusion of active systems for detection and control.
- Ensure fire precautions and safety systems are incorporated within new design works.
- Assess, prioritise and seek funding for improvements to fire precautions in conjunction with the Safety and Contingencies Service.
- Inform building occupiers of any changes to alarm systems.
- Ensure that testing and maintaining regimes, in respect of operational property from which the Council delivers its services are implemented, performed and recorded within the individual premises Fire Log Book.

3. Arrangements

3.1. Emergency Plans / Fire Procedures / Premises Fire Policy

Emergency Plans, Policy and Procedures should be in place for each individual premise. These documents should be reviewed periodically or following significant structural change to the building, change in working pattern, change in staff or service users' levels or change of use of the building, or parts of the building or following any incident involving the activation of the fire alarm.

It is the responsibility of each service manager or duty holder to ensure staff are familiar with the escape/evacuation routes within their own departments or buildings and to prepare appropriate evacuation plans. These documents must be specific to the premises and will relate to the knowledge and experiences of the duty holder, management and staff.

The documents should cover the safe evacuation of all persons. Where appropriate, consideration should be given to the sequence of evacuation to prevent obstruction of escape routes, e.g. ambulant first, partially ambulant next and finally bed bound. As a last resort specialist equipment may have to be used during an evacuation. Appropriate training shall be provided for staff expected to use such equipment.

The Safety and Contingencies section can give advice and guidance on the preparation and review of the documentation

3.2 Personal Emergency Evacuation Plans (PEEP)

Heads of Service must, where necessary with the assistance of the Safety and Contingencies section, make the best practicable arrangements for ascertaining what use is made of the building or area by disabled people, and must, in consultation with them, make adequate arrangements for their evacuation in the event of fire.

In drawing up Personal Emergency Evacuation Plans advice, where necessary, should be obtained from the Safety and Contingencies section. Regular building users who are disabled should receive a copy of any Personal Emergency Evacuation Plan.

If the building is one with many visitors then it will be the responsibility of the Duty Holder to ensure that simple relevant fire evacuation instructions are, so far as possible, available for disabled visitors, i.e. at reception.

3.3. Fire Safety Risk Assessments

The Safety and Contingencies section, in conjunction with the Development and Infrastructure Service and Duty Holders, are responsible for monitoring and maintaining the level of fire safety of the premise(s). The Safety and Contingencies section shall undertake premises fire safety risk assessments on behalf of Duty Holders.

The Duty Holder shall ensure that fire safety risk assessment controls are implemented and shall co-operate with all fire safety procedures to ensure the Council fulfils its obligations.

Fire Safety Risk Assessments should be periodically reviewed by the Duty Holder and the Safety and Contingencies section. Any significant structural change to the building, change in working pattern, change in staff or service user levels should initiate a review. The FSRA's should also be reviewed following any incident involving fire. The review shall consider changes in legislative requirements and ensure that standards in the area have been maintained since the last assessment. All assessments shall be recorded, and records maintained by the Safety and Contingencies section.

Ownership of the FSRA lies with the Duty Holder for the premises. A copy of the assessment is sent to the Duty Holder, Service Management and Development and Infrastructure – Works and Inspection Services. Any recommendations for improvements are included in each assessment. The recommendations must be prioritised, and each recommendation included on an action plan with a person identified as responsible for its completion. The Duty Holder shall monitor the action list to ensure all actions are completed.

Fire Safety Risk Assessments are carried out on all Orkney Islands Council premises.

3.4. Fire Prevention

Pro-active control measures should be implemented to reduce the source of ignition and risk from fire, including:

- Reducing potential fuel sources.
- Controlling occupancy use and numbers.
- Ensuring awareness of fire detection/alarm system.
- Reducing the threat of arson.

To ensure a level of fire prevention the following activities are prohibited:

- Storage of materials against buildings.
- Placing of open refuse skips within eight metres of the building.
- Placing of temporary buildings within eight metres of the building.
- Unsecured gas cylinder storage on site.
- Burning of rubbish onsite unless within a designated incinerator or area.
- Naked flame portable heaters (unless by agreement with Safety and Contingencies section).
- Portable heaters shall be left unattended whilst in use.
- Candles or other naked flames in residential accommodation.
- Smoking except in designated external smoking shelters.

Development and Infrastructure – Facilities Management, with the co-operation of premises managers, is responsible for ensuring Portable Appliance Testing (PAT) of Council-owned equipment and Fixed Appliance Testing (FAT) is carried out on a regular basis.

3.5. Fire Fighting Access

Access to buildings must be maintained, control measures should be extended to the building curtilage, surrounding land use and vehicle access together with arrangements in the event of the Fire and Rescue Service attendance.

3.6. Fire Protection and Support Services.

The Development and Infrastructure Service is responsible for establishing the standards and best practice in fire precautions and in the design and maintenance for fire protection. No works to the building fabric or services is to take place without prior approval from the Service.

3.7. Buildings Undergoing Refurbishment

Where the proposed alterations or refurbishment result in change to the internal design with consequences for fire safety, the project manager shall ensure consideration is given towards the premise's current compliance with standards and shall produce a detailed fire safety risk assessment for consideration in the scheme development. Appropriate liaison with the Safety and Contingencies section and representatives of the users most likely to be affected should take place in advance of work proceeding. The new fire safety risk assessment shall be produced in liaison with the Safety and Contingencies section and the occupiers and communicated to the relevant Service. A copy of the fire safety risk assessment shall be held on site.

Where reasonable and practicable, fire precaution improvement to current standards shall be included in all future works. When works are not fully progressed, notice with details shall be provided to the Property Manager for inclusion in the long-term maintenance programme.

3.8. Active Fire Protection

The Development and Infrastructure Service will provide and maintain to current standards, where provided, the active systems necessary to identify and respond to an incident and to enable quick escape including:

- Automatic Fire Detection.
- Emergency Lighting.
- First Aid Fire Fighting Equipment.
- Fire Suppression Systems.

The responsibility for the daily, weekly, monthly testing and logging of results will rest with the premises manager / Duty Holder to enable more effective control of the premise and ensure system maintenance.

- Daily escape routes, fire control panel, etc.
- Weekly testing of fire alarm systems and any linked systems, fire doors, self-closing devices, locking mechanisms.
- Monthly testing of emergency lighting systems, fire doors, etc.

3.9. Fire-Fighting Equipment

Development and Infrastructure – Facilities Management will ensure that contracts exist for provision and maintenance of fire-fighting equipment for use by the building occupants.

3.10. Fire Safety Signage

Development and Infrastructure – Works and Inspection will provide and maintain fire signage to ensure legal conformity. The fire safety risk assessment will review the signage within the premises, and where necessary will raise any issues where signage is inadequate or non-conforming. The premises manager will inform the Development and Infrastructure Service of any issues relating to emergency signage.

3.11. Means of Escape Doors

Emergency exit doors, including those along escape routes, must not be locked or fastened that they cannot be easily and immediately opened by any person who may require using them in an emergency.

3.12. Training

All new employees shall undergo fire safety induction training to comply with the requirements of the Fire Safety (Scotland) Regulations 2006. The person responsible for them shall give specific training when they first attend their place of work. This will include information relating to fire alarms, assembly areas, emergency exit routes, emergency equipment and actions on raising the fire alarm and hearing the fire alarm.

All employees shall undergo initial Fire Safety Awareness Training, appropriate to their duties and place of work, on employment and at regular intervals throughout their employment. The duration of the training shall be commensurate with the duties expected from members of staff. A record of such training should be made and kept.

3.13. Fire Drills and Exercises

Fire drills should be arranged by the Duty Holder and carried out regularly in all Orkney Islands Council premises. Each staff member should be involved in at least one fire drill over a twelve-month period.

The purpose of the drills is to assess the effectiveness of Fire Procedures in place in the premises. The Duty Holder shall oversee each drill and hold a debriefing, with personnel involved, to ensure that the plans and procedures worked effectively and to record all relevant information. They shall also be responsible for any changes required in the documentation. All drills and fire alarm actuations shall be recorded in the premises Fire Log Book. All participants involved in the fire drill should be recorded in the Fire Log Book.

As far as is reasonably practicable, fire drills should include the complete evacuation of the premises. However, due to the high dependency of some Care Home etc service users, special consideration should be given to staged or partial evacuation, or indeed simulated evacuation involving staff or others deputising for service users. The premises Fire Safety Risk Assessment should determine the degree and nature of fire drill evacuation.

It may be appropriate to allow a false alarm to be recorded as a fire drill depending on the individual circumstances of the incident. In making this decision the Duty Holder must take into account the extent of the actions taken by staff and consider whether it genuinely constitutes a fire drill.

3.14. Contractors

It is a requirement under the Fire Safety (Scotland) Regulations 2006 that Orkney Islands Council informs persons who are not in their employment of the Fire Safety Procedures within premises. When any contractor attends Orkney Islands Council premises, the person responsible for them while on site must ensure that they are familiar with the requirements of Orkney Islands Council policy and procedures relating to Fire Safety. All contractors attending Orkney Islands Council premises must be made aware of the Fire Safety Policy, for major contracts this should be included in the tendering process.

Contractors should be made aware of any hazard in the area they are working, the means of raising the alarm, actions on hearing the alarm and their nearest assembly point. The contractor should also bring to the attention of the person responsible for the area of work, what the work will entail, and any fire risks associated with their activities. In both instances, the flow of information should be recorded.

3.15. Business Continuity

In the unlikely event of a workplace being unsuitable for immediate return to work because of fire damage, staff should refer to and comply with their Service Business Continuity Plan.

4. Monitoring and Review

4.1. Audit and Review

The Safety and Contingencies section shall establish a regular audit of the premises fire precautions. The fire safety risk assessment shall be undertaken at a frequency demanded by the prevailing risk. If made aware and requested, the Safety and Contingencies section will revise the fire safety risk assessments shall be undertaken prior to special events with large assembly and public entertainment events.

4.2. Records

Premises managers shall maintain, readily accessible a 'Fire Log Book', which shall record all the fire related visits, training and servicing of equipment. This can take the form of the traditional red fire log book or a folder containing all the relevant records. The initial provision of this record book shall be provided by the Development and Infrastructure Service. It is then the responsibility of the manager to maintain and make available for recording purposes and inspection by the fire authority. The contents of the 'Fire Log Book' shall at the very least contain records of:

- Fire and Rescue Service Visits.
- Fire Safety Plans, Policy and Procedures.
- Emergency Lighting Tests (monthly).

- Manual Fire Alarm Tests (weekly).
- Fire Alarm Actuations (False alarm / fires).
- 6 month / Annual Maintenance Inspection (Contractor) (found on Concerto).
- Fire Fighting Equipment Test and Use / Misuse (monthly).
- Fire Safety Risk Assessments.
- Staff Fire Training.
- Fire Drills / Evacuations.

The Development and Infrastructure Service will maintain a central register of all inspection records on the Concerto web-portal.

4.3. Reporting of Incidents

Any fire resulting in smoke or flames whether damage is evident or not, and any near miss resulting in damage by charring or overheating such as radiated heat from a heater or light source, or the overheating of electrical wiring necessitating wiring repairs, shall be reported to Development and Infrastructure through the helpdesk facility / Concerto. The incident should also be recorded in the 'Fire Log Book' and reported immediately to the Safety and Contingencies section on extension 2255 and to the Council's Insurance Administrator on extension 2140.



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Fire Safety Policy.
Service / service area responsible.	Corporate Services - Safety and Contingences.
Name of person carrying out the assessment and contact details.	Malcolm Russell, Safety and Contingencies Manager, extension 2255, Email malcolm.russell@orkney.gov.uk .
Date of assessment.	11 October 2018.
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	A revision of the existing policy.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	To ensure that the Council complies with the Fire Safety Act and subsidiary regulations also to provide staff with guidance on fire safety.
Is the function / policy / plan strategically important?	Following the policy will ensure that all Council premises are less likely to experience a fire and are better equipped with dealing with a fire if one does occur.
State who is, or may be affected by this function / policy / plan, and how.	The Policy covers those who are responsible for Council buildings, as well as placing requirements on several Council Services.

How have stakeholders been involved in the development of this function / policy / plan?	The draft policy will be presented to the Council's Policy and Resources committee on 27 November 2018 and to the Council's Senior Management Team on 7 November 2018.
Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).	None known.
Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise. E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.	No. This policy relates to the compliance with Fire Safety legislation by the Council.
Could the function / policy have a differential impact on any of the following equality areas?	(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).
1. Race: this includes ethnic or national groups, colour and nationality.	No. There is no differential impact.
2. Sex: a man or a woman.	No. There is no differential impact.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No. There is no differential impact.
4. Gender Reassignment: the process of transitioning from one gender to another.	No. There is no differential impact.
5. Pregnancy and maternity.	No. There is no differential impact.
6. Age: people of different ages.	No. There is no differential impact.

7. Religion or beliefs or none (atheists).	No. There is no differential impact.
8. Caring responsibilities.	No. There is no differential impact.
9. Care experienced.	No. There is no differential impact.
10. Marriage and Civil Partnerships.	No. There is no differential impact.
11. Disability: people with disabilities (whether registered or not).	No. There is no differential impact. The section within the Policy requiring Personal Emergency Evacuation Plans (PEEPs) for staff members and service users with various conditions (hearing impairment, mobility issues, visual impairment) should pick up any specific workplace requirements or adjustments for employees with a disability that would be required for them to exit the building without risk to their health.
12. Socio-economic disadvantage.	No. There is no differential impact

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No.
How could you minimise or remove any potential negative impacts?	Not applicable.
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	Executive Directors must ensure, so far as reasonably practicable, the safety at work of employees as a result of fire in the premises where they work. This is done in part through the production of fire risk assessments and staff training.
Who will undertake it?	Executive Directors, Heads of Services and Building Managers.

When will it be done?	The process of identifying and managing fire safety risk within premises is continuous.
How will it be monitored? (e.g. through service plans).	Through the Corporate Performance and Risk Management System; by exception reports to the Senior Management Team; by Internal Audit's on request; by review of fire risk assessments of Council Premises by the Safety and Contingencies Officer.

Signature:



Date: 11 October 2018

Name: MALCOLM RUSSELL

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk