Fire Safety Management System

Executive summary

1. This paper seeks Leadership Group’s endorsement for improvements to the Fire Safety Management System (FSMS) at the Scottish Parliament and agreement to future work to ensure continuous improvement to the system. In particular, agreement is sought to the continuation of the twice-yearly Fire Evacuation Exercise Programme throughout the next Session (Appendix B). In the first instance, further questions should be directed to Paul Graham, the Fire Safety Advisor, on Ext: 86915.

Issues and Options

2. If emergencies caused by fire are to have safe and successful outcomes in multi-occupied buildings such as the Parliament, co-operation and coordination between all occupiers is crucial to the successful operation of the FSMS. This is set out in Scottish fire safety legislation and acknowledged in our new Fire Safety Policy (Appendix A).

Evacuation

3. On taking up post in 2009, the current Fire Safety Advisor (FSA) completed a full review of the FSMS and identified several areas for improvement, the most significant being a redesign of the existing fire evacuation strategy. Following major re-training of most occupiers in the new strategy, a programme of twice-yearly evacuation exercises was introduced in 2012 to ensure that occupants in all areas of the campus are fully conversant with the new procedures.

4. These exercises have continually identified areas for improvement to our processes and procedures as well as highlighting areas where training could be improved. They also serve as a form of training for those occupants who may not, at that point, have completed fire training courses or who have not previously experienced a fire evacuation.

5. In relation to statutory compliance, fire evacuation exercises serve as evidence to the enforcing authority, the Scottish Fire and Rescue Service (SFRS), that occupiers are familiar with their requirements during a fire emergency at the Parliament and that our evacuation strategy is tested regularly and deemed fit for purpose.

Training

6. Mandatory fire safety induction training has now been introduced for Members’ staff to enhance knowledge of fire evacuation procedures and other important fire safety information to this key group of building occupiers.

7. To involve more stakeholders in the formation of fire safety policy and the development of robust fire safety procedures, ‘Party Safety Champions’ are
currently becoming established within political parties to act as conduits for fire safety (and H&S) information for Members and their staff.

8. The recent successful development and implementation of a fire safety e-learning programme for all Security staff now enhances emergency management at the Parliament, supported by our regular evacuation exercises.

9. **Leadership Group is asked to endorse these recent changes to the Parliament’s FSMS.**

10. Future improvements to the system currently planned for the next Session include:

    - Notification to the Fire Authority of our intention to introduce a 5 minutes ‘grace’ period in Queensberry House. This will bring all the main areas of the campus in line and avoid confusion.
    - Removing the “auto-dial” facility which automatically alerts the SFRS to voice alarm activations at the Parliament. These activations are already confirmed with a phone call to the SFRS and this would become the initial call, minimising unwanted alarm activity and demand on the SFRS.
    - Establishing guidance for Fire Alarm noise complaints from various areas of the campus to ensure our system remains robust and fit for purpose in the event of fire, striving to maintain recommended sound levels whilst still providing appropriate feedback to stakeholders.
    - Reviewing and amendment of the three year Fire Safety Training Strategy to ensure that it continues to be appropriate for our requirements.
    - Continuing to ensure that fire extinguisher training delivers value for money and is delivered to those occupants who will most benefit from such training.

11. **Leadership Group is asked to consider and agree the above initiatives to further improve the Parliament’s Fire Safety Management System.**

**Resource Implications**

12. Any additional resource requirements will be addressed by existing Facilities Management staff within existing budgets.

**Dependencies**

13. The overall success will be dependent on the support and involvement of the SFRS and key stakeholders around the campus, particularly Members, Scottish Government Ministers, their staff, Contractors and Security staff.

**Governance issues**

14. The Equalities Manager will be consulted where appropriate in relation to any amendments to our FSMS.

**Publication Scheme**

15. This paper can be published in line with the formal Publication Scheme.
**Next steps**

16. Following LG approval we suggest that further developments can be overseen by the Health and Safety Steering Group, with periodic reports to LG as necessary.

17. This paper recommends the approval of Leadership Group for their ongoing support for continuous improvement to the FSMS at the Scottish Parliament, in particular the continuation of our twice-yearly Fire Evacuation Exercise Programme.

**Paul Graham**  
Fire Safety Advisor  
January 2015
Appendix A

Scottish Parliament Fire Safety Policy

The Scottish Parliamentary Corporate Body (SPCB) aims to achieve the highest standard of fire safety for its occupants, structures and contents, while ensuring operational efficiency in delivering parliamentary business and facilitating ready access for the public. While I have overall responsibility for fire safety compliance, the Fire Safety Advisor has the delegated responsibility for maintaining the fire safety management system, acting as the "competent person" required by The Fire Safety (Scotland) Regulations 2006 (as amended).

There are clear personal and business benefits from good fire safety management through avoiding fatalities and reducing injuries as well as loss, damage and liabilities. To this end, the SPCB will focus on reducing fire risk by:

- Ensuring fire safety is considered in all strategic decisions;
- Controlling potential fire hazards by assessing risk and establishing risk control by the implementation of fire safety measures;
- Developing and implementing emergency procedures for all occupants in the event of fire and providing appropriate and clear means of escape;
- Minimising the potential for unwanted fire alarms and investigating thoroughly those that do occur to prevent similar recurrence;
- Ensuring effective communication of fire safety information and guidance;
- Pursuing continuous improvement in our fire safety performance by monitoring the implementation of the fire safety management system and periodically reviewing it to ensure it is fit for purpose in all spheres of operation;
- Providing high-quality fire safety information, instruction and training to promote best practice and continuous improvement;
- Ensuring that SPCB staff and other stakeholders are aware of their legal duties and the individual responsibilities of all employers sharing the same site to co-operate and co-ordinate their efforts in matters of fire safety;
- Involving and consulting all stakeholders in the formation of fire safety policy and the development of robust fire safety procedures.

The fire safety management system has the full support of the SPCB and the Parliament’s senior managers but is dependent on the support of all stakeholders to ensure its success.

Chief Executive
## Proposed Fire Evacuation Programme – Sep 2017 to Mar 2022

<table>
<thead>
<tr>
<th>Year</th>
<th>Fire Evacuation Zone</th>
<th>When</th>
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<tbody>
<tr>
<td>2017</td>
<td>Zone 7 – Debating Chamber</td>
<td>September 2017</td>
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<tr>
<td>2018</td>
<td>Zone 5 – Public Foyer, Towers 1 &amp; 2 and Media Tower</td>
<td>April 2018</td>
</tr>
<tr>
<td>2018</td>
<td>Zone 2 – Garden Lobby, Queensberry House and Ground Floors of Towers 3 &amp; 4</td>
<td>September 2018</td>
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<tr>
<td>2019</td>
<td>Zone 1 – MSP Building</td>
<td>April 2019</td>
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<tr>
<td>2019</td>
<td>Zone 3 – Canongate Tower &amp; Bagpipes</td>
<td>October 2019</td>
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<tr>
<td>2020</td>
<td>FULL CAMPUS EVACUATION</td>
<td>June 2020</td>
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<tr>
<td>2020</td>
<td>Zone 4 – Upper Floors of Towers 3 &amp; 4</td>
<td>October 2020</td>
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<tr>
<td>2021</td>
<td>Zone 6 – Upper Basement</td>
<td>April 2021</td>
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<tr>
<td>2021</td>
<td>Zone 8 – Car Park</td>
<td>September 2021</td>
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<tr>
<td>2022</td>
<td>Zone 9 – Lower Basement/Nightshift - Full Evacuation</td>
<td>March 2022</td>
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