

# OCCUPATIONAL HEALTH, SAFETY and WELFARE

*A Policy Statement*

preventing  
protecting  
responding





## *Policy Statement on* **Occupational Health, Safety and Welfare**

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### **1. Introduction**

- 1.1 The Lothian & Borders Fire and Rescue Board (hereafter referred to as The Board) recognises and accepts its responsibilities, as the employer of the Lothian and Borders Fire and Rescue Service (hereafter referred to as LBFRS ), for ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees.
- 1.2 The Board also recognises and accepts its responsibilities for the health and safety of contractors, visitors, clients, agents and of any other persons who may be affected by it's acts, work activities or services.
- 1.3 The Board recognises and accepts its responsibilities as an organisation, towards sustaining the wider environment in which we all live and for ensuring, so far as is reasonably practicable, that no harm is done as a consequence of its acts, work activities or services. Where appropriate, a reference to assessing the risk to the health, safety and welfare of its employees should be extended to include the risk to the environment.

### **2. Application**

- 2.1 In order to meet that responsibility, this statement and all related statements, as listed in Appendices I and II, set out the occupational health, safety and welfare policies and principles for all employees of LBFRS and other persons as specified above.
- 2.2 Additionally, it is The Board's aim to meet it's responsibilities to employees, to other people, and to the environment in a way which recognises that the applicable legal requirements are the minimum standard.

### **3. Scope**

- 3.1 This statement covers the duties of The Board, as laid out in health and safety enactments, regulations and codes of practice. A list of those enactments, etc, recognised by The Board as being applicable to its workings and therefore relevant to this policy statement, is contained in Appendix III of this document.

### **4. General Duty of Care**

- 4.1 The Board considers it has a general duty of care and will take all reasonable steps in respect of the following areas:

- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health and the environment.
- Arrangements for ensuring, so far as it is reasonably practicable, safety and absence of risks to health and the environment in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
- So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their well-being at work.
- The provision and maintenance of advisory units on occupational health and fitness.
- The appointment of workplace safety representatives by Trade Unions.
- The maintenance and revision where appropriate of this written statement of policy in respect of health and safety.

4.2 All employees have a duty of care for the health, safety and welfare of themselves and of other persons (including members of the public) who may be affected by what they do, or what they may fail to do at work. It is also the duty of employees to co-operate with The Board in its compliance with health and safety legislation.

## **5. Policy Standards**

5.1 The highest standard of health and safety performance is one of the Board's key aims and is to be recognised as an integral part of its service delivery. The standard will be achieved by the following methods:

- a) Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees.
- b) Adopting a planned and systematic approach to the implementation of The Board's Policy Statement on Occupational Health, Safety, Welfare and the Environment.
- c) Identifying and assessing the risks associated with all activities of the LBFRS with the aim of eliminating or controlling the risks.
- d) Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
- e) Monitoring and reviewing health and safety performance on a regular basis to ensure that high standards are maintained.

- f) Developing a system of joint consultation with Health and Safety Representatives and providing them with facilities, training and assistance to enable them to carry out their functions.
- g) Allocating resources to meet the requirements of this Policy.
- 5.2 Inherent in applying these methods successfully is to ensure that within the management structure, designated officers are qualified to give competent assistance in matters relating to health and safety. In order to achieve that aim and to ensure that the level of competency is spread throughout LBFRS workplaces, those employees who form the Service Delivery Group shall be trained and qualified to the appropriate standard. The appointment of other competent persons in specific workplaces will also be considered where it is deemed appropriate.
- 5.3 Whilst it is recognised that there are areas of LBFRS where the risk of violence to staff at work cannot be eliminated, such violence will not be tolerated. Function Managers shall routinely review and assess working practices and staffing arrangements to ensure that all reasonably practicable steps are taken to provide a safe place of work; safe systems and methods of work; a safe working environment and a suitable training programme, to allow employees to carry out their duties safely and without risks to their health, safety and welfare<sup>1</sup>.
- 5.4 The Board recognises that health relates to an employee's mental as well as physical well-being and that stress within the workplace is harmful to its operations and to the health of the employees concerned. Workplaces and work practices will be routinely assessed to identify and alleviate sources of stress. Equally it is recognised that stress can be caused by traumas that are outwith the direct control of the Board. Therefore, arrangements have been put in place to provide advice and sources of help to employees suffering from stress and to assist their return to work<sup>2</sup>.
- 5.5 The Board recognise that particular account needs to be taken of risks to new and expectant mothers when assessing risks in the workplace. Where such risks are identified, it is also recognised that if they cannot be avoided, then changes to working conditions and/or hours must be considered. If the risk remains unchanged then the offer of suitable alternative work, or if that is not possible, paid leave of absence for as long as is necessary.<sup>3</sup>
- 5.6 The Board recognises that particular account needs to be taken of the risks to young persons when assessing risks in the workplace. Where such risks are identified, additional risk reduction measures to safeguard young persons' shall be taken into account.
- 5.7 It is The Board's policy not to discriminate against people with disabilities. When considering any plan or action relating to the implementation of this policy, Functional and Service Delivery Managers must take all reasonably practicable steps to ensure that facilities and work environments for people with disabilities are taken into account.

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<sup>1</sup> Brigade Order A.33, Policy on Violence to Employees at Work, 31 March 1992

<sup>2</sup> Policy Statement on Work-related Stress, *Health and Safety*

<sup>3</sup> Maternity Procedure, *Personnel Management*

- 5.8 The Board recognises that account needs to be taken of the risks to persons who may be required to work alone<sup>4</sup>. Where such risks are identified, additional risk reduction measures to safeguard lone workers shall be taken into account.
- 5.9 The Board acknowledges the widespread recognition that smoking is harmful to health and recognises the right of employees to be protected from this form of pollution whilst at their place of work.<sup>5</sup> In line with recent legislation, The Board accepts that smoking shall be prohibited within all workplaces under their control. The Board also recognises the need to assist those employees who may wish to give up smoking but find it difficult. Support, advice and information will be made available to personnel who request it from the Service's Occupational Health Unit.

## **6. Health and Safety Management**

- 6.1 The Chief Fire Officer shall have overall responsibility for the administration and implementation of this Policy Statement and will ensure that persons designated as having responsibility for health and safety matters are trained and competent and are provided with the necessary resources.
- 6.2 The Director of Training and Personnel will be responsible for the strategic leadership of health, safety and welfare policies and standards that reflect the strategic aspirations and ambitions of The Board and the Chief Fire Officer.
- 6.3 The Functional Manager of the Health and Safety Function is deemed as the competent person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This manager shall provide independent technical advice to all management groups, on their duties and responsibilities in relation to health and safety matters.

## **7. Management Structure**

- 7.1 Health and safety management being inseparable from other managerial responsibilities will reflect the Service's management structure with designated responsibility as follows:
- a) Strategic planning and policy making : Corporate Group
  - b) Functional planning and organising : Management Group
  - c) Implementation : Service Delivery Group
- 7.2 The Corporate Group will be responsible for reviewing and redefining the Service's health, safety and welfare policies and standards and for the maintenance of an organisational structure to facilitate planning, implementing, measuring performance, reviewing and auditing to ensure the effective management of health and safety in LBFRS.
- 7.3 The Functional Management Group will be responsible for the production, maintenance and development of corporate policies and functional procedures regarding the control of hazards and other health, safety, welfare and environmental matters over which they have control and for the documentation of such.

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<sup>4</sup> Policy for Lone Working (Draft) and Guidance Document for Lone Working for Lothian and Borders Fire and Rescue Service Managers and Staff ( Draft), *Health and Safety*

<sup>5</sup> Policy Statement on the Control of Smoking at Work, *Health and Safety*

- 7.4 The Service Delivery Group, are the Service's qualified practitioners in health and safety and as such are responsible for implementation of LBFRS health and safety policies and procedures. This group have responsibility for the day to day health and safety issues, will carry out health and safety inspections, monitor systems and procedures and ensure compliance with legislation. The role of this group as health and safety practitioners in the workplace will assist in the development of a positive health and safety culture and provide a direct contact for health and safety advice to personnel. Selected members of this group are also suitably qualified in accident investigation procedures and as such are responsible for investigating relevant accidents, near misses and dangerous occurrences.
- 7.5 All three management groups are responsible for review and audit of the active and reactive monitoring systems in place. The information obtained will be used to develop risk control measures to further reduce accidents, injuries and damage to equipment.
- 7.6 The Health and Safety Function will advise on all aspects of health and safety and develop the relevant policies for corporate consideration.
- 7.7 The Health and Safety Function will incorporate the Occupational Health and Fitness Advisory Units.

## **8 Occupational Health and Fitness Arrangements**

- 8.1 One of the main aims of The Board's policy is to prevent ill-health and to promote health at work. Within the context of this main aim, the broad aims of The Board are;
- a) To develop employee health services by the provision of health screening and surveillance and preventative medical services
  - b) To proactively develop health and fitness promotion and education initiatives as appropriate.
- 8.2 The Occupational Health and Fitness service provided to employees will depend on the nature of the work and degree of perceived risk to health in each work area.
- 8.3 All employees of LBFRS will have access to Occupational Health and Fitness services provided by the following;
- a) The Medical Adviser/Occupational Health Unit; for employment medical assessments, health screening, medical referrals and general advice on medical aspects of occupational health.
  - b) The Fitness Advisory Unit; for compulsory firefighter fitness assessments<sup>6</sup>, staff fitness screening, exercise programme development and rehabilitation assistance.
  - c) The City of Edinburgh Council, Department of Environmental & Consumer Services, Analytical & Scientific Services; who will provide a wide range of scientific and analytical services on materials, toxic or hazardous substances, food, water, consumer products and environmental pollutants.

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<sup>6</sup> Practice Statement on Firefighters' Physical Fitness

- d) The Health and Safety Function will provide advice on matters relating to possible occupational health hazards i.e. noise, lighting, temperatures, dust and fume etc.
- e) Other, including external, occupational health service providers will be utilised where necessary to augment existing arrangements. (e.g. post traumatic stress disorder counselling, work related stress counselling, work related injury rehabilitation physiotherapy).

## **9. Safety Representatives and Joint Consultation**

- 9.1 The LBFRS management will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions and will provide them with sufficient facilities and training to carry out their tasks in accordance with current legislation.
- 9.2 Management also recognises the importance of employee involvement and the need to secure employee and Trade Union participation in establishing a positive health and safety culture. To this end, a Health, Safety and Welfare Working Group, chaired by the Director of Personnel and Training and comprising of appropriate managers and trade union representatives, has been formed to promote health, safety and welfare policies and procedures.
- 9.3 Agreed procedures and guidelines<sup>7</sup> regarding safety representatives and joint consultation have been provided for use by management, trade unions and safety representatives alike. A current list of Safety Representatives will be clearly maintained on a notice board at each workplace.

## **10. Employee Responsibilities**

### **10.1 Employee Duties;**

All LBFRS employees are required to:-

- a) take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions at work.
- b) co-operate with the employer in the performance of any statutory duty.

In addition, an employee is required to:-

- use machinery, equipment, dangerous substances, means of protection and safety devices in accordance with instruction and training provided by their managers and in accordance with their statutory duties.
- inform management, or any employee given specific responsibility for health and safety (safety representative), of any situation which might reasonably have been considered to represent a serious and imminent danger to health and safety or a shortcoming in the protection arrangements for health and safety.

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<sup>7</sup> Safety Representatives Regulation: guidance to personnel & Policy and Practice Statement Consultation and Negotiation

## **11. Health & Safety Arrangements**

- 11.1 Detailed health, safety and welfare arrangements are the responsibility of the relevant Functional or Service Delivery Manager in respect of their area of direct control. Such arrangements will in most cases be built into the documented procedures or guidelines for carrying out a task or action. There will be a number of documents which will contain specific reference to the assessment of risk and the application of control
- 11.2 Significant policy and management documents are listed under Appendix I and II at the end of this document.

## **12. Risk Assessment**

- 12.1 The most effective method of achieving, maintaining and developing high standards of health and safety is to anticipate the effect work activities and service delivery may have on people and premises prior to commencement. There is a legal requirement for risks to be assessed and in some cases for evidence of such action to be recorded. The purpose of such assessments is to identify significant risks in the workplace and to record the steps that have been taken, or are proposed to be taken to either remove them or put in place control measures that are reasonable and practicable in order to ensure the risk is reduced to an acceptable level.
- 12.2 All assessments must be of a suitable and sufficient nature and therefore require to be conducted by competent persons, normally from within the workplaces, who are aware of the hazards involved in the tasks or workplaces.
- 12.3 Assessments will be reviewed and, where necessary, modified at planned regular intervals dependent on the nature of risks encountered. The assessments will also be reviewed and modified at other times, e.g;
- a) following changes in legislation;
  - b) where significant changes are made to workplaces or tasks;
  - c) following a serious accident or dangerous occurrence.
  - d) where directed by the Health, Safety and Wellbeing Adviser.
- 12.4 For operational fire and rescue activities the Operational Risk Assessment Model<sup>8</sup> (ORAM), administered by the Director of Service Delivery, is in place and reference to operational fire and rescue risk assessment should be made there.

## **13. Accident Reporting and Investigation**

- 13.1 It is the policy of The Board that all work related accidents, near misses and dangerous occurrences will be recorded and the data will be used statistically to monitor health and safety performance and to provide information on areas of risk which requires to be investigated.
- 13.2 All accidents will be investigated as part of The Board's active and reactive monitoring procedures. Where an accident or dangerous occurrence is considered to be notifiable to an outside authority, it will be investigated by a qualified accident investigator. All other accidents or occurrences will be assessed by the Health and Safety, Service Delivery Manager and investigated as necessary.

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<sup>8</sup> Lothian and Borders Fire and Rescue Service Operational Risk Assessment Strategy and Model

## **14. Dangerous Substances**

- 14.1 All hazardous substances that may be present in properties owned or under the control of LBFRS undergo continual monitoring to ensure risks of exposure to dangerous substances are maintained to a level that is as low as reasonably practicable.
- 14.2 All hazardous substances used within LBFRS have been assessed and where practicable, have been replaced with safe or less hazardous alternatives.
- 14.3 Hazard sheets detailing properties, precautions and first aid advice has been produced for all hazardous substances and are held in the 'Control of Substances Hazardous to Health' (COSHH) file where appropriate.

## **15. First Aid Arrangements<sup>9</sup>**

- 15.1 Suitable numbers of first aid personnel will be appointed to deal with incidents and emergencies in the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders and locations of facilities will be displayed in each workplace. The registered first aider or appointed person will ensure that first aid facilities are readily available and adequately stocked.

## **16. Information and Training**

- 16.1 The Board recognises the legal requirement and the importance of having well informed and competent employees if it is to achieve a safe working environment. The safety training needs of all employees will be regularly assessed and where appropriate, information, instruction and training will be provided. Ongoing consideration will be given to the requirements of new legislation.
- 16.2 Information and training relevant to an employee's health and safety will be given to all new employees, as part of an induction programme and, in the case of existing employees, where changes to an employee's work environment take place.
- 16.3 The appropriate level of training and competence required shall be based on an assessment of the employee's role or task.

## **17. Information to Staff and Other Persons**

- 17.1 This Policy Statement, or parts thereof, will be brought to the attention of all employees and any other persons, e.g. outside contractors/visitors, who may require to be made aware of its contents. Copies of the Policy Statement or a suitable summary will be issued to all persons coming into employment with the Fire and Rescue Service.
- 17.2 Where assessed as necessary, information on specific risks or activities within the workplace, which may directly affect an employee's health, safety or welfare, shall be provided in such a manner as to be suitable for purpose.
- 17.3 Information on appointed persons who have specific responsibilities for health, safety, welfare and environmental matters in the workplace will be held in that workplace in such a manner as to enable those persons to be identified whenever necessary.

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<sup>9</sup> Practice Statement on First Aid at Work, *Health and Safety*

## 18. Control of Contractors

- 18.1 LBFRS will consult with contractors before the commencement of work and agree standards to minimise the risk such activities may present to employees and other persons on site and to the public. After the work has commenced the activities of contractors will be monitored.
- 18.2 The Property Manager, or any other manager procuring the services of on site third parties, will ensure all contractors working on or within The Boards property/assets are properly vetted with regard to health and safety competence and adherence to the Health and Safety at Work, etc, Act 1974.
- 18.3 Only contractors who can demonstrate their ability to discharge their responsibility to safeguard all who may be affected by their activities, undertakings or omissions will be used by The Board. This will be administered in the form of an approved list of contractors that will describe contractor capabilities and limitations. The health and safety performance of contractors will be continually monitored and assessed by the aforementioned manager.
- 18.4 Contractors are required to work in accordance with relevant legislation and policies and procedures laid down by LBFRS. When specified, contractors will be required to provide detailed risk assessments and health and safety method statements and furnish all relevant health and safety information appertaining to specified contracts.

## 19. Work Equipment and Plant

- 19.1 Inspection and testing of plant and equipment will be conducted in accordance with relevant procedures.<sup>10</sup> Frequency and method is contained in the relevant standard test sheet, technical bulletin, manufacturers instructions etc, all of which are readily available to personnel, and will be influenced by such matters as risk assessment and legal obligations.

The responsibility of workplace managers with regard to work equipment may be summarised as;

- a) to ensure that work equipment is suitable for its purpose.
- b) to ensure that work equipment is maintained in an efficient state.
- c) where the use of work equipment is likely to involve a specific risk to health or safety, to ensure that its use and any repairs, modification or servicing is restricted to adequately trained/competent designated persons.
- d) to provide adequate information and, where appropriate, written instructions to operators and supervisors.
- e) to provide adequate training to operators and supervisors.

## 20. Manual Handling

- 20.1 Assessments of operations involving manual handling have been carried out by the Health and Safety Function and copies of those assessments issued to relevant premises for information and/or action. Where manual handling risks are identified that are not already covered the Service Delivery Manager for the workplace concerned will carry-out an assessment of the operation and take appropriate steps to

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<sup>10</sup> Brigade Order A.16 Recording of Standard Tests, dated 20 October 1982

minimise the risk. New or modified plant, equipment or processes which may pose a manual handling risk will be assessed prior to deployment.

- 20.2 Guidance and advice are available from the Health and Safety Function to assist persons required to carry out assessments, the aim of which will be to:
- a) avoid hazardous manual handling operations so far as is reasonably practicable.
  - b) assess any hazardous manual handling operations that cannot be avoided.
  - c) reduce the risk of injury so far as is reasonably practicable.
- 20.3 All personnel will receive periodic manual handling awareness training from qualified trainers within LBFRS.

## 21. **Personal Protective Equipment (PPE)**

- 21.1 The need for PPE will be identified by the risk assessment process; however the use of PPE as a control measure should not be considered where it is reasonably practicable to reduce risk to an acceptable level by other means.
- 21.2 Where necessary PPE, which has been suitably sized, will be provided to employees and measures will be taken to ensure it is maintained in an efficient state and in good order. Provisions will also be made to ensure adequate storage facilities are available for PPE.
- 21.3 All relevant managers and employees have a responsibility to ensure PPE provided is properly used.
- 21.4 The routine inspection, care and storage of personal protective equipment will be the general responsibility of the wearer following suitable instruction and training. The wearer also has a responsibility to report any loss or defect in PPE. Details of PPE issued to staff will be recorded by a nominated person and adequate records of issue and use kept in the workplace.

## 22. **Noise**<sup>11</sup>

- 22.1 Noise assessments have been carried out throughout LBFRS and appropriate control measures are in place where required.
- 22.2 Function Managers or Service Delivery Managers will inform the Health and Safety Function of any areas of concern, particularly where equipment is purchased or modified, or where work practices alter and there is a possibility of high noise levels being generated.

## 23. **Hand Arm Vibration**

- 23.1 It is recognised that hand arm vibration has the potential to cause injury to employees. LBFRS is committed to identifying control measures that reduce the risk of injury to a level that is as low as reasonably practicable.
- 23.2 Function Managers or Workplace Managers will inform the Health and Safety Function of any areas of concern, particularly where equipment is purchased or modified, or where work practices alter and there is a possibility of high hand arm vibration levels being generated.

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<sup>11</sup> LBFRS Policy on the Control of Noise at Work and Information Document on Noise Buying Standard..

## 24. **Electricity**

- 24.1 Portable electrical equipment in all premises will be inspected and tested once in every period of twelve months by competent persons.
- 24.2 Employees are encouraged to conduct visual checks of portable electrical equipment prior to its use and report any defects.
- 24.3 Electrical installations in all premises will be inspected and tested once in every period of 5 years by competent persons duly appointed by the LBFRS Property Manager.

## 25. **Display Screen Equipment**

- 25.1 All display screen equipment workstations will be assessed by trained workstation assessors in liaison with individual users to ensure that the furniture, equipment and environmental conditions comply with the Display Screen Equipment Regulations 1992.
- 25.2 Adequate information, instruction and training will be provided for display screen equipment users to ensure that;
  - a) they operate the equipment correctly.
  - b) that they are made fully aware of any work related risks or hazards which could arise whilst operating display screen equipment.
- 25.3 Detailed guidance will be issued to relevant units or sections and each user will receive guidance, information and check lists detailing LBFRS procedures.
- 25.4 Self assessments using the relevant self assessment procedures will be completed by users annually or more frequently if necessary.
- 25.5 A re-assessment by a trained Assessor will be completed when:
  - a) a major change of hardware occurs.
  - b) a major furniture change occurs.
  - c) the workstation is relocated.
  - d) the environment changes significantly.
  - e) the task is changed significantly.
  - f) on request by line manager.
- 25.6 Records of training and workstations assessments will be kept and maintained.

## 26. **Environmental Protection**

### 26.1 Non Operational Activity

Premises Managers are responsible for the effective control of industrial, commercial or domestic waste generated through work or services in order to comply with the Environmental Protection Act and associated legislation. Those managers are also responsible for ensuring compliance with statute and LBFRS policy with regard to environmental issues for premises under their control.

### 26.2 Operational Activity

The LBFRS abides by the Memorandum of Understanding Operational Protocols between The Chief Fire Officer Association (Scotland) Representing the Scottish Fire

and Rescue Services and the Scottish Environment Protection Agency (28/04/05) . In this memorandum agreements exist to minimise the impact on the environment from operational activity, i.e. fire, rescue and additional services. This memorandum and subsequent, agreed, amendments will form part of LBFRS arrangements for the environment.

## **27. Workplaces**

27.1 The Management of Health and Safety at Work Regulations 1999 state that procedures need to be established where there is a possibility of serious or imminent danger to employees or other persons. The following basic generic procedures have been adopted within each workplace and modified, where necessary, to the specific needs of the workplace.

- a) Persons in charge of Premises, Units or Sections are required to assess their workplaces in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 on a monthly basis. This will include vehicles, as appropriate.
- b) All defects relating to premises, units or sections shall be recorded and reports sent to the appropriate Function for actions.

## **28. Management of Transportation Risks<sup>12</sup>**

28.1 The Board recognises that there are risks associated with employees undertaking authorised 'at work' journeys using motor vehicles. Information on these risks and appropriate control measures is provided and available to all employees.

28.2 All employees who are required to undertake authorised 'at work' journeys must hold a current driving licence relevant to the class of vehicle to be driven.

28.2 Where necessary drivers of specific vehicles will be provided with relevant instruction, training and validation prior to undertaking driving duties.

## **29. Emergency Procedures**

29.1 The Community Safety Function, as the enforcing authority, has primacy on all matters regarding fire safety in the workplace therefore all enquiries on workplace fire safety risk assessments should be made directly to this function. The following standard shall be applied in all LBFRS workplaces;

- a) A fire safety risk assessment of the fire safety measures will be made by the person in charge of any premises, unit or section to ensure that suitable arrangements are in place.
- b) Arrangements should include procedures for the safe evacuation of all employees and visitors to the location. Special provision will be necessary for the evacuation of less enabled persons.
- c) The audibility of any fire alarm system, where installed, will be tested weekly using, where appropriate, a different call point.
- d) An evacuation drill will be conducted at least twice annually.

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<sup>12</sup> LBFRS Practice Statement on the Management of Travel Arrangements for 'At Work' Journeys, 2006 & LBFRS 'Drivers Handbook'.

- e) Any fitted systems, e.g. fire alarms, emergency lighting, smoke detection and fire extinguishing equipment will be tested and examined by competent persons as per the recommended frequency.
- f) A regular inspection of fire evacuation signs and notices and the adequacy of means of escape from the premises will be conducted by the manager responsible for the building or premises.
- g) Details of the fire precaution and evacuation arrangements should be brought to the attention of all staff and visitors. Fire action notices should be completed and posted at suitable locations.
- h) A written record of all of the above must be retained on the premises for inspection by the LBFRS Community Safety Function.

29.2 Persons in charge of workplaces are required to assess their workplaces to ensure suitable evacuation procedures are in place for unexpected events, such as major flooding, bomb scare alerts and terrorist activities, The evacuation procedures shall be prominently displayed within the relevant workplace.

### **30. Monitoring of Policy**

30.1 The Health and Safety Function is responsible for the active and reactive monitoring of health and safety performance. Monitoring health and safety performance will include;

- a) Reporting on accident/incident rates and trends.
- b) Arranging and/or undertaking periodic audits to determine the effectiveness of health and safety management structures and risk control measures.
- c) Reporting on the results of periodic audits.
- d) Assessing the impact of change, such as the introduction of new procedures, work processes or introduction of new services or products.
- e) Assessing the impact of new or revised health and safety legislation.

### **31. Review of Policy**

31.1 This Policy Statement and additional procedures related to Health, Safety and Welfare a have been formulated to ensure compliance with current legislation and will be periodically reviewed by the Health and Safety Function Manager in order to maintain their validity in that respect.

31.2 This statement will be reviewed annually and may be added to or modified, as required from time to time and supplemented in appropriate cases by further statements relating to particular work activities or as a result of new legislation being introduced. In these situations consultation will take place with the relevant representative bodies.

## Related Policy Documents

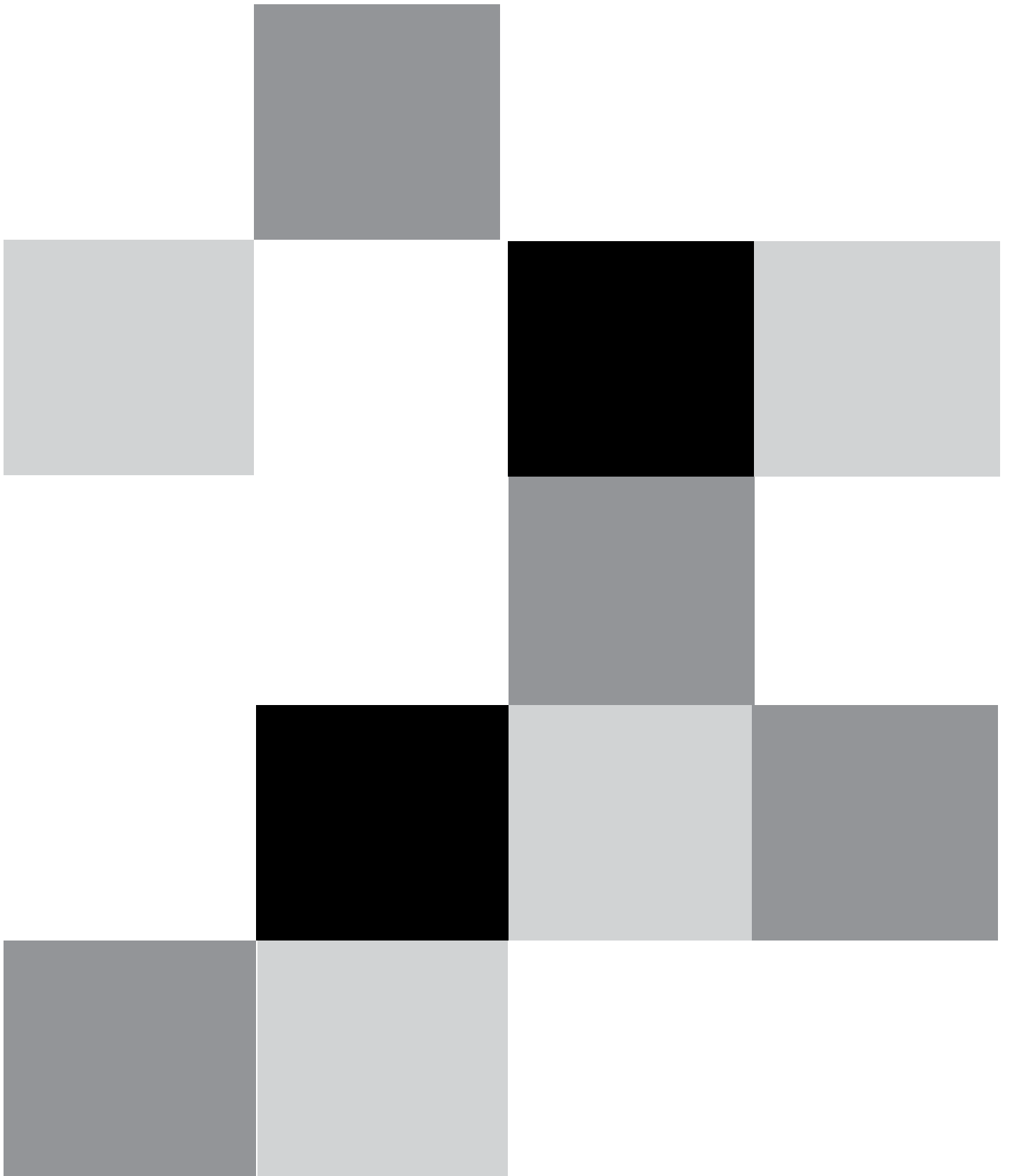
- a) FRS Board Policy on Violence to Employees at Work, *Staff Management*
- b) Policy Statement on Violence to Employees at Work, *Staff Management*
- c) Policy on Alcohol and Drugs, *Staff Management*
- d) Disability Equality Scheme 2006-2009, *Corporate Communications*
- e) Health Surveillance Policy Document, *Health & Safety*
- f) A Strategy for Health, Safety and Welfare, *Health and Safety*
- g) Policy on the Control of Noise at Work, *Health and Safety*
- h) Policy on Work Related Stress, *Health and Safety*
- i) Policy on Control of Smoking at Work, *Health and Safety*
- j) Policies and Procedures for Corporate and Social Responsibility (CSR) in Procurement, *Procurement*.
- k) Policy for Lone Working, *Health and Safety*

### Related Management Procedural Documents

- a) Procedural Document on Occupational Health and Safety
- b) Safety Representatives Regulations: Guidance for personnel, *Health and Safety*
- c) Policy and Practice Statement Consultation and Negotiation, *Personnel Management*
- d) Practice Statement on First Aid at Work, *Health and Safety*
- e) Practice Statement on Critical Incident events, *Health and Safety*
- f) Practice Statement on Firefighters' Physical Fitness, *Health and Safety*
- g) Guidance Note on Green Purchasing, *Procurement*
- h) Practice Statement on the Management of Travel Arrangements for 'At Work' Journeys, *Staff Management*.
- i) Guidance Document for Lone Working for Lothian and Borders Fire and Rescue Service Managers and Staff ( Draft), *Health and Safety*
- j) Lothian and Borders Fire and Rescue Service Operational Risk Assessment Strategy and Model, *Health and Safety*

### Relevant Legislation

- a) The Health & Safety at Work, etc., Act 1974
- b) Health & Safety (First Aid) Regulations 1981
- c) Management of Health & Safety at Work Regulations 1999 & (Amendment) 2006 Regulations
- d) The Workplace Health, Safety and Welfare Regulations 1992
- e) Personal Protective Equipment Regulations 1992
- f) Provision and Use of Work Equipment Regulations 1998
- g) Manual Handling Operations Regulations 1992
- h) Display Screen Equipment Regulations 1992
- i) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. 1995
- j) The Disability Discrimination Act 1995
- k) Pregnant Workers Directive (The Management of Health & Safety at Work Regulations 1999).
- l) Confined Space Regulations 1997
- m) Control of Asbestos Regulations 2006
- n) Control of Noise at Work Regulations 2005
- o) Control of Vibration at Work Regulations 2005
- p) Control of Substances Hazardous to Health Regulations 2002
- q) Electricity at Work Regulations 1989
- r) Gas Safety ( Installation and Use) Regulations 1998
- s) Health and Safety ( Consultation with Employees ) Regulations 1996
- t) Safety Representatives and Safety Committees Regulations 1977
- u) Lifting Operations and Lifting Equipment Regulations 1998
- v) Work at Height Regulations 2005 & (Amendment) 2007 Regulations
- w) Health and Safety ( Safety Signs and Signals) Regulations 1996
- x) Health and Safety Information for Employees Regulations 1989
- y) Management of Health and Safety at Work and Fire Precautions ( Workplace) ( Amendment) Regulations 2003
- z) Approved code of Practice (L8) "The control of legionella bacteria in water systems.



**Lothian and Borders Fire and Rescue Service**

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