



The Scottish Parliament  
Pàrlamaid na h-Alba

## **IMPORTANT DOCUMENT**

### **Responsibilities for Providing a Safe Environment for all Occupiers of the Scottish Parliament Campus**

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March 2013

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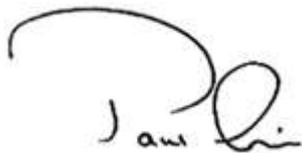
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## Foreword by the Clerk / Chief Executive

The Holyrood campus comprises a number of multi occupied, integrated buildings and has become a busy high profile events venue and one of the most visited tourist attractions in Edinburgh. As such, managing fire safety and health and safety effectively requires us to co-operate and co-ordinate our activities to comply with relevant legislation and to reduce the likelihood of fire or injury as far as possible.

As the main occupier of the Holyrood campus and controlling employer, the Scottish Parliamentary Corporate Body expects all occupying employers and their staff to co-operate and co-ordinate their activities within the campus and to comply with the procedures and guidance laid down in legislation or agreed through the Health and Safety and/or Fire Safety Committees. This document is issued in the spirit of partnership and defines your responsibilities, as an occupier or employer within the Holyrood campus, for providing a safe environment for occupiers and visitors alike.

A handwritten signature in black ink, appearing to read 'Paul Grice', with a large, stylized initial 'P'.

Paul Grice  
Clerk / Chief Executive

March 2013

## **Introduction**

- 1.1 As the body having control of the buildings forming the Holyrood campus, the Scottish Parliamentary Corporate Body (SPCB) recognises its responsibility to keep the campus safe and compliant with the relevant statutory provisions and current good practice relating to fire safety and health and safety.
- 1.2 The SPCB is responsible for ensuring compliance with Part 3 of The Fire (Scotland) Act 2005 (as amended) and the Fire Safety (Scotland) Regulations 2006, formal guidance, relevant standards and The Management of Health and Safety at Work Regulations 1999.

## **2. Landlord and Controlling Employer Responsibilities**

- 2.1 The SPCB is both landlord and “controlling employer” in terms of The Management of Health & Safety at Work Regulations 1999 (Approved Code of Practice), and is deemed to have main control of the Parliament campus under current fire safety legislation. These roles require the SPCB to establish campus-wide arrangements for managing fire and health and safety and for informing other employers (Elected Members, Scottish Government staff and the various media occupiers within the Media Tower) of risks to health and safety and measures in place to manage fire and health and safety.

## **3. Commitment of the Scottish Parliamentary Corporate Body (SPCB)**

- 3.1 The SPCB, through the Clerk / Chief Executive and senior management is committed to achieving high standards of health and safety at work. The SPCB recognises that achieving those standards cannot be done in isolation and the commitment of the whole workforce **and others occupying the Holyrood campus** is vital.
- 3.2 The SPCB is therefore committed to maintaining the following procedures, control measures and support to all occupants (including business visitors, guests and members of the public) of the Scottish Parliament campus. As the body having main control of the relevant premises, details of what the SPCB undertakes can be viewed in [Annex A](#).

## **4. Co-operation and co-ordination**

- 4.1 The requirement to co-operate, co-ordinate and share information relating to fire safety (previously under health and safety regulations), is now incorporated into the Fire (Scotland) Act 2005 (as amended) and subordinate legislation. The Management of Health and Safety at Work Regulations 1999 place similar requirements on employers with respect to general health and safety matters.

**5. The joint responsibility held by SPCB, Elected Members, Scottish Government Staff and Media Tower occupiers**

- 5.1 In order to contribute to a partnership approach in managing fire and health and safety within the Holyrood campus, all the relevant occupiers will undertake to comply with the responsibilities set out overleaf. In [Annex B](#) , examples are provided to show what employers can do to meet the duty, and what the SPCB can do to help.

**The commitment of the Scottish Parliamentary Corporate Body (SPCB)**

- The appointment of competent persons (Fire Safety Adviser and Health and Safety Adviser) to provide professional fire and health and safety advice to staff and members.
- The appointment of other competent persons as may be necessary to assist in complying with the relevant statutory provisions.
- The operation of a health and safety management system to facilitate legal compliance.
- To continuously develop the health and safety management system to ensure that it complies with legislative requirements and reflects current good health and safety management practice.
- The maintenance of an accident and near miss reporting and investigation procedure to ensure that lessons are learned following adverse events and all reasonable steps taken to prevent recurrence. All occupiers are expected to participate in the reporting of accidents and near misses with which they are involved on campus.
- Provision of first aid including an automatic external defibrillator and an appropriately trained team of first aiders.
- The carrying out of periodic health and safety inspections of common areas and offices to ensure standards of health, safety and welfare are maintained. Such inspections will be carried out jointly with occupiers wherever possible.
- The carrying out of periodic fire risk assessments by the Scottish Parliament Fire Safety Adviser, the significant findings of which will be shared with all relevant occupiers. The fire risk assessments will be utilised to develop strategies for managing all fire risks and adapting to technical progress in developing the overall fire prevention and protection policy.
- The provision of a 24 hour fire alarm tactical management procedure to facilitate the efficient and safe evacuation of the campus and support for the attending Fire and Rescue Service.
- The provision of a fire incident review process after every report of fire or activation of the automatic fire detection and alarm system. This is to identify the root cause of the incident, identify lessons learned and implement and record actions taken.
- An effective unwanted call strategy which manages down activations of the campus's automatic fire detection and alarm system resulting in the attendance of the Fire and Rescue Service.

- Provision of regular and appropriate fire safety training for permanent occupants of the campus, including similar arrangements for persons who access the campus infrequently.
- The development of fire and health and safety induction e-learning modules for all new occupants.
- Provision of specific fire safety related training for occupants who have specialist roles within the fire strategy.
- The carrying out of fire evacuation exercises at appropriate intervals as agreed with the enforcing authority.
- The sharing of relevant fire safety information among all occupants of the campus.
- The maintenance of up to date fire and health and safety sections on the Scottish Parliament Website.
- An up- to- date performance reporting process to facilitate monitoring and continuous improvement of fire and health and safety management.
- Quarterly meetings of the Fire Safety Committee and Health and Safety Committee.
- Implementation of planned maintenance and testing in accordance with relevant standards for all fire safety assets within the Holyrood campus. In addition, routine testing of the fire alarm will be carried out weekly and monthly to ensure its adequacy in operation.
- Ensuring that all fire escape routes and fire exits are kept clear and obstruction-free at all times.
- Support for the promotion and continuing development of a positive campus-wide fire and health and safety culture.

## ANNEX B

### Responsibilities of Elected Members, Scottish Government Staff and Media Tower occupiers and examples of action which can be taken to discharge duties.

Responsibility	Example of Action
<p>To ensure that you, your employees and those you permit to access the campus, are familiar with, and comply with, the current fire and health and safety procedures.</p>	<p>Details can be accessed via The <a href="#">Scottish Parliament Website</a>.</p>
<p>To ensure that you and your employees undertake relevant fire safety training.</p> <p>To ensure that all new employees are made aware of their responsibilities in relation to fire and safety procedures on arrival.</p>	<p>Ensure that you and your staff successfully complete all training provided by SPCB or arrange your own training course to the standard required by the enforcing authority.</p> <p>Give new starts a comprehensive induction on fire and safety arrangements, including fire action, assembly point, voice alarm system, first aid arrangements, accident reporting etc. Contact the Fire and Health and Safety Advisers for support if required.</p>
<p>To ensure that all employees receive suitable and sufficient information, instruction, training and supervision and carry out their work in a safe manner.</p>	<p>Assess employees' training needs and obtain suitable training from a competent training provider. Consider the IOSH 'working safely' course for your staff. Obtain information / guidance from trusted sources such as the HSE. Obtain advice on compliance from the SPCB Fire Safety and Health and Safety Advisers.</p>
<p>To ensure that any new occupants or visitors who have a disability and may require assistance to leave the campus during a fire evacuation are provided with a Personal Emergency Evacuation Plan (PEEP).</p>	<p>Refer to PEEP procedures on the Parliament Website. Ensure you and your employees take responsibility for all visitors' safety and provide any necessary assistance.</p>
<p>Pass on all fire safety and health and safety bulletins and notices to staff.</p>	<p>Discuss health and safety at routine meetings.</p>

<p>To report any accidents or near misses to the Health and Safety Adviser in accordance with the accident and near miss reporting procedure on the <a href="#">Scottish Parliament Website</a>.</p>	<p>Report accidents and near misses using the form CF005 available on the Scottish Parliament Website. Be aware that accidents and near misses are learning opportunities.</p>
<p>To ensure that offices and common areas are maintained in a safe condition and that all equipment, housekeeping and work practices do not adversely affect the health and safety of staff, other occupiers or visitors.</p>	<p>Maintain good housekeeping, report any damage to furniture, fixtures and equipment to the Helpdesk. Consider how the way you run your workspace may affect the health and safety of others.</p>
<p>To ensure that all fire escape routes and fire exits are kept clear and free from obstruction at all times.</p>	<p>Keep papers, files and bags etc. off the floor. Keep corridors, gangways and exit doors clear.</p>
<p>To inform the Fire Safety Adviser or Health and Safety Adviser of any hazardous conditions or circumstances within their work area or any work activities that may present a hazard to other occupiers, or which require additional control measures.</p>	<p>Look out for obvious hazards such as trailing cables, defective electrical equipment, tripping hazards, defective lighting / dark areas, fire doors wedged open, fire extinguishers obstructed / damaged, etc. Encourage staff to report problems to the FM Helpdesk. Carry out a risk assessment using the HSE interactive risk assessment tool for office risk assessment or the HSE risk assessment and safety policy template. Share your findings with other employers where they may be affected.</p>
<p>To co-operate and contribute to the ethos of avoiding fire and health and safety risks by combating risks at source.</p>	<p>Removing excess paper and combustible materials from offices, ensuring good storage and housekeeping practices.</p>
<p>To co-operate with and contribute to fire risk assessments carried out by the Scottish Parliament Fire Safety Adviser, the significant findings of which will be shared with all relevant occupiers.</p>	<p>Bringing fire and health and safety issues/concerns to attention of Fire Safety and Health and Safety Advisers who will consider as part of routine area fire risk assessments and generic risk assessments.</p>

<p>Consider whether you need to carry out your own fire risk assessment. If you do, the significant findings will need to be shared with the SPCB and all other permanent occupiers of the campus.</p>	<p>Consider carrying out a fire risk assessment for your own Parliament Office or Party Group using a simple publicly available standard risk assessment pro forma. Carry out a fire risk assessment of your local office. Seek advice from the Fire Safety Adviser or your local fire and rescue service.</p>
<p>To co-operate with and contribute to the routine health and safety office-based inspections process, which will include fire safety elements.</p>	<p>Volunteer to represent your areas on the H&amp;S and Fire Safety committees. Participate in the annual inspection of your work area – contact the Health and Safety Adviser for details.</p>
<p>To co-operate with the Scottish Parliament Fire Safety Adviser and Health and Safety Adviser and other competent persons in the performance of their duties.</p>	<p>Co-operate with campus wide arrangements on The Scottish Parliament Website.</p>
<p>To support and contribute to the development of a positive health and safety and fire safety culture within the Holyrood campus.</p>	<p>Familiarise yourself and your employees with the campus wide arrangements on The Scottish Parliament Website Volunteer to represent your areas on the H&amp;S and Fire Safety Committees. Obtain fire and safety awareness training. <b>Lead by example with regard to health and safety.</b></p>