

# MANAGING DIRECTOR'S DIRECTIVE



From Amanda McMillan

**MDD 04/2013 V1**  
**31 July 2013**  
**Fire Safety at Glasgow Airport**

## **Introduction**

The purpose of this Directive is to ensure all companies and individuals who work at Glasgow Airport discharge their duties under the Fire (Scotland) Act 2005. The Act puts specific requirements on relevant persons (employers, persons in control of premises and employees).

The Fire Safety (Scotland) Regulations 2006 came into force on 1 October 2006 and details what relevant persons are required to do to comply with the law.

## **Areas of Application**

It is a requirement for all companies and individuals to ensure compliance with the Fire (Scotland) Act 2005 Sections 53 -56 and Fire Safety (Scotland) Regulations 2006.

All relevant persons shall cooperate with Glasgow Airport Ltd to enable Glasgow Airport Ltd to discharge their duties under the Act.

## **Management of Fire Safety**

In accordance with Regulation 10, arrangements should be in place for all companies operating at Glasgow Airport to manage fire safety within each undertaking. These measures are to include effective planning, organising, control, monitoring and review of fire safety measures in place. Where companies employ 5 or more people and or a licence is required e.g. liquor licence, then these arrangements must be recorded.

For more information please contact:  
Gillies Crichton on 0141 848 4176 or [gillies\\_crichton@glasgowairport.com](mailto:gillies_crichton@glasgowairport.com)

It is the responsibility of all employers to ensure that the relevant MDD/MDN's are brought to the attention of their staff, however, individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.

A competent person within each company should be nominated to manage fire safety. This need not be an employee of the company, and may be contracted in. The name & contact details of each nominated person should be communicated to the Glasgow Airport Head of Assurance.

In accordance with designated performance standards, Glasgow Airport has in place an Airport Fire Safety Plan (AFSP) and, for each building over which Glasgow Airport has control, a Building Fire Safety Plan (BFSP) exists. These documents detail the generic and Glasgow Airport specific fire safety arrangements in place. Copies of these documents are available from the Head of Assurance.

### **Fire Risk Assessments**

Section 53 of the Act places a duty on all employers to undertake a Fire Risk Assessment (FRA) of their workplace to ensure the safety of their employees against the harm of fire as far as is reasonably practicable.

Fire Risk assessments are to be completed for each workplace and in accordance with Regulation 21; a copy of the FRA (and each subsequent review) is to be sent to the Glasgow Airport Head of Assurance. The significant findings of the FRA should be communicated to employees and all other persons equally at risk from fire.

Each FRA is to be reviewed when any significant changes are made to the workplace; where there is reason to suspect it to be no longer valid; prior to employing a young person; where any dangerous substance(s) is introduced into the workplace.

It is Glasgow Airport Ltd policy, that each FRA should be reviewed at least annually and renewed at periods not exceeding 3 years.

### **Training**

It is a requirement under Part 20 of the Regulations to ensure all employees are provided with adequate Fire Safety Training on induction and on being exposed to new or increased fire risks.

Fire Safety Training shall include appropriate instruction & training on the precautions and actions to be taken to safeguard the employee and other relevant persons on the premises. The training should take account of risks identified in the Fire Risk Assessment and be repeated periodically as appropriate.

Glasgow Airport's policy is for all relevant persons employed at Glasgow Airport irrespective of the company for which they are employed, to receive initial Fire Precautions Training on induction. On completion of this training, the employee will be issued with a GLAL approved attendance certificate which should be presented at the Security ID centre to enable an ID card to be produced.

All employees should receive refresher training, information and or instruction when new risks are introduced into the workplace. Notwithstanding, all employees are to refresh their Fire Training certification at least annually.

There are two approved methods of receiving fire safety training:

1. By attendance at a Glasgow Airport run course.
2. By approved training providers

Glasgow Airport runs Fire Safety training sessions each Tuesday. These courses are run by the Airport Fire Service in the Admin Building. There are two sessions; the first at 10:00 hours and the second at 13:00 hrs. Each session lasts approximately one hour. All places must be booked prior to the event by calling 0141 842 7979. Only persons with a valid booking will be trained. Anyone who does not have a valid ID card should advise this at the time of booking.

Sessions may be run outwith these times by prior arrangement.

In order to facilitate ease of releasing staff to attend fire safety training sessions, companies may wish to have in-house training providers. These persons should be nominated by their employer and attend a one day "train-the-trainer" course with the Airport Fire Service where they will receive enhanced training. This will qualify trainers to train staff within their organisation. Attendance on a requalification course is required every three years to ensure the trainers have maintained the necessary skills. In order to ensure consistency of delivery, all in-house training provision is subject to audit by Glasgow Airport.

All Fire Safety Training is to be recorded and records held readily available for audit by Glasgow Airport or any enforcing authority. All persons attending fire safety training are to be provided with a Glasgow Airport approved fire training certificate. NB. Only approved certificates will be accepted by the ID Centre.

Any individual who fails to comply with the training requirements may have their ID card removed until training has been undertaken and in the case of in-house trainers, the right to carry out in-house training may be removed.

## **Evacuations**

In accordance with Regulation 13, all persons within Glasgow Airport premises must be able to evacuate the building in the event of fire. In order to ensure this is carried out efficiently & effectively, each employee is responsible for assisting with the evacuation of persons from the building.

Employees should be competent in evacuating their areas. All companies should ensure in addition to fire safety training, their employees receive additional information and instruction on the procedures to be adopted for managing fire safety and evacuations from within areas under their control.

In order to provide guidance on the evacuation of buildings, an emergency fire action plan has been provided. This document covers the Terminal Building and Glasgow Airport owned and operated buildings and gives generic guidance for common user areas only. Each company should have specific plans to deal with their own respective areas of responsibility.

In order to test the effectiveness of the emergency fire action plan, in accordance with Regulation 14, fire drills are carried out on an annual basis. These are designed to test the process and check staff understanding and therefore shall take place outwith peak periods and times.

## **Management of Risk**

Storage of dangerous or hazardous substances and goods should comply with the requirements under the Dangerous Substances & Explosive Atmosphere Regulations 2002 (DSEAR). A separate MDD exists for DSEAR and should be followed.

Dangerous processes should be risk assessed and eliminated wherever possible. Where this is not possible, then risk reduction principals should be used.

Change control processes are in place within Glasgow Airport. No alterations to Glasgow Airport property can take place without prior authorisation.

Good Housekeeping is a means by which risk from fire can be reduced. All goods should be stored correctly and ignition sources kept separate from combustible materials. Escape routes are to be kept clear at all times. Any employee found obstructing escape routes may have their ID card removed and require further training to be undertaken.

Portable fan heaters are not permitted within Glasgow Airport. Only approved oil filled portable heaters with inbuilt safety devices are permitted.

Glasgow Airport has a series of Fire Safety non-conformance notices which provides advice, requires improvement or stipulates an offence. These can be issued against companies who fail to comply with fire safety requirements at Glasgow Airport.

## **Approvals for Building & Alteration Works**

In order to ensure that Glasgow Airport maintains the highest level of fire safety, it is imperative that all tenants, concessionaires and licensees obtain the necessary approvals and clearances before any building works or alterations are undertaken. The Fire Technical Group meets on a monthly basis and coordinates all projects for fire safety approval. Fire Technical Group members may also be members of individual project boards. For interim approvals, projects may be presented to the Assurance Team meeting which takes place every Monday morning.

### **Approvals Process**

#### GLAL Managed Projects

The Project Leader is accountable for ensuring that the necessary information on the project is submitted to the Fire Technical Group. Liaison should commence as early as possible in the project process to enable timeous approvals to be given. Prior to full financial approval by the Capital Review Group, the Project Leader must ensure that the Fire Technical Group have approved the scheme and an approvals number issued prior to any works commencing.

#### Third Party Projects

Property customers and Retail concessionaires will normally liaise with the GLAL Commercial team regarding any change proposals or projects. It is the responsibility of the GLAL Commercial Managers to submit details of the proposed change or project to the Fire Technical Group. Where a third party is unable to identify a GLAL Manager, then full details of the proposed change or project should be forwarded direct to the Fire Technical Group.

Prior to approval, information to be submitted should include:

- Description of the proposal
- Drawings detailing the proposal
- Details of Building Warrant submissions
- Fire strategy (for new developments only)

### **Works**

The principle contractor is required to carry out construction works in accordance with the Loss Prevention Council Document – “Fire Safety on Construction Sites”. Implementation of this is the responsibility of the Project Leader.

During the works phase, the Duty Safety Team (DST) and or the Control of Contractors team will be responsible for auditing the site to ensure fire safety by means of an Active Safety Inspection (ASI). All high risks must be addressed immediately which may lead to the suspension of works until rectified.

The GLAL penalty and fining process will be used where breaches are found (see Management of Risk). Repeated offences may result in the removal of the contractor(s) from site.

## **Project Completion**

On completion of all projects, a formal signoff by the accountable persons or their nominated representatives is required to ensure all necessary Fire Safety legislative and GLAL requirements are complied with. This should be incorporated into a Project Specific Handover Plan.

A member of the Fire Technical Group should be present at handover meetings to ensure that the project meets all of the requirements stipulated by the Fire Technical Group at the approvals stage.

## **Further Guidance**

Further guidance on complying with the Fire (Scotland) Act 2005 and associated Regulations can be found in the Scottish Government's documents "Practical Fire Safety Guidelines" There are various documents available covering Transport Premises; Offices Shops & Similar Premise; These can be downloaded from the website [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)

## **Expiry**

This MDD replaces MDD 06/2006 and 05/2009 which should be removed and destroyed. This MDD will expire on 31 July 2016.



Amanda McMillan  
Managing Director