

OPERATIONS DIRECTOR'S DIRECTIVE

From Ronald Leitch

ODD 02- 2023 FIRE SAFETY REQUIREMENTS AT GLASGOW AIRPORT

19 May 2023

1. 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) and is supported with The Fire Safety (Scotland) Regulations 2006, which details what relevant persons are required to do to comply with the law.

2. 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 and companies operating at Glasgow Airport, shall cooperate with Glasgow Airport Limited to enable Glasgow Airport Limited to discharge their duties under the Act.

3. 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 five or more people and or a license is required e.g. liquor license, then these arrangements must be recorded.

For more information please contact : Graeme Robertson, Health and Safety Manager on 07831 374 078 or graeme.robertson@glasgowairport.com

It is the responsibility of all employers to ensure that the relevant ODD/ODN'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.

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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 AGS Group Airport Head of Assurance.

Glasgow Airport has in place an Airport Fire Safety Plan (AFSP) and for each significant 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 Group Head of Assurance.

4. Fire Risk Assessment

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 AGS Group 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 Limited policy, that each FRA should be reviewed at least annually and renewed at periods not exceeding 3 years.

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5. 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 fire precautions and actions to be taken to safeguard the employee and other relevant persons on the premises in the event of a fire occurring. 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 three approved methods of receiving fire safety training:

1. By attendance at a Glasgow Airport run, or approved course.
2. By training providers approved by Glasgow Airport
3. By use of the Glasgow Airport approved online system (Nexus)

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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 Terminal Operations team where they will receive enhanced training. This will qualify trainers to train staff within their organisation. Places can be booked by contacting Carol Davidson on carol.davidson@glasgowairport.com 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.

Glasgow Airport has now developed an on-line fire safety training package. Companies operating at Glasgow Airport can now opt to take the training online through the Nexus system. There will be a licensing cost for each individual, which will be required to be met by each company.

For access, please visit <https://glasgowairport.learningnexus.co.uk/login/index.php> and click on *create an account*. You will receive email confirmation once access has been granted.

All Fire Safety Training is to be recorded and records held readily available for audit by Glasgow Airport Limited or any enforcing authority. All persons attending fire safety training are to be provided with a Glasgow Airport Limited 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 revoked.

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6. 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 shall 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, to a place of safety.

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 out with peak periods and times.

7. 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). Dangerous processes should be risk assessed and eliminated wherever possible. Where this is not possible, then risk reduction principals should be used. It is Glasgow Airport policy that the use of acetylene is banned within Glasgow Airport premises.

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Under Regulation 8, employers and the self employed who work or occupy property or other premises connected to the airport business, are required to record information on dangerous substances and explosive atmospheres in their workplace (in the form of a chemical inventory) and to provide this information to the responding Scottish Fire & Rescue Service should an incident occur.

Change control processes are in place within Glasgow Airport. No alterations to Glasgow Airport Limited 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 only permitted where they are affixed to a solid structure. Free standing heaters should be approved for use by Glasgow Airport Limited. Only oil filled heaters with inbuilt cut-out safety devices will be permitted. Contact the Duty Safety Team or Airport Duty Manager for approvals.

Cooking in non-commercial kitchen areas, can only be carried out within designated and properly constructed kitchens. Cooking equipment is designated as:

- Conventional cookers;
- Ovens (excluding conventional microwave ovens),
- Grills (including stand alone grills);
- Hobs;
- Toasters;
- Sandwich Toasters; and
- Similar cooking equipment.

Personal cooking equipment is not permitted for use at Glasgow Airport.

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The minimum fire safety requirements for any room containing cooking equipment which is designated as a kitchen is:

- Room construction to provide at least 60 min fire resistance all round including doors;
- Have heat detector(s) connected to the Fire Alarm System;
- The doors to be fitted of a self closing type;
- Have a 2kg Co2 extinguisher immediately available;
- Have a fire blanket fitted; and
- Equipment including toasters must be hard wired to prevent them being moved.

Equipment found in area's which do not conform to the specifications set out in this notice, will be removed and a nonconformity issued to the relevant person(s). These can be issued against companies who fail to comply with fire safety requirements at Glasgow Airport.

Cooking equipment within commercial retail area's, are subject to different requirements and will be risk assessed separately.

8. Approvals for Building and 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 alternations are undertaken.

The Fire Technical and Life Safety Systems Group (referred to as Fire Tech Group) meets on a monthly basis and coordinates all projects for fire safety approval. Fire Tech 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.

The Fire Tech Group will liaise with Renfrewshire Building Standards and Scottish Fire and Rescue Service as necessary, on any issues likely to result in nonconformities.

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8.1 Approvals Process

For Glasgow Airport Limited projects, the Project Leader is accountable for ensuring that the necessary information on the project is submitted to the Fire Tech Group. Liaison should commence as early as possible in the project process to enable timeous approvals to be given. Prior to full financial approval, the Project Leader must ensure that the Fire Tech Group has approved the scheme and an approvals number issued, **prior** to any works commencing.

For third party projects, property customers and retail concessionaires they **must** liaise with the GLAL commercial team regarding any change proposals or projects. It is the responsibility of the GLAL Commercial Manager(s) to submit details of the proposed change(s) or project to the Fire Tech 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 Stuart Laurie, Engineering Asset and Assurance Manager on stuart.laurie@glasgowairport.com

Prior to approval, information to be submitted should include:

- Description of the proposal;
- Drawings detailing the proposal along with applicable life safety systems e.g., fire alarms, sprinklers etc.;
- Details of Building Warrant submissions; and
- Fire strategy (for new developments only).

9. Project Works

The principal 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 Engineering 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.

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On completion of all projects, a formal signoff by the responsible person(s) or their nominated representative(s) 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 (PA3 Handover). A member of the Fire Tech Group **must** be present at handover meetings to ensure that the project meets all of the requirements stipulated by the Fire Tech Group at the approvals stage.

10. Additional Information

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 <https://www.gov.scot/collections/fire-safety-guidance/>

11. Validity

This ODD replaces MDD 01/2020 which should now be removed. This ODD is valid for a period of 3 years from the date of issue.



Ronald Leitch
Operations Director