

# AYR UNITED FOOTBALL ACADEMY



**POLICY  
FOR  
VERSION**

**Fire Safety  
VOLUNTEERS AND STAFF  
1.5**

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Created  
Passed by Board of Management  
**Last Review Date**  
**Next Review Date**

January 2013  
June 2013  
**September 2023**  
**March 2024**

**Note of changes: -**

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**Date:** June 2017  
**Report to:** Board of Ayr United Football Academy  
**Report from:** Donald C Stewart  
**Purpose:** Annual Review  
**Recommendation:** 1 Simple alteration to wording including definition of "Academy Premise" to be "\*\* As of June 2017, this is limited to the administration office at Somerset Park, Tryfield Place, Ayr"  
2 Responsibility of the policy to be moved from Managing Director to ...  
3 Renumber item 4 as number 3 as there does not seem to be a number 3  
**Rationale:** 1 Clearly identifying as our responsibility headquarters and not every venue we use  
2 Managing Director is no longer a figure in the organisation  
3 Minor administrative error now cleared up

**Date:** June 2018  
**Report to:** Board of Ayr United Football Academy  
**Report from:** Donald C Stewart  
**Purpose:** Annual Review  
**Recommendation:** No changes  
**Rationale:** No national changes relevant to the policy and no request from Academy personnel

**Date:** June 2019  
**Report to:** Board of Ayr United Football Academy  
**Report from:** Donald C Stewart  
**Purpose:** Annual Review  
**Recommendation:** Accept new Equality Impact Assessment and Data Protection Impact Assessment  
**Rationale:** Both assessments shall be part of our good practice from now on and are required to comply with current legislation.

**Date:** August 2021  
**Report to:** Board of Ayr United Football Academy  
**Report from:** Donald C Stewart  
**Purpose:** Annual Review  
**Recommendation:** No changes  
**Rationale:** No national changes relevant to the policy and no request from Academy personnel

**Date:** August 2023  
**Report to:** Board of Ayr United Football Academy  
**Report from:** Donald C Stewart  
**Purpose:** Annual Review  
**Recommendation:** No changes  
**Rationale:** No national changes relevant to the policy and no request from Academy personnel

**1. Purpose**

- 1.1 To ensure that all persons are protected from harm caused by fire on Academy premises, on adjoining premises, and in premises used by Academy staff.

**2. References**

- 2.1 Health and Safety at Work etc. Act 1974
- 2.2 Fire (Scotland) Act 2005
- 2.3 Fire Safety (Scotland) Regulations 2006
- 2.4 Practical Fire Safety Guidance for Educational & Day Care for Children Premises.

**3. Fire Risk Assessment**

- 3.1 An assessment of the fire risks will be carried out for each Academy premise\*, as required by the Fire Safety (Scotland) Regulations 2006. The findings of the assessments will be documented and filed in the relevant file by the Managing Director.
- 3.2 The assessments will identify possible ignition sources, combustible materials (such as piles of paper, storage of flammable materials etc.), working practices which give rise to fire risk (such as electric heaters being left on overnight), suitability of escape routes and fire detection / control system, personnel who may be affected by fire and training needs of staff.
- 3.3 Where necessary, the existing Fire Safety Policy and Procedures will be amended to reflect any improvements deemed necessary by the risk assessments.
- 3.4 The assessment will be reviewed in the event of any significant change to operating practices, plant or equipment, materials used etc. and, in any case, on a regular basis.

\* As of June 2017, this is limited to the administration office at Somerset Park, Tryfield Place, Ayr

## SGB Equality Impact Assessment Template

|                                                                                    |                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                           |                                            |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
|    | <b>Name of Policy</b>                                                                        | Fire Safety Policy                                                                                                                                                                                                                                                                                                                                                                                        |                                            |
|                                                                                    | <b>Is this a new policy being developed or a review of an existing policy</b>                | New <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                              | Review <input checked="" type="checkbox"/> |
|                                                                                    | <b>Others involved in the assessment</b>                                                     | None                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
|                                                                                    | <b>Dates(s) of EIA</b>                                                                       | September 2023                                                                                                                                                                                                                                                                                                                                                                                            |                                            |
|                                                                                    | <b>What is the purpose and outcomes of the policy?</b>                                       | To ensure that staff and volunteers who volunteer or are employed are covered by sufficient safeguards                                                                                                                                                                                                                                                                                                    |                                            |
|                                                                                    | <b>Who are the customers for this policy?</b>                                                | Staff and volunteers                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
|                                                                                    | <b>How has equality been considered in the development / review of the policy so far?</b>    | We have attempted to make the policy one which has no exceptions.                                                                                                                                                                                                                                                                                                                                         |                                            |
|                                                                                    | <b>Who / what has driven this?</b>                                                           | Annual review                                                                                                                                                                                                                                                                                                                                                                                             |                                            |
|                                                                                    | <b>Why might it be important to consider equality and the protected characteristics?</b>     | Legally it is important for us to ensure we comply with best practice on the provisions with the Equality Act and we are working with local authorities and the Scottish Football Association in contributing to their duties to those with protected characteristics under the Equality Act 2010 as well as ensuring our legal responsibilities under the same act with regards to employment practices. |                                            |
|  | <b>What does the data tell you about your customers and about protected equality groups?</b> | We have not conducted a data review                                                                                                                                                                                                                                                                                                                                                                       |                                            |
|                                                                                    | <b>What sources of data have you used?</b>                                                   | None used nor gathered.                                                                                                                                                                                                                                                                                                                                                                                   |                                            |
|                                                                                    | <b>What do you need to know more about?</b>                                                  | Nothing more as we believe that we comply with the issues around equalities and employment, however we shall annually review.                                                                                                                                                                                                                                                                             |                                            |
|                                                                                    | <b>How could you find this out and who could help you?</b>                                   | N/A                                                                                                                                                                                                                                                                                                                                                                                                       |                                            |
|  | <b>Who have you consulted with from protected equality groups?</b>                           | None                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |
|                                                                                    | <b>Who else could you consult with?</b>                                                      | Young people who may be consulted regarding the fire safety guidance for young people                                                                                                                                                                                                                                                                                                                     |                                            |
|                                                                                    | <b>Who can help you with this?</b>                                                           | Coaches                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |

|                                                                                  |                                                                                  |                                                                                                                                                            |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>How does the policy contribute to the SGBs strategic equality objectives?</b> | Ensures compliance with both the law and the public sector equality duty for each of the local authorities and the governing body of the sport of football |
|                                                                                  | <b>How could it be revised or changed to contribute more?</b>                    | The opportunity to ensure it is embedded in training, reviews of its practice and specific reports to those authorities who request it.                    |

|                                                                                  |                                                      |                                      |
|----------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------|
|  | <b>How will you monitor and evaluate the policy?</b> | The policy shall be renewed annually |
|----------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------|

|  | Action                                                                                                                                                            | Timescale   | Responsibility   |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------|
|                                                                                   | Review and suggests specific training for volunteers and staff                                                                                                    | March 2024  | EIA Lead Officer |
|                                                                                   | Reviews of its practice at annual review                                                                                                                          | March 2024  | EIA Lead Officer |
|                                                                                   | Commit to respond to specific reports to those authorities who request it on the implementation of the Employment legislation associated in the Equality Act 2010 | As required | EIA Lead Officer |

|                                                                                    |                                                           |  |             |  |
|------------------------------------------------------------------------------------|-----------------------------------------------------------|--|-------------|--|
|  | <b>Sign off</b>                                           |  |             |  |
|                                                                                    | <b>Signed by Policy Lead</b><br><br>David White           |  | <b>Date</b> |  |
|                                                                                    | <b>Signed by EIA Lead Officer</b><br><br>Donald C Stewart |  | <b>Date</b> |  |

# Ayr United Football Academy Data Protection Impact Assessment

|                    |                    |
|--------------------|--------------------|
| Policy             | Fire Safety Policy |
| Date of assessment | September 2023     |
| Author             | Donald C Stewart   |
| Legacy             | None               |

## DPIA process checklist

|                                                                                                                                                                                                               | Done? |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| We describe the nature, scope, context and purposes of the processing.                                                                                                                                        | Yes   |
| We ask our data processors to help us understand and document their processing activities and identify any associated risks.                                                                                  | Yes   |
| We consider how best to consult individuals (or their representatives) and other relevant stakeholders.                                                                                                       | Yes   |
| We ask for the advice of our data protection officer.                                                                                                                                                         | Done  |
| We check that the processing is necessary for and proportionate to our purposes and describe how we will ensure data protection compliance.                                                                   | Yes   |
| We do an objective assessment of the likelihood and severity of any risks to individuals' rights and interests.                                                                                               | Yes   |
| We identify measures we can put in place to eliminate or reduce high risks.                                                                                                                                   | Yes   |
| We record our decision-making in the outcome of the DPIA, including any difference of opinion with our DPO or individuals consulted.                                                                          | Yes   |
| We implement the measures we identified and integrate them into our project plan.                                                                                                                             | Yes   |
| We consult the ICO before processing, if we cannot mitigate high risks.                                                                                                                                       | Yes   |
| We keep our DPIAs under review and revisit them when necessary.                                                                                                                                               | Yes   |
| All of the above are covered in our Data Protection Policy as available on web. There are no specific measures in place for this guidance BUT it does serve as a reminder of our duties and responsibilities. |       |