

Fire Safety Management Policy and Procedures

May 2021

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.0	May 2021	New Policy to clarify roles and responsibilities, to ensure compliance with current legislation and guidance.

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Fire Safety Management Strategy

1 Introduction

1.1 Objective

Perth College UHI recognises the importance of having a policy for fire safety management. Fire is a hazard which has the potential to be devastating and catastrophic. The consequences of a fire include the threat to lives, damage to or loss of property, severe interruption to normal business activities or opportunities and a negative environmental impact. This policy has been formulated in order to reduce the potential for fire and the severity if a fire was to occur.

Fire safety includes preventing outbreaks of fire and mitigating the direct and consequential damages. This is done through early detection, reducing spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting. These prevention and protection measures must be appropriate to the building use and occupancy, the inherent fire risk and also the legal obligations of Perth College as 'employer' or 'occupier of premises'.

This policy expands on the requirements of the Perth College Health and Safety Policy through the creation of fire safety management systems and standards that together with the provision and maintenance of safe buildings, protects human lives and College assets. These are in place to ensure that the College complies with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.

1.2 Scope

The policy applies to Perth College UHI Campus. Its requirements shall extend to all persons on College premises including all staff, students, contractors and visitors.

2 Accountabilities

2.1 General

The legal responsibility for ensuring compliance with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 lies with the College Board of Management and the Principal and Chief Executive as the Duty Holder.

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2.2 Organisation

The following responsibilities and tasks represent the performance standards required of all persons in the management of fire safety. As with other management responsibilities, it is for the named officer(s) to ensure that the task or outcome is delivered by delegating tasks and functions to others, if required, and monitoring the results.

Principal and Chief Executive

The Principal and Chief Executive is responsible, on behalf of the College Board of Management, for the fire safety of all premises belonging to or occupied by Perth College UHI and will ensure:

- that Perth College has a fire safety policy;
- that a programme to implement, maintain, monitor and review the policy is agreed and discussed as required;
- that resources are available for the implementation, maintenance, monitoring and review of the fire safety policy;
- ensure that within agreed corporate annual budget provisions, the funding of capital and maintenance works consistent with this policy are identified;
- identify and allocate funds for fire risk assessment, fire safety training requirements, the routine maintenance of fire alarms, detection and extinguishing systems and equipment, the marking and maintenance of the means of escape and emergency lighting from all premises.

Head of Estates

The Head of Estates will:

- ensure that fire safety specifications are incorporated in the planning of new build, refurbishment or structural alteration projects in consultation with Building Control Officers and any other stakeholders as appropriate;
- ensure the maintenance of the structure or fabric of College buildings so that any means of escape or egress are not compromised;
- ensure that all fire safety systems and equipment (including fire alarms and emergency lighting) are maintained and inspected by the College service provider in accordance with any output specification or statutory obligation;
- ensure that as-built drawings for each building indicating building fire zones, protected and other fire routes, temporary waiting areas (refuge areas), location of detection and extinguishing devices or equipment are provided for inclusion in fire safety plans and that such drawings are kept up to date;
- ensure that proposed alterations to any College building likely to affect the means of escape or other fire safety provisions are properly considered and ensure that the existing risk assessment is reviewed to take account of the

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proposed alteration in order to enable review of the risk profile for the building as a whole;

- ensure consultation with the planning authorities should the proposed alteration to any College building result in a material change of use, number of occupants or means of escape;
- ensure the maintenance, inspection and testing by competent persons of all fire detection and warning systems, portable extinguishers, emergency lighting, and any other preventive or protective measures forming part of the building services;
- ensure that records of such maintenance, inspection and tests are recorded in the Building Fire Log Books for each College building;
- ensure the provision and fixing of fire safety signs in accordance with any fire risk assessment;
- ensure that any actions identified within the fire risk assessment are investigated and carried out as necessary;
- ensure the uniformity of recognised standards of maintenance, inspection and testing throughout the College premises by the selection and monitoring of competent contractors;
- ensure that contractors are informed of the building fire evacuation procedures and other fire safety provisions before standing work;
- ensure the operation of a written 'permit-to-work' procedure in all operations involving the isolation, removal or disconnection of any fire safety system and due notification of Estates Officer or Student Residences Manager before such work is done;
- ensure the operation of a written 'permit to work' procedure for building maintenance operations involving hot work i.e. welding, flame cutting, use of blow lamps or portable grinding wheels in areas near flammable materials whether done by employees or contractors;
- ensure that inspection and test records and defect reports for all fire safety systems and equipment are kept;
- ensure that procedures are in place for the removal of flammable rubbish and waste (other than that designated as special or hazardous wastes from laboratories) from College buildings and safe storage away from the building and ignition sources whilst awaiting collection;
- ensure that estates staff, whether employees or contractors, do not store or leave any flammable rubbish or any other waste in escape routes such as corridors, stairways, lobbies or in the vicinity of building fire exits;
- ensure that there is at least a weekly check of the means of escape from College buildings including corridors, stairways and other routes, fire doors and final exits and that deficiencies (including those relating to emergency lighting) are recorded and acted on.;
- ensure the physical security of buildings against intruders and the provision of security staff or duty staff, whether employees or contractors, trained to respond in the event of fire so that during and outside normal working hours they are able to direct and admit Scottish Fire and Rescue Service to all parts of the building and are able to contact nominated College staff.

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Health, Safety and Wellbeing Adviser

The Health, Safety and Wellbeing Adviser will:

- ensure the provision of advice to Perth College management on all aspects of fire safety including legal duties and fire precautions.
- ensure that fire risk assessments are completed, monitored and kept under review.
- ensure the preparation of fire safety plans.
- ensure formulation and organisation of evacuation procedures, fire drills, written organisational emergency plans and fire safety training programmes are in place for Duty Fire Officers, Fire Wardens, Evacuation Teams and other staff.
- develop relevant procedures and guidance with approval of the Health and Safety Committee to define fire safety standards and give practical guidance.
- ensure periodic inspection of College premises and the monitoring of fire risk assessment action plans and other fire safety standards or procedures.
- ensure the review of fire safety plans following changes to building use, means of escape or other relevant fire safety measures.
- ensure that periodic evacuation drills are carried out twice yearly and appropriately recorded in all College buildings.
- undertake periodic inspection of College premises, fire safety systems and equipment including records held within building fire log-books for each building.
- monitor the implementation of fire safety plans and other fire safety standards or procedures.
- ensure the review of building risk profiles for all College buildings and incorporate into emergency plan arrangements.
- ensure that the Principal and Chief Executive and Senior Management Team are informed of serious fire risks or other failures of the fire safety management system.
- ensure that staff, whether employees or contractors, do not store or leave any flammable rubbish or any other waste in escape routes such as corridors, stairways, lobbies or in the vicinity of building fire exits.

Sector Development Directors, Heads of Department, AST Training Manager

Sector Development Directors, Heads of Department, AST Training Manager will:

- ensure that rooms are only used for the purpose that they are designed for so that there is no increase in fire risk eg through overcrowding, re-arrangement of furniture, excessive or insecure storage of flammable or explosive materials or use of naked flames.

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- ensure that risk assessments of activities or processes under their control or direction identify fire hazards and implement precautions to avoid where reasonably practicable the risk of fire.
- make arrangements to ensure that fire prevention, protective or other controls identified by the risk assessment are made available, properly used and maintained if these are additional to those provided generally for safety of the building and its occupants.
- ensure the safe and secure storage of highly flammable liquids and flammables, combustible gases, other substances and similar hazardous wastes where necessary, in accordance with the DSEAR Regulations.
- ensure that corridors, stairways, hallways and exits remain unobstructed at all times. No equipment, furniture, display material, goods, packaging material or waste products or other items to be located in circulation routes within or from any part of their Curriculum area or Department comprising a protected or designated means of escape.
- ensure that any contractors or visitors engaged by their Curriculum area or Department are informed of particular fire risks in areas where they may work, given instructions on fire evacuation procedures and arrangements for hot work or other permits are made through the Estates Department.
- nominate sufficient members of staff as Fire Marshalls to assist in the evacuation of their Curriculum area or Department during normal office/college hours and ensure that they undertake fire marshall refresher training as required.
- ensure that new staff are provided with emergency evacuation instructions, building escape routes and assembly areas and other relevant fire safety procedures detailed in the fire safety plan for the building.
- ensure that students, residents, contractors and visitors are instructed on fire evacuation procedures, evacuation routes, assembly areas and other fire prevention and protective measures appropriate to their building or area, e.g. as written rules or verbal instructions.
- Ensure that a Personal Emergency Evacuation Plan (PEEP), has been carried out for any staff or students in their Curriculum area or Department that require assistance to evacuate in an emergency. The plan explains the method of evacuation to be used by the person in each area of a building. It should not be assumed that because a person is disabled that they will need or ask for a PEEP. Some people will be confident that they can get out of the building unaided. Also, it should not be assumed that people with 'hidden impairments' such as a heart condition or epilepsy, and who normally would not have an access problem, might not require assistance in an emergency situation.

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All Staff

All staff will:

- ensure that rooms are only used for the purpose that they are designed for so that there is no increase in fire risk eg through overcrowding, re-arrangement of furniture, excessive or insecure storage of flammable or explosive materials or use of naked flames.
- make themselves aware of the fire safety plan for the building(s) in which they work and cooperate with Duty Fire Officers, Duty Caretakers, Fire Marshalls and other fire management staff to ensure the effectiveness of the fire evacuation procedures.
- make themselves aware of the location of fire alarm activation call points, escape routes and final exits.
- bring to the attention of the Estates Management any defects or deficiencies in fire safety arrangements including failure of any detection or warning device, fire door or final exit door or obstructed escape route.
- immediately activate the nearest manual call point if they discover a fire.
- not attempt to extinguish a fire unless trained to do so or if they or others would be at personal risk.
- instruct and assist students and other visitors so that they leave the building safely and promptly.
- ensure that visitors under their organisation are instructed in the fire evacuation procedures.

All Contractors

All contractors will:

- make themselves aware of the fire safety plan for the building(s) in which they are working in and cooperate with the Duty Fire Officers, Fire Marshalls, Duty Caretakers and other fire management staff to ensure the effectiveness of the fire evacuation procedures;
- sign in and out of the College building and have received an induction from Estates Department management;
- ensure the operation of a written 'permit to work' procedure for works involving hot work i.e. welding, flame cutting, use of blow lamps or portable grinding wheels in areas near flammable materials whether done by employees or contractors;
- ensure that corridors, stairways, hallways and exits remain unobstructed at all times whilst carrying out their works.

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3 Aim of the Policy

The aim of this Fire Safety Management Policy is to detail the measures that Perth College UHI implements in order to provide a safe environment for all staff, students, visitors, contractors and members of the public. The primary focus of this policy is the provision and maintenance of fire safety systems to ensure that in the event of a fire, the occupants are able to reach a place of safety whilst preventing the spread of the fire.

The key areas of fire safety management that must be implemented as part of this strategy are:

- The creation of standards and procedures for fire safety throughout the College.
- The allocation of responsibilities and duties for fire risk assessment and fire management which must incorporate the principles of prevention, active and passive protection and emergency response.
- The identification through risk assessment of the standard of means of escape, fire alarm systems and extinguishing methodology in College buildings in relation to the occupation levels and building use to achieve safe evacuation.
- The allocation and definition of responsibilities and standards for the provision, installation, testing and planned maintenance of fire safety equipment, devices, alarms and extinguishing systems.
- The identification of standards for the control of combustible, flammable or explosive materials.
- The allocation of responsibilities for the implementation of fire emergency plans including evacuation procedures, first-aid, firefighting, contacting the emergency services, emergency coordination and staff training.
- The allocation of responsibilities and duties of staff for monitoring and auditing all fire safety management systems and procedures.
- The development and delivery of suitable staff training in fire safety and fire marshall training to ensure sufficient numbers of fire marshalls.
- The development and implementation of emergency procedures to ensure minimal damage and disruption from an unforeseen incident involving fire and allow an early recovery from the incident and enable operations to continue.

Achieving these objectives will ensure compliance with fire safety and related legislation and current best practice across similar organisations.

4 Procedures

4.1 Building Requirements

Perth College UHI is committed to providing an estate which meets the required fire safety standards for all buildings. This is in order to protect the health, safety and welfare of all staff, students, visitors, contractors and other building users. Through meeting these standards, it will help to protect College assets, business activities and potential for fire.

For each building, the College shall:

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- provide and maintain passive and active fire protection measures according to the purpose and use of the building, the number of occupants and the activities or processes undertaken therein.
- carry out a fire risk assessment to assess fire risks from the building and processes within, the existing preventive and protective measures and identify areas for improvement.
- carry out fire risk assessments within the recommended reassessment timescales.
- establish a programme of works to improve or maintain the existing fire safety specifications.
- prepare and keep under review building specific fire safety plans.
- establish clear lines of responsibility and authority for the day-to-day fire safety management.
- identify competent persons to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service.
- carry out periodic checks of the fire safety measures and monitor the fire safety standards against any fire risk assessment.

4.2 Fire Safety Specifications

Technical specifications for the means of escape for each College building including travel distance, fire-resistance and compartmentation requirements shall be identified by fire risk assessment. The risk assessment shall incorporate the building construction and layout, process fire risks and the use and maximum building occupation numbers. It must also include consideration for location of the occupants, their familiarity with the means of escape and their mobility.

Each College building shall be provided with a fixed fire alarm system installed to the minimum standard with automatic fire detection and shall be inspected and serviced at least annually by a competent person.

Automatic fire detection shall be provided for property protection in areas of high fire or life risk such as store rooms containing highly flammable materials, computer installations, electrical switch-gear, telecommunications rooms, archive rooms and student accommodation.

Routine servicing or replacement of any part of the fire detection system that could temporarily reduce its effectiveness when the building is occupied shall be done in accordance with a written permit-to work that expressly identifies the measures to be put in place by the Head of Estates to ensure life safety during the period of the work.

The consequences of unintentional failure or partial failure of any life or property protection system leading to temporary loss of effectiveness shall be assessed and appropriate measures put in place by the Head of Estates.

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Appropriate portable fire extinguishers shall be provided in each College building depending on the relevant fire risks.

All portable fire extinguishers shall be inspected and serviced at least annually by a competent person. Extinguishers found to be unserviceable shall be replaced immediately. Discharged and partly discharged extinguishers shall be returned to the Estates Department for replacement after use.

College buildings shall be fitted with emergency escape lighting where required to enable occupants to locate, move safely along and escape from a final exit. All emergency escape lighting systems shall be inspected and serviced by a competent person at least annually. Defective bulbs shall be replaced as soon as practicable.

4.3 **Storage of Flammable Substances**

Store rooms and similar areas used to keep highly flammable liquids, petroleum spirit, combustible gases and related waste materials shall, in accordance with the fire risk assessment, be segregated from other parts of the building by an appropriate combination of distance and non-combustible fire resisting structures.

Cylinders of compressed or liquefied flammable or explosive gases such as acetylene and LPG (propane) shall be kept in the open air in a store designed and constructed in accordance with relevant standards. Cylinders of such gases in use within College buildings should be returned to the designated store at the end of the working day.

All areas used for storage of, or processes involving high-risk flammable substances will be subject to risk assessment under the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2005.

All areas used for storage or processes involving high-risk flammable substances shall have sufficient natural or mechanical ventilation to prevent the formation of flammable or explosive atmospheres. Buildings, equipment and apparatus shall be designed, assembled and operated in accordance to prevent, or where this is not reasonably practicable, to adequately reduce the risk of fire in accordance with any risk assessment.

4.4 Fire Safety Training

College staff shall be provided with information and training on fire prevention, protection requirements and action to be taken in the event of fire. All staff shall be given information or training on:

- the College Fire Safety Policy and their personal responsibilities to prevent and protect against outbreaks of fire;
- what action to take if they discover a fire;
- how to raise the alarm, the location of manual call points and the procedure for contacting the Fire Service;
- what action to take immediately on hearing the fire alarm;
- the location and safe use of fire extinguishing equipment;
- the location of escape routes from their place of work including those routes not used regularly for normal access and egress;
- their responsibility to direct or escort students, visitors and members of the public in their charge to escape routes (and in the case of disabled persons to the nearest useable escape route or temporary waiting area (refuge area));
- the importance of keeping closed all fire doors to limit the spread of fire, heat or smoke;
- how to safely isolate or shutdown process plant or equipment, where appropriate,
- importance of good housekeeping in preventing the outbreak of fire and limiting its effects.

This training shall be refreshed every 2 years.

New staff shall be given basic fire safety information and training covering the above elements during their first week of employment by line manager or other nominated person.

Students in on-site student residences shall be given information and instruction on the day of their arrival in halls in the form of a verbal instruction and be issued with written instructions relating to fire safety.

Curriculum Areas, Departments and AST, shall ensure that their students are given fire safety instructions and information relating to the building or premises that they occupy and any work process or activity that creates a risk of fire.

Fire safety instructions and information relevant to each College building shall be displayed as appropriate i.e. adjacent to fire call points, at building entrances and in staff/student handbooks.

Fire safety and emergency information for visitors and contractors shall be provided during their site induction.

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Duty fire officers, fire marshalls, estates caretakers, reception staff, estates maintenance and other staff who have specific responsibilities (ie evacuation team) under this fire safety policy will be given additional instruction and training appropriate to their role. This training shall be refreshed on an annual basis.

Training will be arranged and co-ordinated by the HR & Organisational Development department and the Health, Safety and Wellbeing Adviser.

Staff who carry out or assist in the fire risk assessment should be provided with sufficient information and training as required to ensure their competence.

4.5 Fire Evacuation Procedure

A fire evacuation procedure shall be developed for each College building covering the following:

- Action on discovery of fire.
- Warning and evacuation signals.
- Fire-fighting.
- Evacuation procedure.
- Assembly areas.
- Evacuation of non-ambulant persons and others with mobility or sensory difficulties.
- Crowd management.
- Re-admission to the building.

Fire action notices shall be provided throughout each building, eg adjacent to each manual call point, in rooms provided for student accommodation, in public assembly areas such as lecture theatres, workshops, kitchens, teaching and other rooms used by members of the public providing information on the evacuation procedure including assembly areas.

Fire marshalls, estates caretakers or other duty staff shall be available to prevent unauthorised access or re-entry to the building.

Fire marshalls, estates caretakers or other duty staff that supervise the building evacuation shall be identifiable by orange high visibility jacket.

Fire evacuation procedures in every College building shall be tested and rehearsed by fire drills or activations twice yearly so that occupants are periodically made aware of the evacuation signal, escape routes and assembly areas. Fire drills shall be organised by the Health, Safety and Wellbeing Adviser monitored by the Head of Estates to identify and remedy any deficiency.

Fire alarms in every College building shall be tested weekly and recorded by Estates Caretakers.

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4.6 Disabled Persons

College buildings shall be designed and constructed so as to be available without discrimination against disabled people including those that have impaired mobility, vision or hearing subject to the provisions of the Equalities Act 2010.

The fire risk assessment for each building shall explicitly consider the means of escape, means of giving warning and other fire safety provisions in relation to the needs of mobility or sensory impaired or disabled staff, students, visitors and members of the general public. Persons should be able to identify the fire alarm signal, leave the building safely without risk to themselves and others or remain in a temporary waiting area (refuge area) or fire protected compartment.

Personal Emergency Evacuation Plans (PEEPS) for individual staff/students that require assistance shall be developed by the Personal Academic Tutor, Health, Safety and Wellbeing Adviser and the individual then sent to the Student Support Team. The Estates Department should also be involved if there are issues with aspects of the facilities that may need to be addressed.

Specific consideration should be given to the following general matters in any assessment for disabled persons:

- Seek the views of disabled persons so that their individual needs can be identified;
- Make sure (with agreement) that work colleagues and Fire Marshalls are aware of the specific needs of disabled persons;
- Provide suitable access and egress to buildings and where necessary, visual or other fire alarm devices for those with impaired hearing.

4.7 Fire Safety Plans

A fire safety plan for each College building shall be coordinated by the Estates Department. The plan shall contain the following information:

- the results of the fire risk assessment identifying the building use, occupancy, building and process fire risks;
- scale drawings of the building identifying the fire zones and compartmentation, levels of fire resistance, protected escape routes, fire doors, location of detection devices, alarm call points, fixed and portable fire extinguishers and location and type of fire safety signs. Plans shall be marked to indicate rooms or areas of particular fire or other hazard and assembly areas;
- schedules for the routine weekly, monthly or other checks, tests or inspection to be carried out on any installed fire safety system and of the means of escape together with records of the results of such checks

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during the previous 12 month period (earlier records are to be archived) and actions taken to remedy defects;

- action plan of any fire safety audit and programme of works to remedy defects and deficiencies;
- the fire evacuation procedure together with the list of persons with specific responsibilities for fire safety together with summaries of defects and remedies identified by evacuation drills.

The Head of Estates shall be responsible for implementing the fire safety plan. The plan should be retained in the building to which it refers together with the fire risk assessment and be available for inspection by Scottish Fire and Rescue Service if required.

4.8 Fire Safety Systems – Testing, Maintenance and Inspections

Fire Panel – Caretakers are to conduct a daily visual check to ensure power to control panel and no faults showing. There is no requirement to record visual checks if no faults are shown. If there is a fault, it is to be reported to Estates Management/Lead Caretaker and recorded in Building Fire Log Book.

Estates Department are to arrange annual testing and servicing of the Fire Panel. All tests and servicing are to be recorded in the Building Fire Log Book.

Automatic Fire Detection System/Fire Alarm System – Weekly testing of Fire Alarm System by Caretakers activating a test from manual call points. A different call point is to be activated for each weekly test, rotating through different Fire Zones. Fire Alarm Tests are to be recorded in the Building Fire Log Book indicating which call point was activated.

Estates Department are to arrange for annual testing and servicing of the Fire Alarm System and Automatic Fire Detection System. All tests and servicing are to be recorded in the Building Fire Log Book.

Voice Communications Systems – Caretakers are to test the Refuge Call Point communication systems on a monthly basis and record in Building Fire Log Book. Faults are to be reported to Estates Management/Lead Caretaker and recorded in Building Fire Log Book.

Emergency Lighting – Caretakers are to test Emergency Lighting on a monthly basis and record in the Building Fire Log Book. A different test point is to be activated for each monthly test rotating through different Fire Zones. Fault are to be reported to Estates Management/Lead Caretaker and recorded in Building Fire Log Book.

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Estates Department are to arrange for annual testing and servicing of maintained and non-maintained Emergency Lighting Systems. All tests and servicing are to be recorded in the Building Fire Log Book.

Automatic Fire Doors – Caretakers are to conduct a visual check on Automatic Fire Doors to ensure they close when the Fire Alarm System is activated. There is no requirement to record visual checks if no faults are found. If there is a fault, it is to be reported to Estates Management/Lead Caretaker and recorded in Building Fire Log Book.

Compartment Boundaries – Estates Department are to inspect and confirm Compartment Boundaries are sound and made from fire resisting materials inhibiting the spread of fire and smoke within the compartment.

Cavity Barriers – Estates Department are to inspect and confirm Cavity Barriers in ceiling voids are in place, sound and made from fire resisting materials inhibiting the spread of any fire and smoke.

Fire Stopping – Estates Department are to inspect and confirm Fire Stopping of holes/gaps in walls, floors and ceilings voids are in place, sound and made from fire resisting or intumescent materials inhibiting the spread of any fire and smoke.

Escape Routes and Exit Doors – Caretakers are to conduct a visual check of Escape Routes and Fire Exits to ensure they are clear from obstruction and allow safe passage and final exit. There is no requirement to record visual checks if no faults/obstructions are identified. If there is a fault/obstruction, it is to be rectified and reported to Estates Management/Lead Caretaker and recorded in Building Fire Log Book.

Fire Resisting Self Closing Doors – Caretakers are to conduct a visual check of designated Fire Doors (identified by blue and white sign displaying “Fire Door, Keep Shut”, to ensure they are not held open by wedges etc. There is no requirement to record visual checks if no faults are identified. If there is a fault, it is to be rectified and reported to Estates Management/Lead Caretaker and recorded in Building Fire Log Book. Caretakers shall also conduct a visual check of Fire Resisting Doors to ensure the self-closing mechanism operates (remove wedges etc). There is no requirement to record visual checks if no faults are identified. If there is a fault, it is to be rectified if possible and reported to Estates Management/Lead Caretaker and recorded in Building Fire Log Book.

Fire Extinguishers – Caretakers are to conduct a visual check of Fire Extinguishers to ensure the tamper proof seal is intact and that extinguisher is charged to the correct pressure where applicable. Visual check is to be recorded in the Building Fire Log Book on the appropriate checklist form for the area being checked. Where a fault is identified, it is to be reported to

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Lead Editor: Health, Safety and Wellbeing Adviser
Review Timing/Date: 2 years/May 2023

Estates Management/Lead Caretaker and recorded in Building Fire Log Book.

Estates Department are to arrange for annual testing and servicing of the Fire Extinguishers. All tests and servicing are to be recorded in the Building Fire Log Book.

Dry Risers – Estates Department are to arrange for annual testing and servicing of building Dry Risers. All tests and servicing are to be recorded in the Building Fire Log Book.

Fire Hydrants – Estates Department are to arrange for annual testing and servicing of Fire Hydrants. All tests and servicing are to be recorded in the Building Fire Log Book.

Building Fire Log Book – The Health, Safety and Wellbeing Adviser is to inspect and review Building Fire Log Books and report discrepancies to the Head of Estates monthly.

The Head of Estates is to inspect and review Building Fire Log Books annually.

Fire Safety Systems – The Health, Safety and Wellbeing Adviser is to visually inspect Fire Safety Systems every 6 months and report deficiencies to the Head of Estates.

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Fire Safety Systems – Testing, Maintenance and Inspection Frequency						
Active Systems	Frequency					
	Daily	Weekly	Monthly	Quarterly	6 Monthly	Annual
Fire Panel Function	Caretaker					
Automatic Fire Detection System/Fire Alarm System (Weekly Test, Annual Service)		Caretaker				Estates
Voice Communications Systems (Test)			Caretaker			
Emergency Lighting (Monthly Test, Annual Inspection)			Caretaker			Estates
Fire Door Automatic Release Mechanisms (Inspection)		Caretaker				
Passive Systems	Frequency					
	Daily	Weekly	Monthly	Quarterly	6 Monthly	Annual
Compartment Boundaries (Inspection)						Estates
Cavity Barriers (Inspection)						Estates
Escape Routes and Exit Doors (Inspection)	Caretaker	Caretaker				
Fire Resisting Self Closing Doors (Inspection)		Caretaker	Caretaker			
Fire Stopping (Inspection)						Estates
Other Fire Safety Systems and Equipment	Frequency					
	Daily	Weekly	Monthly	Quarterly	6 Monthly	Annual
Fire Extinguishers (Monthly Inspection, Annual Inspection & Service)			Caretaker			Estates
Dry Risers (Annual Inspection & Service)						Estates
Fire Hydrants (Annual Inspection & Service)						Estates
Fire Safety Systems and Equipment Records	Frequency					
	Daily	Weekly	Monthly	Quarterly	6 Monthly	Annual
Building Fire Log Book (Inspection)			HSWA			Estates
Fire Safety Systems (Inspection)					HSWA	

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5 **Quality Manager**

Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

6 **Linked Policies/Related Documents**

Health and Safety Policy
Fire and Emergency Evacuation Procedure
Control of Substances Hazardous to Health (COSHH) Policy
Electrical Safety Policy
Lone Working Policy
Managing Contractors Working on College Premises Policy
Smoking Policy

7 **Relevant Legislation**

Health and Safety at Work etc Act 1974
Management of Health and Safety at Work Regulations 1999
Fire (Scotland) Act 2005
Fire Safety (Scotland) Regulations 2006
The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006

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