

<b>Item</b>	Performance and Planning Department Report		
<b>Committee</b>	North, West and Hebrides (put committee name here) Committee		
<b>Date paper prepared</b>		<b>Date of committee</b>	
<b>Subject</b>	Fire Safety Policy		
<b>Author</b>	H&S and Fire Safety Officers		
<b>Action requested</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input checked="" type="checkbox"/> <b>For Discussion</b> <input type="checkbox"/> <b>For recommendation</b> <input type="checkbox"/> <b>For Endorsement</b> <input type="checkbox"/> <b>For Approval</b>		
<b>Purpose of the paper</b>	To report on key areas within the performance and planning department		
<b>Brief summary of the paper</b>	<p>This performance report will feature regularly at this Committee. It will provide the committee with up to date information on the following key areas:</p> <p>Fire Safety Policy – updated to reflect organisation structure</p>		
<b>Consultation</b>	H&S Officer		
How has consultation with partners been conducted?	<p>Safety consultant</p> <p>Senior Management Team SMT (approved)</p>		
<b>Resource implications</b> What are the risks with this proposal?	Implications are outlined within the report.		
<b>Risk implications</b>	Discussed within paper		
<b>Link with strategy</b>	College strategy, Health & Safety, Legislation		
<b>Equality, Diversity and Inclusion (EDI)</b>	The analysis here is high level and does not go into detail about specific groups. EDI analysis is carried out at team level.		
<b>Island Community Impact</b>	N/A		
<b>Paper status</b>	<p>Highlight the paper status in the list below:</p> <p><b>Open</b> – the paper may be circulated to non-members of the committee and published online without restriction.</p> <p><b>Restricted</b> – the paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><b>Confidential</b> - the paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests, as specified in the next section].</p>		

<b>Freedom of information (FOI)</b>	<p>Highlight the FOI status in the list below. Refer to <a href="#">North, West and Hebrides Freedom of Information Site</a> for more information:</p> <p><b>Open</b></p> <p><input type="checkbox"/> <b>Closed</b> – disclosure would substantially prejudice a programme of research.</p> <p><input type="checkbox"/> <b>Closed</b> – disclosure would substantially prejudice the effective conduct of public affairs.</p> <p><input type="checkbox"/> <b>Closed</b> - Disclosure would substantially prejudice the commercial interests of any person or organisation.</p> <p><input type="checkbox"/> <b>Closed</b> - Disclosure would constitute a breach of confidence actionable in court.</p> <p><input type="checkbox"/> <b>Closed</b> - Disclosure would constitute a breach of the Data Protection Act.</p> <p><input type="checkbox"/> <b>Closed</b> - Other, please specify. It can be open after the Advance HE publishes the report in Autumn</p>
<b>Freedom of information (FOI) disclosure date</b>	<p>If closed/ withheld is selected above, enter the date when this will become 'open':</p> <p>Click or tap to enter a date.</p>



## Fire Safety Policy

POL-NWH-005

Lead Officer (Post):	Vice Principal Resources and Enterprise
Responsible Office/ Department:	Infrastructure/Performance & Planning
Responsible Committee:	Audit & Risk Management
Date policy approved:	01/08/2023
Date policy last reviewed and updated:	07/02/2025
Date policy due for review:	06/02/2028
Date of Equality Impact Assessment:	July 2023
Date of Privacy Impact Assessment:	n/a

Accessible versions of this policy are available upon request. Please contact UHI North, West and Hebrides for further details.

Policy Summary

Overview	This policy highlights the College's commitment to fulfilling its legal responsibilities under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. These obligations include ensuring a safe environment for staff, students, and visitors by minimizing fire safety risks, with an unwavering priority on the safety and well-being of all individuals.
Purpose	To ensure that the College achieves compliance with fire safety regulations. Provides safe emergency evacuation for all staff, students, visitors and contractors to facilitate an evacuation in the event of a fire. Provides buildings with appropriate and maintained fire safety measures.
Scope	This policy applies to all UHI North, West and Hebrides campuses, staff, students, and visitors.
Consultation	An external fire adviser has been consulted on the policy.
Implementation and Monitoring	The Health and Safety Officer is responsible for the implementation and monitoring of this policy.
Risk Implications	Absence of an adequate Fire Safety Policy exposes the College, staff and students to unnecessary risk and means the College may not meet its legal requirements.
Link with Strategy	n/a
Impact Assessment	Equality Impact Assessment: No action required.
	Privacy Impact Assessment: n/a

## 1. Policy Statement

- 1.1 The UHI North, West and Hebrides Board of Management recognises and accepts its duty to protect the health and safety of all staff, students, and visitors to the College, as well as any members of the public who might be affected by its operations.
- 1.2 UHI North, West and Hebrides is a responsible employer and takes its fire and safety duties seriously. This policy has been formulated to help the College comply with its legal obligations to staff, students, and visitors under the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.
- 1.3 These obligations include the provision of a safe place of work where fire safety risks are minimised, and the priority is always the safety of individuals.
- 1.4 UHI North, West and Hebrides will:
  - Plan, organise, control, monitor and review all fire safety measures.
  - Develop a procedure to minimise the risks associated with fire.
  - Reduce the risk of an outbreak of fire.
  - Reduce the risk of fire spread.
  - Provide a means of escape.
  - Demonstrate preventative action.
  - Maintain documentation and records in respect of fire safety management.
- 1.5 Specific arrangements for this Policy's implementation are detailed in the following pages.

## 2. Scope

- 2.1. This policy applies to all UHI North, West and Hebrides campuses, staff, students and visitors.

## 3. Duty Holder

- 3.1. **Duty Holder:** A person or entity responsible for fire safety in a premises.
- 3.2. The Duty Holder is UHI North, West and Hebrides.

## 4. Competent Person

- 4.1. **Competent Person:** The Duty Holder must nominate one or more competent persons to assist them in undertaking the measures necessary to comply with current legislation. UHI North, West and Hebrides will employ the services of external Fire Safety Consultants.

## 5. Responsibilities

- 5.1 **Board of Management:** The Board of Management is responsible for approval of the policy.
- 5.2 The Duty Holder has nominated:
  - 5.2.1 Site Services and Estates & Facilities
    - To ensure adequate maintenance and testing of fire alarms and firefighting equipment.
    - To ensure fire drills are scheduled, arranged, carried out and findings recorded.
  - 5.2.2 The Safety Officer/Fire Safety Consultant
    - To support the investigation of all fire and fire alarm incidents.
    - To review Fire Risk Assessments with the Estates Personnel and Fire Safety Consultants.

- To review the Fire Safety Policy with the Fire Safety Consultants.

### 5.2.3 Infrastructure, Estate and Facilities

- To ensure the provision of adequate fire safety measures across all facilities.
- To ensure Fire Risk Assessments are carried out regularly and implement identified safety measures as necessary.

### 5.3 All College Managers/Team Leaders:

- Are responsible for keeping their operating areas safe from fire hazards and ensuring fire escape routes and doors are not blocked.
- Ensuring that their department conducts their operations in such a manner that minimises the risk of fire including keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulations of combustible materials.
- Ensuring that all their staff are trained in fire awareness and fire prevention and are aware of the contents of the Emergency Fire Action Plan.
- Ensuring that members of staff who are fire wardens are provided with fire warden training.
- Assisting the Fire Warden during an evacuation by managing staff and students at the Fire Assembly Point and supporting the Fire Warden in their duties.

### 5.4 All staff:

- Are required to assist in ensuring the building is fully evacuated during emergencies by guiding students to exit the building swiftly and safely, checking rooms for occupants as they pass and reporting cleared rooms to the Fire Warden.
- Must make themselves familiar with the Emergency Fire Action Plan.
- Must assist the Fire Warden during an evacuation by managing students at the Fire Assembly Point.
- Must support the Fire Warden in their duties.

### 5.5 All staff and students:

- Have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.
- Must co-operate fully with any procedure that may be introduced as a measure to protect the safety and well-being of building users.
- Must make themselves familiar with the Emergency Fire Action Plan.
- Must assist the Fire Warden during an evacuation by swiftly evacuating the building and making their way to the Fire Assembly Point, forming orderly groupings and being attentive to and supporting the Fire Warden in their duties.

## 6 Practicalities

### 6.1 Fire Wardens: The College will appoint Fire Wardens to carry out the following duties:

- Implementing and supervising the Emergency Fire Action Plan.
- Ensuring the emergency services are contacted.
- Managing the Fire Assembly Point.

### 6.2 Fire Risk Assessment: Fire Risk Assessments (FRAs) will be carried out by a competent person for all properties owned or managed by UHI North, West and Hebrides. All FRAs will be reviewed and where necessary revised on a regular basis.

- 6.3 **Emergency Fire Action Plan:** The Emergency Fire Action Plan shall be maintained and disseminated to all staff. It will also be made available to all students and posted online.
- 6.4 **Unwanted Fire Alarm Signal (UFAS)**
- 6.4.1 The Scottish Fire and Rescue Service (SFRS) will only attend a fire or signs of fire from non-exempt premises.
- 6.4.2 Exempt premises are those that provide sleeping accommodation.
- 6.4.3 Signs of a fire include actuation of:
- Heat detector
  - Multi sensor detector
  - Manual call point
  - Multiple detectors
  - Sprinkler head
- 6.4.4 Other type of alarm actuations (smoke detector) must be investigated to confirm a fire or signs of a fire before the SFRS will attend.
- 6.4.5 UHI North, West and Hebrides has a duty to investigate all fire alarm actuations within its estate.
- 6.5 **Training:** All staff will be given training and instruction on “the action to be taken” when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any changes that may affect fire safety.
- Training will be provided, as necessary, to any staff given additional fire safety responsibilities such as Fire Wardens and members of the Emergency Response Team.
- 6.6 **Fire Evacuation Drills:** A fire evacuation drill will be carried out at least once per semester in each property. Fire evacuation drills should also include evening classes.
- Following a fire drill there should be a review of the operation of the Emergency Fire Action Plan. The results of the fire drill should be recorded, discussed with staff, and action should be taken to address any issues which have arisen.
- 6.7 **Documentation and Records:** UHI North, West and Hebrides shall maintain and retain all relevant documentation in accordance with our Records Retention and Disposal Policy.
- 6.8 **Arrangements:** The following arrangements are in place to ensure suitable standards of fire safety:
- 6.8.1 Appropriate fire detection and alarm systems are installed within the College properties. The systems will be serviced and maintained by a service engineer on a regular basis. These systems will also be subject to a weekly test.
- 6.8.2 Safety signs and notices are provided throughout all premises. These will be subject to a weekly check.
- 6.8.3 All escape routes will be kept clear and free from obstructions to ensure they are always available when personnel are in the building. All escape routes will be subject to a weekly inspection.
- 6.8.4 Self-closing fire doors are provided in strategic locations. These safety critical doors will be subject to a weekly and six-monthly inspection.

- 6.8.5 Emergency lighting is provided where necessary. These systems will be serviced and maintained by a service engineer on a regular basis. The systems will also be subject to a monthly test.
- 6.8.6 Suitable and sufficient firefighting equipment is provided. These appliances will be serviced and maintained by a service engineer on a regular basis. The fire extinguishers will also be subject to a monthly visual check.
- 6.8.7 If any member of staff/student observes defective or missing equipment they must report it via Riskex AssessNet immediately so appropriate action can be taken to rectify the situation.
- 6.8.8 Items of personal electrical equipment charged on the premises must be visually checked to ensure they are safe to use/operate.
- 6.8.9 Where outside contractors are employed, prior to any work being undertaken, the fire risk assessment will be reviewed and additional risks likely to be introduced will be considered and evaluated.
- 6.8.10 Contractors will be provided with instruction on the Emergency Fire Action Plan for the property they are working on.
- 6.8.11 Contractors should provide the College with a copy of their risk assessment and method statement covering the work they intend to undertake.

## 7 Exceptions

- 7.1 This policy applies without exceptions, exclusions, or restrictions.

## 8 Notification

- 8.1 All staff will be provided with fire safety information commensurate with their role.
- 8.2 All staff will be kept informed of any relevant changes to fire safety procedures or the Fire Risk Assessment.
- 8.3 All staff and students will be made aware of the Emergency Fire Action Plan.
- 8.4 A copy of the Emergency Fire Action Plan will be displayed in all College premises and online.

## 9 Legislative Framework

- Construction (design and Management) Regulations 2015
- Control of Asbestos at Work Regulations 2012
- Control of Major Accident Hazards Regulations 1999
- Control of Substances Hazardous to Health 2002 (as amended)
- Corporate Manslaughter and Corporate Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employer's Liability (Compulsory Insurance) Act 1969
- Equalities Act 2010
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- Gas Safety (Installation and Use) Regulations 1994
- Health & Safety at Work etc., Act 1974



- Health & Safety (Safety Signs & Signals) Regulations 1996
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Management of Health & Safety at Work Regulations 1999
- Occupiers Liability (Scotland) Act 1960
- Pressure Safety System Regulations 2000
- Provision and use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Prohibition of Smoking in certain Premises (Scotland) Regulations 2006

## 10 Related Policies, Procedures, Guidelines and Other Resources

- Health and Safety Policy

## 11 Version Control and Change History

Version	Date	Endorsed / Approved	Amendment(s)	Author
0	Aug 23	Endorsed	New policy for UHI NWH	Safety Officers
1	Jan 25		Review and update to new organisation structure	David Clark EngTech GIFireE JH/TK
2				
3				
4				