



Fire Safety Policy

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Lead Officer (Post):	Senior Safety Officer
Responsible Office/ Department:	TBC
Responsible Committee:	Board of Management
Date policy approved:	01/08/2023 TBC
Date policy last reviewed and updated:	n/a
Date policy due for review:	TBC
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	<p>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.</p> <p>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.</p>
Purpose	To ensure that the college achieves, compliance with fire safety regulations. Provides safe emergency evacuation during a fire for all staff, students, visitors and contractors to facilitate an evacuation in the event of a fire. Provides buildings with appropriate and maintained fire alarm systems and fire equipment.
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 Duty Holder is responsible for the implementation and monitoring of this policy.
Risk Implications	Absence of an adequate Fire Safety Policy exposes the college, our 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:** The college has nominated one individual who has overall management responsibility for fire safety within the organisation.
- 3.2. The Duty Holder is Ms Debbie Murray, (role name).

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 has retained 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 Officer has nominated:
 - 5.2.1 Site Services, and Estates and 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 Officers
 - 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 Estate and Facilities

- To ensure adequate provision of fire alarms and firefighting equipment.
- To ensure that Fire Risk Assessments are carried out and identified safety measures are implemented as appropriate.

5.3 All Managers:

- Are responsible for keeping their operating areas safe from fire hazards and ensuring fire escape passages 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 with ensuring the building is fully evacuated. Guide students to leave the building swiftly and safely. Check rooms are empty as they pass them during the evacuation and report which rooms are clear to 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 and supporting 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:

- Have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.
- Supervising and implementing 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 UHI North, West and Hebrides has a duty to investigate all fire alarm actuations within its estate.
- 6.4.2 From the 1st of July 2023 the Scottish Fire and Rescue service will attend a fire or signs of fire from non-exempt premises.
- 6.4.3 Exempt premises are those that provide sleeping accommodation.
- 6.4.4 Signs of a fire include actuation of:
- Heat detector
 - Multi sensor detector
 - Manual call point
 - Sprinkler head
 - Multiple detectors.
- 6.4.5 Other type of alarm actuations (smoke detector) must be investigated to confirm a fire or signs of a fire before SFRS will attend.
- 6.4.6 Suitable instruction, information and training will be provided for all staff who will be required to carry out the investigation.
- 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.
- 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 competent person/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 competent person/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 competent person/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 organisation with a copy of their risk assessment 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 plan will be displayed throughout college sites 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) Amended Regulations 2010
- 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
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2				
3				
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