

Local Rule: Fire Safety

1. Potential Effects of a Fire

A small fire is most likely to cause damage to equipment and furniture, with the potential to cause additional smoke damage to the room of origin. A large and protracted fire can present a serious risk to loss of life and cause significant damage to a building, its structure and the contents within and has the potential to spread to adjacent buildings. The post fire effects could cause significant short and long term issues for the University;

- Loss of staff;
- Temporary or permanent loss of a building;
- Loss of essential equipment;
- Loss of essential research materials;
- Road closures;
- Prosecution;
- Increased insurance costs; and
- Damaged reputation.

This Local Rule is in effect the policy which sets out a framework to support the University's compliance with its obligations under the '*Fire (Scotland) Act 2005 as amended*' and the '*Fire Safety (Scotland) Regulations 2006*'. These obligations include a responsibility to ensure the safety, in the event of fire, of persons present within the University premises. Any person who, to any extent, has control of premises, will have some responsibility for ensuring that persons occupying those premises are safe from harm caused by fire.

2. Key Definitions

HoD	Head of Department
UFSA	University Fire Safety Adviser
DFSC	Department Fire Safety Coordinator
FM	Fire Marshal

3. Roles & Responsibilities

3.1. Director of Estates Services

The Director of Estates Services is responsible for;

- Assessing all University properties in relation to the suitability and quality of existing fire safety measures and establishing and resourcing a management system, to facilitate the implementation of advice and guidance from the UFSA and remedial actions and improvements (detailed in the fire risk assessment); based on the degree of risk
- Assessing and monitoring the impact of alterations and extensions to buildings, ensuring that the existing fire safety measures are not diminished during the construction phase and that any arrangements are compatible with those existing
- Initiating measures and procedures for the protection from fire due to operations that present a significant risk of fire e.g. 'hot works'
- Providing appropriate means whether in the form of structural facilities, warning devices, personal equipment or suitable accommodation, to ensure that the disabled and those with specific needs, are not disadvantaged in terms of fire safety
- Co-ordinating the production of contingency plans for when life safety systems such as fire detection and alarm systems, sprinklers or smoke control systems are out of order
- The testing and maintenance of active and passive fire protection measures, systems and equipment
- Producing and maintaining a Fire Safety Action Plan. The specific objectives of which are to address the fire safety issues, organise and manage the required improvements on a priority basis and implement the necessary interim measures to minimise risk and
- Establishing and maintaining fire safety manuals for all buildings which contain:
 - The fire safety policy;
 - Design information;
 - The fire specification for buildings;
 - Identified fire risks; site plans; escape routes;
 - Firefighting equipment;

- Active and passive fire protection systems;
- Operators manuals and specifications for all fire related equipment;
- The testing and maintenance regime and a schedule detailing the sections responsible for supervising and maintaining the fire safety measures.

This list is not exhaustive and additionally includes operational records such as changes to management structure and plans; planned maintenance procedures; fire routines; test evacuations; staff training; systems failure procedures and contingency planning.

3.2. Head of Department

Each HoD should appoint a DFSC, a deputy DFSC and sufficient FMs (to assist in safely evacuating the occupants of the various locations). The HoD will assume the role of DFSC by default, if no formal appointments are made and should ensure that DFSCs, FMs and all staff are made aware of the requirement to attend/carry out training appropriate to their role.

HoDs should ensure that suitable arrangements are in place for the safe evacuation of any disabled staff members, students or visitors.

3.3. Fire Safety Adviser

The University will employ a Fire Safety Adviser (FSA), who will act as the University's nominated, competent person in relation to fire safety matters including:

- Bi-annual fire evacuation drills and relevant feedback (via the DFSCs);
- The delivery of fire safety related training where required;
- The means of escape and means for protecting the means of escape;
- The means for fighting a fire and, means for raising the alarm;
- Liaison with the DFSCs and/ or Estates Services on all fire safety related matters;
- Liaison with the Scottish Fire & Rescue Service where appropriate;
- The provision and/ or presentation of written reports where necessary;
- Investigations and reports where necessary, on incidents involving fire, in conjunction with the Scottish Fire and Rescue Service and Police Scotland;
- Maintenance of accurate records of all fire incidents and fire safety matters; and
- Liaison with planning and design teams, local authority building control departments and the Scottish Fire and Rescue Service in the design of premises.

3.4. Department Fire Safety Coordinator

DFSCs should be familiar with the Local Rule on Fire Safety, the significant findings of the relevant fire safety risk assessments and the associated action plans for their areas of responsibility, as well as any specific local arrangements regarding the emergency procedures. The DFSCs will be required to:

- Regularly attend suitable fire safety training; provided and/or arranged by the Safety, Health and Wellbeing Directorate;
- Assist the HoD to periodically review their local departmental fire safety arrangements;
- Carry out a monthly check of the fire safety measures as per the 'Monthly Fire Safety Check Procedures';
- Report any defects or concerns with the existing fire safety provisions to Estates Services and/or the Safety, Health and Wellbeing Directorate.' where appropriate;
- Communicate to both the Estates Services and the UFSA, any relevant changes to departmental procedures, functions or use of the location that may impact on existing fire safety arrangements, in advance of any changes being implemented;
- Maintain suitable records of staff training, relevant testing and maintenance of fire safety measures and monthly fire safety checks where appropriate. These should be readily available for inspection during an external 'Fire Audit' by the Scottish Fire and Rescue Service and during the 'Fire Safety Risk Assessment' carried out by the UFSA;
- Accompany the UFSA, Estates Services staff or Scottish Fire and Rescue Service personnel on inspections of their departments and co-operate fully on fire safety matters;
- Maintain good housekeeping within the department; and
- Consider seriously, any concerns raised about fire safety from staff, visitors, students, contractors or any other person

3.5. Fire Marshal

Each department will also nominate a suitable number of FMs, who shall assist with the safe and efficient evacuation of all persons from departmental areas in the event of a fire alarm or other such emergency evacuation. The FMs should receive suitable fire safety training and practical fire extinguisher training; provided and/or arranged by the Safety Health and Wellbeing Directorate.

3.6. Staff

All other University staff will be responsible for:

- Familiarising themselves with the local fire procedures for all areas where they may be;
- Observing all fire safety and security rules at all times and will not misuse or interfere with any items of fire safety equipment;
- Adhering to all instructions by their HoD, DFSCs, FMs, UFSA and Scottish Fire and Rescue Service personnel in relation to fire safety; and
- Reporting any fire safety issues to their DFSCs, FMs or the UFSA

Accommodation Services and Catering Services, being independent of Estates Services management (in relation to facilities management), will be responsible for implementing any relevant measures detailed in the previous sections, including the production of testing, servicing and maintenance documentation.

4. Additional Fire Safety Measures

4.1. Responsibility for Special Arrangements

HoDs should ensure that suitable arrangements are in place for the safe evacuation of any students, staff or visitors with a disability or impairment (either permanent or temporary).

The UFSA is available to assist with creating individual 'personal emergency evacuation plans' (PEEPs) and assist the department concerned in establishing appropriate procedures. Where students attend lectures in different locations, it is important to ensure that all locations have specific arrangements detailed on the PEEP.

It should be noted that some PEEPs may require to be reviewed in the event that the locations change, or the student's impairment deteriorates such that the existing PEEP is no longer suitable.

It is vital that PEEPs are created as soon as possible, in order that any necessary provisions can be installed/provided where appropriate.

4.2. Fire Safety Risk Assessments

These will be undertaken by the UFSA in accordance with 'Fire (Scotland) Act 2005 as amended' and the 'Fire Safety (Scotland) Regulations 2006'. The fire risk assessments will be an assessment of the potential fire risks and ignition sources, the persons at risk and the various fire safety precautionary measures in place. The UFSA will make any necessary recommendations by way of an 'Action Plan', in order that the risks can be removed or reduced or whether suitable control measures should be considered. A copy of the fire safety risk assessments and associated action plans will be forwarded to Estates Services and the relevant DFSC to action accordingly.

4.3. Monthly Fire Checks

To comply with the current 'sector specific (fire safety) guidance documents' and to satisfy the Scottish Fire and Rescue Service's Fire Safety audit process, each department will be responsible for carrying out a monthly fire safety check and maintaining records for audit purposes.

5. Fire Alert Procedures

The fire alarm signal will sound in the building in alert and will also be transmitted to Security Control in Livingstone Tower. Security Control shall direct an appropriate number of Security Wardens to respond to the building in alert, via hand-held radio. When in attendance at the building in alert, the Security Wardens will conduct an investigation of the alert to ascertain if the Scottish Fire and Rescue Service attendance is required.

If there is a fire situation, the Security Wardens will contact Security Control and ask that they request the attendance of the Scottish Fire and Rescue Service.

If the alert indicates that the Scottish Fire and Rescue Service is not required, the nature of the alert will be managed by University staff.

This procedure will be adopted between the hours of 08.00 and 22.00, outwith these times, the Scottish Fire and Rescue Service will be requested to attend without any investigation.

The Safety, Health and Wellbeing Directorate will collate all fire alert notifications from Security Services, which will be investigated by the UFSA, where appropriate. Alert notifications will be studied for any significant trends and investigated accordingly. All Departments/Schools have a responsibility to take all reasonable measures to reduce the number of unwanted fire alerts

6. The Fire Risk Management Group

This group shall comprises key persons from both the Safety, Health and Wellbeing Directorate. and Estates Services. This group should meet regularly and is designed to discuss and decide upon fire safety matters, usually at an organisational/strategic level. The group will monitor the progress and implement any necessary actions relating to matters arising from the fire safety risk assessments.

7. Instruction and Training

Fire related training will be delivered in person by a suitably competent person, or via Myplace . Where appropriate, this training should be carried out at regular intervals. All staff will receive general fire safety awareness training during the 'Staff OHS Induction' and periodically thereafter. Staff may then receive further building specific fire safety training from the DFSC, where appropriate.

Students taking up residence on the Campus should undergo a comprehensive induction process (delivered by the Accommodation Services Team either in person or by a suitable online method) as follows:

- Prior to arrival on campus, students are to be provided with a copy of the 'Accommodation Handbook', (Section 8 is dedicated to fire safety and includes the issue of unwanted fire alerts); and
- All students should be required to attend a 'Welcome Meeting' presentation or undertake this training online. This presentation should include the issue of unwanted fire alerts. Having received this training, students should read and sign an 'occupancy agreement'.

8. Further Information and Guidance

Further 'sector specific guidance' information is available online.

		Key Management Actions
1.	Departmental Roles	<p>Heads of Department should:</p> <ul style="list-style-type: none"> • Appoint a DFSC and a suitable deputy • Ensure that suitable arrangements are in place for the safety evacuation of any disabled staff, students or visitors <p>Departmental Fire Safety Coordinators should:</p> <ul style="list-style-type: none"> • Liaise with the UFSA and provide relevant input into the fire risk assessment • Manage their department's fire safety on a day to day basis • Attend regular DFSC training and practical fire extinguisher training • Nominate sufficient Fire Marshals, so as to ensure that they can provide a full 'sweep' of the department and assist with the safe evacuation in the event of a fire • Ensure that there are sufficient FMs nominated and provided with suitable training
2	UFSA	<p>The UFSA should:</p> <ul style="list-style-type: none"> • Undertake fire safety risk assessments in accordance with the '<i>Fire (Scotland) Act 2005 as amended</i>' and the '<i>Fire Safety (Scotland) Regulations 2006</i>' and the local 'Procedures for carrying out Fire Safety Risk Assessments and Reviews' document; • Arrange bi-annual fire evacuation drills and provide relevant feedback via the DFSCs; • Deliver fire safety related training, where required; • Liaise with the DFSCs and or Estates Services on all fire safety related matters; • Liaise with the Scottish Fire and Rescue Service, where appropriate; • Provide and/ or present written reports, where necessary; • Investigate and report on all incidents involving fire, in conjunction with the Scottish Fire and Rescue Service and Police Scotland; • Keep accurate records of all fire incidents; • Liaise with planning and design teams, local authority building control departments and the Scottish Fire and Rescue Service in the design of premises
3	Fire Risk Assessments	<p>Departments must ensure co-operation with the UFSA, who will undertake and review fire risk assessments and all other persons having a responsibility for the carrying out of all relevant measures relating to fire safety.</p>