



# Fire Safety Policy

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## **Fire Safety Policy**

### **1. Introduction**

1.1 Fire Safety Law requires that the college must make and give effect to such arrangements as are appropriate, having regard to the size of its undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring auditing and reviewing of the fire safety measures.

As such the College places the highest priority on maintaining the health and safety of individuals and of the College community as a whole. In particular, this policy sets out the College's commitment to fire safety. The potential loss of buildings and infrastructure and associated risks to the continued operation of the College is also recognised.

### **2. Purpose and Aims**

2.1 The purpose of this Fire Safety Policy document is to set out the general framework, organisational structures, responsibilities, and arrangements to give effect to the objectives and targets of the Fire Safety Policy.

### **3. Scope**

3.1 The scope of this Fire Safety Policy document applies to all employees, students and all persons in college premises and / or taking part in College activities falling, to any extent, under the college's control.

This policy covers all College premises (defined as those premises for which the College Board and Management have sole and complete responsibility) and all those who work, and learn within the College premises, or who visit or use these premises, or who may be affected by its activities or services. It does not cover premises visited by College staff or students.

It is also recognised that the College has defined responsibilities for leased and rented accommodation, used by its staff and students, such as temporary teaching accommodation and Halls of Residence

### **4. Responsibilities**

#### **4.1 Board of Management**

The Board of Management of the City of Glasgow College, as an employer, has the ultimate responsibility for ensuring the effective management of fire safety for college premises and college activities and for ensuring compliance with the requirements of fire safety law. To

ensure that there are effective measures in place to secure the good governance of the management of fire safety the Board of Management will:-

- Approve the Fire Safety Policy
- Review the performance of Fire Safety Risk Management at least annually against the college's stated Fire Safety Risk Management aims, objectives and targets;  
Ensure that the Fire Safety Policy reflects current fire safety legislation, guidance and the college risk profile and its priorities for fire safety;
- Ensure that the Executive Management of the college provides comprehensive reports on the monitoring and reporting of fire safety risk management performance to the Board of Management for its consideration;
- Review any significant fire safety risk management failures and the outcome of any subsequent internal or external investigations;
- Ensure that effective Fire Safety Risk Management Systems are in place and remain effective.

#### **4.2 Principal / Chief Executive Officer**

The Principal and Chief Executive Officer is the designated "Responsible Person" in control of all college premises. The "Responsible Person" has ultimate executive responsibility and accountability for the effective strategic leadership of fire safety risk management and for implementing procedures and arrangements associated with the Fire Safety Policy. The Principal will ensure that the necessary financial, managerial and staffing resources are provided to ensure the effective implementation and review of this Policy.

The duties of the "Responsible Person" are to ensure that the college: -

- Has a documented Fire Safety Risk Management System which provides the means of demonstrating the college's Fire Safety Policy commitments are translated into action through the implementation of effective fire safety organisational arrangements, procedures and training thereby ensuring that the fire risk to persons and the business are reduced as low as is reasonably practicable and that it is regulatory compliant;
- Conducts periodic fire risk assessments, audits, inspections and tours with associated action plans of all college premises;
- Allocates sufficient financial, managerial and staffing resources to implement the college's Fire Safety Risk Management System;
- Implements general fire safety measures to ensure the college premises are safe including: -
  - Reducing the risk of fire and the risk of spread of fire;
  - Providing adequate means of escape;

- Ensuring the means of escape can be used safely and effectively at all material times;
  - Providing means of fighting fire;
  - Providing means for detecting fire and giving warning in case of fire;
  - Providing guidance on the actions to be taken in the event of fire;
  - Providing Instructions and training of employees;
  - Measures used to mitigate the effects of fire;
  - Appoint one or more competent persons to assist in the implementation of appropriate preventative and protective measures;
  - Implement appropriate arrangements for the effective planning, organising, controlling monitoring and reviewing of fire safety preventative and protective measures.
- When implementing the college's fire preventative and protective measures apply the following risk management principles:-
  - Avoid risks;
  - Evaluate risks that cannot be avoided;
  - Combat risks at source;
  - Adapt to technical progress;
  - Replace the dangerous with the less dangerous;
  - Identify fire prevention measures;
  - Give priority to collective protective measures over individual protective measures;
  - Give appropriate information, instructions and training to employees;
  - Provide relevant persons and employees with information on the fire risks, the preventative and protective measures, and the emergency procedures;
  - Provide the employer of any other persons working on the premises with information on the fire risk, the preventative and protective measures and emergency procedures;
  - Ensure the premises and any facilities or equipment provided in relation to fire safety are maintained;
  - Eliminate or reduce risks from dangerous substances;
- Ensure that emergency routes and exits:-
  - Are kept clear;
  - Lead as directly as possible to a place of ultimate safety;
  - Are adequate for the use and size of the premises, and also the maximum number of persons who may be present at any one time;
  - Have doors that open in the direction of escape;
  - Do not involve sliding or revolving doors;
  - Have doors that are capable of being easily opened by any person in an emergency;

- Are indicated by appropriate signs;
- Are provided with adequate emergency escape lighting;
- Ensure that Emergency Fire Action Plans are developed and implemented for all college premises;
- Ensure that employees are provided with adequate fire safety awareness training on induction and that this is refreshed annually or following changes to the Emergency Fire Action Plan;
- Establish appropriate procedures to be followed in the event of serious and imminent danger, to include the implementation of an Emergency Fire Action Plan and Personal Emergency Evacuation Procedures which are to be implemented with the assistance of trained and competent persons;
- Ensure that additional precautionary and emergency measures are operated in accordance with the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) in order to effectively manage the risk.

#### **4.3 Depute Principal and Chief Operating Officer**

In the absence of the Principal and Chief Executive Officer, the Depute Principal and Chief Operating Officer will assume ultimate executive responsibility for the management of fire safety. The Depute Principal and Chief Operating Officer is the senior officer delegated by the “Responsible Person” to co-ordinate the management of health and safety, including fire safety risk management and the associated fire risk control systems within the college. The Depute Principal and Chief Operating Officer has the following additional specific responsibilities for the management of fire safety:-

- To assist and support the Principal in fulfilling their responsibilities for fire safety risk management by providing a strategic level leadership role for the effective management and coordination of the management of fire safety across the college;
- To champion fire safety matters at corporate management level;
- To act as the nominated Senior Manager with overall responsibility for coordinating the system to manage fire safety and to take action to investigate and remedy any fire safety matters;
- To ensure that the system to manage fire safety takes into account all relevant fire safety statutory provisions, approved codes of practice, codes of practice and guidance and relevant national and international standards as they relate to the college;
- To ensure the provision of adequate fiscal, managerial and staffing resources to implement the systems to manage fire safety;
- To make arrangements for putting into practice the fire safety risk control measures that are identified through the fire safety risk assessments;

- To ensure that all fire safety systems and equipment are subject to a suitable system of periodic inspection, testing and maintenance to ensure that they are in an efficient state, effective working order and in good repair;
- To ensure that at least two fire evacuation drills per year are carried out for all college premises.

#### **4.5 The Executive Leadership Team and the Senior Management Team**

Will assist and support the “Responsible Person” and the Depute Principal and Chief Operating Officer through effective planning, setting standards and organising their staff to implement the Fire Safety Policy, the Fire Safety Risk Management System and associated organisation and arrangements systems and plans including, measuring performance (active monitoring systems) and incident investigations (reactive monitoring systems), reviewing performance and implementing any lessons learned.

#### **4.6 Directors, Deans, Associate Deans, Associate Directors, Heads of Department / Service Heads**

Will:-

- Support the implementation the college’s Fire Safety Risk Management System within their respective areas of responsibility and authority;
- Be responsible for the effective implementation of the Fire Safety Policy, the Fire Safety Risk Management System and any associated arrangements systems and plans within the scope of their authority and control;
- Be responsible for the development and implementation of any local fire safety operational management procedures in liaison with the Health and Safety Manager e.g. DSEAR risk assessments required for the storage and use of explosive, highly flammable and flammable and oxidising substances e.g. LPG, Diesel, Petrol, Volatile Organic Substances, Oxy-gas cutting / welding fuels or equipment;
- Ensure their staff, students and visitors comply with the college's procedures and arrangements to ensure effective fire safety;
- Ensure that appropriate fire safety systems and equipment are in place for the safety of staff and others working and visiting college buildings within their areas of responsibility;
- Act as Area Fire Marshals as directed by Depute Principal and Chief Operating Officer;
- Will ensure relevant members of staff receive appropriate Fire Safety Awareness, Fire Warden, Fire Marshal training including, initial / induction and refresher training;
- Ensure that Personal Emergency Evacuation Plans (PEEPs) are developed for staff, students and visitors who will require assistance to leave the building in the event of an emergency evacuation, in collaboration with the Health and Safety Team.;

- Ensure staff, students, visitors, contractors and others in their Departments are made aware and implement the building EFAP and college Personal Emergency Evacuation Plans (PEEPs);
- Have access to and understand their building Fire Risk Assessment (FRA) and associated action plans and ensure all relevant recommendations within the FRA action plan are implemented and ensure a record of this is maintained and communicated to the Health and Safety Manager;
- Ensure the FES FM (Facilities Management by Chubb in the case of St Luke's Halls of Residence) Building Fire Safety Management Log Book is kept up to date;
- Ensure there are regular fire safety active monitoring inspections conducted through effective liaison with the Health and Safety Manager;
- Notify the Health and Safety Manager, Head of Estates, Head of Facilities Management and of any material changes which may affect the validity and reliability of the latest building fire risk assessment. These will include: -
  - A substantial increase in the storage or use of explosive, highly flammable, flammable or oxidising materials in a room i.e. materials that fall within the scope of the Dangerous Substances Explosive Atmosphere Regulations (DSEAR) and substantial increase in a building room fire loading;
  - Use of flammable liquids in containers or for spraying as covered by the HSG Guidance Documents - HSG51 The Storage of Flammable Liquids in Containers, HSG 140 The Safe Use and Handling of Flammable Liquids and HSG 178 the Spraying of Flammable Liquids which can give rise combustion explosions;
  - Use of fuel gases such as acetylene, propane, butane and other oxy-fuel equipment used in welding and flame cutting as covered by DSEAR and HSE INDG 297 and are known to give rise combustion explosions;
  - Use of materials which generate flammable vapours e.g. volatile organic compounds used for cleaning, in paints and adhesives such as, toluene, acetone, ether and hexane which can give rise combustion explosions;
  - Processes which produce combustible dusts in the form of finely divided carbonaceous material such as wood, flour and coal which may give rise to dust fires / explosions;
  - Any proposed alteration to the occupation, use or general layout of a room for example, by subdividing a space in an engineering workshop which may materially affect the safe means of escape in case of fire or the introduction of additional hazardous plant, equipment or processes;
  - Any fire safety structural failings, fire safety equipment failings / faults e.g. self-closing mechanisms on doors, fire safety signage missing, faults on fire alarm indicating and detecting equipment etc., as soon as it is practical;



- Ensure staff, students and visitors implement good housekeeping / fire prevention measures to reduce risk and spread of fire and ensure there is no storage of combustible materials in circulation areas, escape corridors and escape stairwells.
- Ensure that Dangerous Substances Explosive Atmosphere (DSEAR) Regulations risk assessments are conducted for any processes and / or activities under their control and authority where the *Dangerous Substances Explosive Atmosphere Regulations 2002* apply i.e. any substance used or present within the workplace that could, if not handled, stored or transported correctly, cause harm to people as a result of fire or explosion e.g. use of LPG, Acetylene or other flammable or highly flammable substance such as storage and use of volatile organic compounds in an enclosed space close to potential ignition source;
- Ensure they are familiar with the contents and operation of the latest college Critical Incident / Crisis Management / Business Continuity Plan. For example, those members of staff who have responsibilities and duties in the event of a fire should be aware of the actions that they should take in the event of a fire. This will include the people who should be contacted in the event of a fire within a college building and will identify members of staff who need to be contacted depending on the seriousness of the fire, for example, the Principal, Depute Principal and Chief Operating Officer, Members of the Executive Leadership Team, Head of Estates etc.

#### **4.7 Executive Director People and Culture**

The Executive Director or People and Culture will support the Principal and Chief Executive Officer, the Depute Principle and Chief Operating Officer, the Executive Leadership Team (ELT), the Senior Management Team (SMT), with their responsibilities to administer and monitor the implementation of this Fire Safety Policy and the fire safety management systems.

In addition to the general responsibilities outlined in this Policy for Executive leadership team, the Executive Director, People and Culture has the following additional specific responsibilities for the management of fire safety:-

- Responsible for the operational management of the College's Health and Safety Team and Fire Safety Officer.
- They will ensure that appropriate financial and staff resources are made available to ensure that a suitable structure and level of provision is maintained, to facilitate appropriate fire safety arrangements.

- Will ensure that the college's Fire Safety Risk Management System is efficient, effective and supported by suitable and sufficient resources to ensure its operational implementation.

#### **4.8 Associate Director, People and Culture**

In addition to the general responsibilities outlined in this policy, the Associate Director is responsible for assisting the Executive Director, People and Culture through the operational management of the College's Fire Safety Management System.

In addition to the general responsibilities outlined in this Policy, the Associate Director will co-ordinate and facilitate the delivery of all fire safety management training and skills training identified through the College's Fire Safety Management System.

#### **4.9 Health and Safety Manager**

The Health and Safety Manager will ensure the provision of competent fire safety advice through the appointment of a competent persons with relative fire safety experience. The Health and Safety Manager will administer and monitor the implementation of this Fire Safety Policy and the fire safety management systems by:-

- Providing assistance and support to the Fire Safety Officer in the formulation of the college Fire Safety Policy and associated procedures and ensure the implementation of fire safety safe systems of work; and safe working procedures;
- Reporting to the Executive Director, People and Culture and, Associate Director People and Culture, on any fire safety matters and bringing matters of an urgent nature to their attention without delay;
- Informing the Executive Director, People and Culture and, Associate Director People and Culture, on any developments to the fire safety regulatory framework relevant to the college;
- To assess the risks to the safety from fire of staff and others who may be affected by work activities to enable any necessary preventive and protective measures to be identified and implemented;
- To make arrangements for putting into practice any fire safety risk management control measures identified from the fire safety risk assessment programme to control risks to safety from fire;

- Develop and implement arrangements for ensuring, so far as is reasonably practicable, safety in connection with the use, handling, storage and transport of articles and substances so far as it relates to fire safety;
- Provide an efficient and effective fire safety active and reactive monitoring system – includes fire investigation, fire safety management auditing, premises fire safety inspections, site inspections, fire safety sampling, etc. as appropriate;
- Ensuring that college management are advised as to the actions identified as necessary within fire safety risk assessment action plans to ensure that risks to safety from fire are adequately controlled;
- Ensuring fire safety risk assessments are reviewed where there is reason to suspect it is no longer valid, or if there has been a significant change in the matters to which the fire safety risk assessment relates;
- Implement a process of systematic fire safety inspections to actively monitor the provision of effective fire safety systems in all college buildings;
- Reviews and audits are carried out of the standards of the performance of the fire safety management system and reported college management;
- Ensuring relevant fire safety incidents are reported to the Health and Safety Executive;
- Ensuring that there is effective liaison with trade union appointed safety representatives, where appointed, on all aspects of the fire safety arrangements;
- Assist the Head of Estates and Facilities in the provision of plant and systems of work that are, so far as is reasonably practicable safe from fire;
- Assist the Head of Estates in maintaining any place of work under the college's control in a condition that is safe and without risks to safety from fire, and the provision and maintenance of emergency egress from it that are safe and without such risks to safety from fire, so far as is reasonably practicable;
- Assist the Head of Estates in providing and maintaining a working environment for staff and others that is, so far as is reasonably practicable, safe from fire;

- Assist the Head of Estates in ensuring college active and passive fire protection systems are maintained to ensure their efficient and effective operational readiness in concert with the GLQ and the Facilities Management Organisation (FES Contract Manager);
- Assist the Fire Safety Officer in the development and implementation of college Fire Safety Risk Management System and associated procedures and ensure the management of fire safety is included as part of the routine Health & Safety audits and active monitoring inspections and tours of all college buildings;
- Assist the Fire Safety Officer and Head of Organisational Development in developing and implementing Fire Safety Awareness and Emergency Fire Action Plan (EFAP) Key Personnel training to staff, students, visitors and contractors as required;
- Assist the Fire Safety Officer in the provision of information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the safety from fire of staff and others;
- Assist the Fire Safety Officer in engaging with the Fire Safety Regulators;
- Assist the Fire Safety Officer in commissioning independent and competent fire safety risk assessments for college premises and liaising with the independent fire safety risk assessors;
- Assist the Fire Safety Officer in ensuring all college Fire Risk Assessments and associated action plans are provided for all college buildings and communicated to relevant staff in an efficient and transparent manner as required;
- Assist the Fire Safety Officer in ensuring Individual Personal Emergency Evacuation Plans (PEEPs) are developed for employees, students and visitors who will require assistance to leave the building in the event of an emergency evacuation;
- Assist the Fire Safety Officer in ensuring PEEP arrangements for assisting staff, students and visitors with specific impairments which affect their ability to safely evacuate a building are practised and rehearsed during college fire drills;

- Assist the Fire Safety Officer in ensuring planned fire drill evacuation tests are carried out, recorded and de-briefed in order to demonstrate the effectiveness and of the Emergency Fire Action Plan at least twice per year;
- Commission independent and competent fire safety risk assessments for college premises and liaise with the independent fire safety risk assessors during assessments;

#### **4.10 Head of Estates**

- Ensure new, refurbished and redundant buildings comply with current fire safety legislation and Scottish Government / Building Regulations Guidance as far as are reasonably practicable;
- Ensure college premises are constructed and maintained in such a way as to minimise the risk of a fire starting undetected and spreading;
- Ensure the provision of plant and systems of work that are, so far as is reasonably practicable safe from fire;
- Maintaining any place of work under the college's control in a condition that is safe and without risks to safety from fire, and the provision and maintenance of emergency egress from it that are safe and without such risks to safety from fire, so far as is reasonably practicable;
- Provision and maintenance of a college working environment for staff, students visitors and contractors that is, so far as is reasonably practicable, safe from fire;
- Where any alterations to college premises are proposed that may change the building layout, introduce additional persons, plant equipment or processes that may affect an existing fire-engineered solution and fire risk assessment, the Head of Estates will ensure that a competent fire engineer reviews and evaluates the impact of the proposed change to ensure that the original assumptions and provisions are still applicable and continue to be effective in managing fire safety. The Head of Estates will liaise with the Health and Safety Manager in relation to such matters to ensure that safety from fire is maintained;
- Ensure that fixed and portable utility systems which may give rise to fire hazards (e.g. gas and electrical systems) are regularly inspected and maintained;

- Effective emergency arrangements are maintained and that such arrangements are capable of warning and informing employees, students, visitors and contractors;
- Implement a Permit to Work System, in conjunction with the Health and Safety Manager, when the college fire alarm system requires to be part isolated by contractors thereby ensuring no risk to life during such operations;
- In concert with the Head of Facilities Management, ensure a high standard of college housekeeping is maintained throughout the college premises;
- Ensure that effective control of contractors is achieved and maintained with regard to the Emergency Fire Action Plan and other emergency procedures and there is effective control over contractors work which may affect fire safety within the college campuses;
- Ensure the college's active and passive fire protection systems are periodically tested, inspected and maintained to ensure their efficient and effective operational readiness in concert with the GLQ and the Facilities Management Organisation (FES FM Contract Manager);

#### 4.11 GLQ, FES FM Contract Manager Responsibilities

- Liaise directly with the Estates / Facilities Departments and share all information concerning the college's active and passive fire safety systems periodic inspection, testing and active and reactive maintenance schedules;
- Ensure that the college's active and passive fire safety systems / equipment are inspected, tested and maintained in accordance with relevant British / EN Standards / accepted good practice and / or the manufacturer's recommendations and 3 years records of these are maintained for inspection by the enforcement authorities and others;
- In accordance with the Scottish Government's Guidance (i) *Practical Fire Safety Guidance for Places of Entertainment and Assembly* and (ii) *Practical Fire Safety Guidance for Existing Non-Residential Premises*, the FES FM Contract Manager will maintain records for college properties they are contracted to service. As these are complex premises using fire safety engineered design solutions, these will be maintained centrally and available for inspection by the enforcing authorities within the **college fire safety management log book**. The fire safety management log book shall also contain technical specifications,

detail of the fire safety engineered design, and an explanation of the operation of different active and passive fire protection systems and specific information on their inspection, testing and maintenance or these documents must be easily accessible for inspection as required;

- The **college fire safety management log book** will include:- maps to identify the locations of fire alarm point detectors; fire alarm break glass call points; smoke control operation points and; the locations of all sprinkler stop valves on clearly readable maps to be located at the premises incident control points for use by the Scottish Fire and Rescue Service. This will ensure they are can search quickly and effectively for a potential fire locus and isolate sprinkler systems as required within any college building.
- The FES Contract Manager will inform the Estates Department of any significant failings or the non-operation of risk critical active and / or passive fire safety systems e.g. Sprinkler, Smoke Control, Dry Riser and Automatic Fire Detection and Fire Alarm Systems without delay to permit the implementation of any necessary contingency plans;
- Liaise with the premises Person in Charge, Area Fire Marshals, Fire Wardens, Emergency Evacuation Teams and the Scottish Fire and Rescue Service concerning the building's active and passive fire protection systems during the operation of the Emergency Fire Action Plan.

#### **4.12 Fire Safety Officer**

The Fire Safety Officer will:-

- Maintain the college's Fire Safety Risk Management System and associated Fire Safety Procedures including risk control systems, arrangements and procedures which will be forwarded to the Health and Safety Manager and Executive Director, People and Culture and, Associate Director People and Culture, for endorsement;
- Support and assist college management to achieve compliance with the provisions of fire safety law and to liaise with fire regulators and fire safety enforcement officers (Scottish Fire and Rescue Service, Glasgow City Council and the Health and Safety Executive) as required;
- Liaise with Scottish Fire and Rescue Service on college operational fire intelligence matters;
- Ensure the management of fire safety is included as part of the routine Health and Safety audits and active monitoring inspections and tours of all college buildings;

- In concert with the Health and safety Manager and Head of Organisational Development, develop and implement Fire Safety Awareness and Emergency Fire Action Plan (EFAP) Key Personnel training and assist organisational development in sourcing evacuation chair, fire lift and fire extinguisher training for appropriate staff, students, visitors and contractors as required;
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the safety from fire of staff and others;
- Ensure all college fire risk assessments and associated action plans are provided for all college buildings and communicated to relevant staff in an efficient and transparent manner as required;
- Maintain and update the college PEEP procedure in concert with the Health and Safety Manager, Deans, Associate Deans, Heads of Service and Curriculum Heads and provide a database of staff, student and visitor Personal Emergency Evacuation Plans (PEEPs) who will require assistance to leave the building in the event of an emergency evacuation;
- Ensuring PEEP arrangements for assisting staff, students and visitors with specific impairments which affect their ability to safely evacuate a building are practised and rehearsed during college fire drills;
- Assist the Health and Safety Manager to plan, organise, direct and debrief two fire drills for each campus as required by college fire drill initiators i.e. the Executive Director, People and Culture and, Associate Director People and Culture. Produce detailed debriefs to identify improvements through action plans and action owners;
- Assist the Health and Safety Manager to audit and inspect the college's arrangements for controlling the risks to safety from fire for all college premises and / or activities;
- Monitor the performance of planned and reactive maintenance of fire safety systems and equipment inspection, testing and maintenance and the conduct of in-house operational fire safety measures by monitoring, reviewing and reporting on the standards of performance of fire safety systems and equipment maintenance and periodic inspection checks delivered by the college Facilities Management partner (FES FM);
- Assist in the provision of a professional and competent fire safety advisory service;



- Assist in the monitoring; audit; review of the college's the Fire Safety Risk Management System and fire safety legislation and assist in the development of reports on the performance of fire safety to Senior Management; college Committees and other stakeholders;
- Assist in the development a programme for undertaking and reviewing fire safety risk assessments for all college premises and monitoring and reporting on the completion of fire risk assessment and fire safety inspection (active monitoring) action plans;
- Conduct investigations into fire incidents to identify the immediate, underlying and root causes and to make recommendations to stakeholders on how to prevent a recurrence / comply with fire safety legislation;
- Track and monitor and maintain records of all actions contained within building Fire Risk Assessments action plans and ensure these are actioned by the college Estates Department and FES Facilities Management;
- Review and revise the Emergency Fire Action Plans annually for all college premises.

#### **4.13 Head of Student Accommodation**

The Head of Student Accommodation is responsible for the implementation of the Fire Safety Policy in all student accommodation premises.

#### **4.14 Head of Organisational Development**

The Head of Organisational Development will co-ordinate and facilitate the delivery of all fire safety risk management training and skills training for staff identified through the college's Fire Safety Risk Management System and the fire safety risk assessment programme and Directorate / Faculty learning needs assessments. In addition, the Head of Organisational Development will ensure that a suitable database of (i) Fire Safety Awareness training (ii) EFAP Key Personnel training (iii) Evacuation Chair training (iv) Fire extinguisher training and (v) Fire Lift training is developed, maintained and kept up-to-date.

#### **4.15 Student Experience Director**

The Student Experience Director will coordinate and facilitate the delivery of all fire safety awareness training for students. In addition, the Student Experience Director will ensure:-

- A suitable database of student fire safety awareness training is developed, maintained and kept up-to-date;
- Effective liaison and cooperation between college Faculty Deans, Associate Deans and Curriculum Heads and the Fire Safety Officer in the development and implementation of student Personal Emergency Evacuation Plans.

#### **4.16 Budget Holders**

In addition to the responsibilities outlined in the preceding sections of this Policy, Budget Holders have specific responsibilities to ensure that the procurement products; materials; substances; plant; machinery; personal protective equipment and any such other relevant item is in accordance with the requirements of this Policy and its associated procedures or arrangements. Directorates / Faculties will ensure that Budget Holders carry out sufficient checks to ensure that all work items are suitably assessed in terms of risks to safety from fire and that effective means of identifying and controlling the risks to safety from fire can be put in place prior to procurement.

The aim of this is to ensure that all items meet the relevant standards and are properly assessed in terms of risks to safety from fire. In addition, Budget Holders will ensure that Line Managers are advised of the requirement to consider if any training; or requirement for a fire safety risk assessment or a review of the current fire safety risk assessment; safe systems of work may be necessary before new products or substances etc. are brought into the workplace for the first time. This requirement also applies to equipment that is leased or hired.

#### **4.17 All Employees**

This applies to all employed individuals within the college and the scope of the term 'employee' includes all persons employed by the college under a contract of employment and for the avoidance of doubt includes senior management, temporary workers, agency workers, trainees and those participating in work placement programmes.

All employees are responsible for:-

- Taking reasonable care for the safety from fire of themselves and other persons, including members of the public, who may foreseeably be affected by their actions or failures to act while at work;
- Cooperating with the college, or any other relevant person, to enable them to perform and comply with any duties or requirements imposed on them by fire safety law;
- Undertaking fire safety awareness training where necessary;
- Taking care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purposes of safety from fire in pursuance of fire safety law;

- Using machinery, equipment, substances, transport, equipment or other means of production or safety device in line with any information, instruction and training and provided by the management in so far as this relates to safety from fire;
- Notifying line management of any shortcomings in any protective measures for fire safety or any instances that they reasonably believe to be of serious or imminent danger to safety from fire;
- Informing their line manager / Human Resources Department of any specific requirement for assisted evacuation.

#### **4.18 Lecturers**

In addition to the responsibilities for all employees, Lecturers have fire safety responsibilities for students under their supervision / control, and are responsible for:-

- Advising students under their supervision and control of any college fire safety emergency arrangements and to ensure the safe evacuation of students under their supervision;
- Ensuring that students under their supervision and control receive adequate, appropriate and proportionate information, instruction and training regarding their safety from fire in the use of any machinery, equipment or substances and provide appropriate levels of supervision so as to ensure that risks to safety from fire are controlled;
- Ensuring that students under their supervision and control follow safe systems of work and procedures where there are known fire safety hazards present and that they are instructed in any safe systems of work identified as being necessary through the risk safety risk assessment process.

#### **4.17 Students / Trainees**

Students and Trainees have responsibilities for their own safety and must:-

- Take reasonable care for their own and other persons safety from fire;
- Undertake fire safety awareness training as part of their college induction programme;
- Report to their lecturer or member of staff in charge, any equipment, substances, machinery or processes that they believe may pose a risk to the safety from fire of themselves or others;
- Use all items provided in the course of their studies / training correctly and in accordance with the information, instruction and training provided in their safe use;
- Not to recklessly interfere with, misuse or damage any equipment provided for the purposes of safety from fire;
- Inform Student Services / Curriculum Staff of any specific requirement for a PEEP assessment.

#### **4.19 Contractors**

Contractors are responsible for following college rules and procedures in relation to controlling the risk of fire in the college. Contractors must:-

- Follow college rules and procedures in relation to fire safety and ensure that persons under their control follow them;
- Adhere to any Permit to Work Systems for authorisation and management of any works that may be considered to pose a risk to safety from fire;
- Carry out their own fire risk assessment where required to do so by the college and put in place appropriate control measures to reduce the risks of fire for review by the college, prior to carrying out any such works;
- Provide a suitable work method statement if required;
- Informing the organising officer of any specific requirement for a PEEP assessment.

#### **5. Fire Safety Risk Assessment**

5.1 The Health and Safety Manager will appoint a competent contractor to carry out independent fire safety risk assessments of college premises.

5.2 The fire safety risk assessment format will be in accordance with Publicly Available Specification PAS 79:2012 Fire Risk Assessment - guidance and a recommended methodology.

5.3 Fire safety risk assessments will be reviewed by a competent person at regular intervals or where there is reason to believe that the fire safety risk assessment is no longer valid. The fire safety risk assessment is likely to cease to be valid where:-

- A material alteration takes place
- A significant change in the factors that were taken into account when the fire safety risk assessment was carried out
- A significant change in the fire safety measures occurs

#### **6. Training and Competency**

6.1 When appointing employees to fire safety roles, college management will ensure that the employee's capabilities as regards health and safety, so far as those capabilities relate to fire and are relevant to those tasks, will be taken into consideration to ensure that all such staff have the necessary skills, knowledge, capabilities and attributes to ensure that they can carry out their roles effectively.

#### **7. Emergency Fire Action Plan**

7.1 An Emergency Fire Action Plan (EFAP) will be developed for all college premises and will detail the specific emergency arrangements and plans and will be review annually.

## **8. Fire Evacuation Tests**

8.1 The Depute Principal and Chief Operating Officer and Vice Principal Corporate Development and Innovation will ensure that planned fire drills to test the effectiveness of the fire emergency fire action plans (EFAP) for City and Riverside campuses are carried out at least twice a year. The purpose of fire drills are:-

- Test EFAP procedures;
- Provide staff and students with practical training and awareness of the operation of the EFAP;
- Establishing the effectiveness of training;
- Identifying weaknesses in emergency communications procedures and systems;
- Identifying positive and negative reactions of staff with designated responsibilities;
- Assessing the reliability of any equipment relating to the evacuation process
- Achieving continual improvement in the effectiveness of our emergency plans.

## **9. Communication, Cooperation and Coordination**

9.1 The “Responsible Person” will ensure that there are adequate arrangements in place for communication, cooperation and coordination to ensure the safety from fire of all building users.

Where two or more organisations share a premises, adequate levels of fire safety for all occupants will only be achieved if there is co-operation to co-ordinate the fire safety measures. The levels of communication, cooperation and coordination will be sufficient to ensure that:-

- The emergency procedures are clearly understood by all relevant parties;
- Every aspect of the fire safety measures and facilities is clearly allocated to be the responsibility of at least one party;
- No element of the procedures is unreasonably duplicated;
- Evacuation strategies for individuals with specific impairments are coordinated between the different occupancies.

## **10. Audit and Review**

10.1 The Health and Safety Manager will evaluate the performance of the implementation of the Fire Safety Policy on an annual basis and will report on the findings to the Executive Director, People and Culture and, Associate Director People and Culture and college Management who will ensure that appropriate action to ensure continual improvement in performance of the college Fire Safety Risk Management System is implemented.

## 11. References

### 11.1 Policy Framework

Associated Policies and Procedures	Title
Fire Safety	Fire Safety Policy

### 11.2 Other College Policies and Procedures

Policy / Procedure	Title
Health and Safety	Health and Safety Policy Statement

### 11.3 External References

Source	Title
Scottish Act of Parliament	Fire (Scotland) Act 2005
Scottish Statutory Instrument	Fire Safety (Scotland) Regulations 2006
Scottish Statutory Instrument	Fire Safety (Scotland) Amendment Regulations 2010
Scottish Act of Parliament	Building (Scotland) Act 2003
Scottish Statutory Instrument	Building (Scotland) Regulations (as amended)
UK Statutory Instrument	Management of Health and Safety at Work Regulations 1999
British Standards Institution	BS9999:2017 Fire safety in the design, management and use of buildings – Code of practice
British Standards Institution	PAS7: 2013 Fire risk management system- Specification
British Standards Institution	PAS79:2012- Fire risk assessment- Guidance and a recommended methodology

## 12. Document Control and Review

<b>Approval Status</b>	Approved
<b>Approved by</b>	Health and Safety Committee – 19 October 2023 People and Culture Committee – 1 November 2023
<b>Date Approved</b>	
<b>EQIA Status</b>	EQIA Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<b>Proposed Review Date</b>	October 2025
<b>Lead Department</b>	People and Culture, Health and Safety
<b>Lead Officer(s)</b>	Debbie Gordon, Health and Safety Manager
<b>Board Committee</b>	Health and Safety Committee People and Culture Committee
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## 13. Revision Log

Version Date	Section of Document	Description of Revision
Draft Revision 1 16/04/20	Entire	Reviewed and revised by Fire Safety Officer

Version 2 Draft Revision 18/10/2022	Entire	<p>Reviewed and revised by Health and Safety Manager.</p> <p>Document updated in line regulatory guidance to provide further detailed information relating to college arrangements for fire safety.</p> <p>Addition of roles and responsibilities for Fire Safety Arrangements.</p> <p>Information relating to college arrangement for Fire Risk Assessments.</p> <p>Training and competency arrangements detailed.</p> <p>Emergency Fire Action Plan information provided – Fire Safety Procedure will provide further detailed guidance.</p> <p>Communication, cooperation and coordination arrangements provided for building users.</p> <p>Audit and review evaluation arrangements detailed.</p>