



Fire Safety Policy

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Charity Number: SCO 36198

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1. Introduction

- 1.1 The City of Glasgow College recognises that fire presents a risk to life, the buildings and infrastructure which supports the teaching facilities critical to the operation of the College.
- 1.2 The College, its staff, students, contractors, and visitors all hold legal and moral responsibilities for the fire safety of themselves and others.
- 1.3 This policy sets out arrangements required to achieve continuous improvement in fire safety, and it is incumbent on all staff and students to read and comply with its contents.

2. Purpose and Aim

- 2.1 The purpose is to set out the framework, responsibilities, and arrangements to achieve the objectives of the Fire Safety Policy.
- 2.2 This policy supports our purpose to Let Learning Flourish and to be safe from fire.

3. Scope

- 3.1 This policy applies to all premises including temporary structures and activities falling, to any extent, under the Colleges' control.
- 3.2 The Policy applies to all staff, students, contractors and visitors who are expected to meet their fire safety duties.

4. Responsibilities

4.1 Board of Management

The Board of Management is the legal 'duty holder' and has responsibility in terms of the Fire (Scotland) Act 2005.

To ensure effective fire safety management, their responsibilities are devolved through Principal, Deputy Principal, Vice Principals, Executive Leadership, and Senior Management Teams.

They are supported by appointed roles and functions which are detailed in the policy.

- Approve the Fire Safety Policy
- Maintain the implementation, monitoring and compliance of the Colleges Fire Safety Policy
- Allocate resources to enable the College to fulfil its legal duties
- Promote a positive culture of fire safety awareness and continuous improvement

4.2 Principal / Chief Executive Officer

*The Principal and Chief Executive Officer acts on behalf of the College Management Board and is appointed as the '**Responsible Person**' with authority to act in taking decisions in the interests of the College and is therefore legally ultimately responsible for fire safety for the College.*

- Fire safety risks are assessed and that control measures are identified and implemented
- Maintain resources to enable the College to fulfil its legal duties
- Delegate the day-to-day responsibility for undertaking these duties through line management and identified roles

4.3 Depute Principal and Chief Operating Officer

In the absence of the Principal, the Deputy Principal will assume ultimate executive responsibility for the management of fire safety.

The Deputy Principal is the senior officer delegated by the 'Responsible Person' to co-ordinate the management of fire safety risk and the associated fire risk control systems within the college.

- Identify and allocate the fire safety roles and responsibilities for individual members of the College
- Ensure Deans/Heads/Directors co-operate and co-ordinate with other nominated persons on matters of fire safety
- Ensure compliance with the fire safety policy
- Implement, monitor and review a fire risk assessment programme

4.4 Executive Leadership Team and the Senior Management Team

- Assist and support the 'Responsible Person' through effective planning, setting standards and organising their staff to implement the Fire Safety Policy
- Measure performance (active monitoring), incident investigations (reactive monitoring), review performance and implement any lessons learned

4.5 Vice Principal People and Corporate Support

- Administer and monitor the implementation of the Fire Safety Policy
- Ensure that the College's Fire Safety Management System and Procedure is efficient, effective and supported by suitable and sufficient resources
- Report Fire Safety to Board of Management, Executive Leadership Team, and Senior Management Team

4.6 Associate Director Estates & Health and Safety

- Assisting the Vice Principal People & Corporate Support through the operational management of the College's Fire Safety Policy
- Engage with all staff, consult where appropriate with Trade Unions, coaching and supporting the Health & Safety manager in drafting and reviewing the Fire Safety Management System and Policy, inclusive of legislative and regulatory compliance, signing off prior to presenting to staff, Senior Management Team (SMT) and relevant college committees and Board of Management.
- Ensure that appropriate resources are made available to ensure that a suitable structure and level of provision is maintained to facilitate the Fire Safety Policy, Management System and Procedure
- Responsible for the operational management of the College's Health and Safety Manager, Health & Safety Team and Fire Safety Officer
- Facilitate the delivery of fire safety training identified through the College's Fire Safety Policy
- Responsible for reporting Fire Safety to Board of Management, Executive Leadership Team, and Senior Management Team
- Work closely with external stakeholders, for example Scottish Fire and Rescue Service, auditors and accreditation agencies ensuring robust policy and procedures are in place to maintain the Fire Safety Management System
- Undertake reviews of systems, processes and risk assessments, intervening where necessary and ensuring regular reporting to relevant college committees and Board of Management, inclusive of all statutory and regulatory reporting requirements
- Ensure college premises are constructed and maintained in such a way as to minimise the risk of a fire starting undetected and spreading
- Ensure new, refurbished and redundant buildings comply with current fire safety legislation and Scottish Government / Building Regulations Guidance
- Where any alterations are proposed that may change the building layout, ensure that a competent review to evaluate the impact of the proposed change ensuring the original provisions are still 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
- Ensure the provision of plant and systems of work are safe from fire
- Ensure the college's active and passive fire protection systems are periodically tested, inspected and maintained with GLQ and the Facilities Management Organisation (OCS FM Contract Manager)
- Ensure that effective control of contractors is achieved

- The protection from fire caused by work activities that present a significant risk of fire e.g., 'hot works'
- Ensure a high standard of college housekeeping is maintained throughout the college premises

4.7 Directors, Deans, Associate Deans, Associate Directors, Heads of Department / Service Heads

- Responsible for the implementation of the College Fire Safety Policy in premises where their staff are located
- Notify the Health and Safety Manager, Head of Estates, Head of Facilities, of any material changes which may affect the fire risk assessment
- Ensure that recommendations contained within the fire risk assessment action plan are addressed within a reasonable time
- Co-operate and co-ordinate with others relevant to shared buildings/facilities
- Ensure that appropriate financial and staff resources are made available to ensure that a suitable structure and level of provision is maintained to facilitate the Fire Safety Policy, Fire Safety Management System, and the Fire Safety Procedure
- Ensure staff, students, visitors, contractors, and others in their departments are made aware and implement the Emergency Fire Action Plan (EFAP) and PEEPs
- Ensure that Personal Emergency Evacuation Plans (PEEPs) are developed for staff, students, and visitors
- Responsible for the appointment of suitable numbers of Fire Wardens, Fire Marshals, and PEEP (Personal Emergency Evacuation Plans) Evacuation Teams
- Ensure there are regular fire safety active monitoring inspections conducted through effective liaison with the Health and Safety Manager
- All other fire safety matters as required by the Responsible Person

4.8 Health and Safety Manager

- Ensure that arrangements are in place for compliance with fire safety and relevant legislation
- Report to the Associate Director People and Culture, on any fire safety matters relevant to the college and bringing matters of an urgent nature to their attention
- Maintain up-to-date knowledge on legislation relating to Fire Safety
- The provision of competent fire safety advice through the appointment of a competent persons with relative fire safety experience
- The formulation of the college Fire Safety Policy, Fire Safety Management System and Fire Safety Procedure
- Be the principal interface with Fire Safety external stakeholders, for example Scottish Fire and Rescue Service, auditors and accreditation agencies
- Administer and monitor the implementation of the Fire Safety Policy, Management System and Procedure
- Provide an efficient and effective fire safety active and reactive monitoring system – includes fire investigation, fire safety management auditing, premises fire safety inspections, fire safety sampling, etc
- Report to quarterly H&S Committee and monthly SMT on fire safety KPIs, the progress and effectiveness of the Fire Safety Management System and any fire related incidents
- Assist the Head of Estates, GLQ (building owners) and the Facilities Management Organisation (OCS Contract Manager) in maintaining the college so that is safe and without risks to safety from fire, the provision and maintenance of emergency exit routes and passive fire protection systems
- Implement an effective fire risk assessment programme for all properties across the College estate
- Appoint a competent contractor to carry out independent fire safety risk assessments of college premises
- Ensure that significant outcomes from fire risk assessments are communicated to the relevant Heads/Directors for action
- Ensuring fire risk assessments are reviewed and ensure that the College meets its obligations to carry out regular fire drills and to report on issues arising out of those drills.
- Ensure nominated Staff to ensure local fire safety management is implemented (by the relevant Heads/Directors) have suitable training to conduct workplace fire safety audits
- Identify staff training needs in relation to Fire safety and commission or contribute to the design and delivery of high-quality staff training for persons with

responsibility for fire safety management including Person in Charge, Fire Marshals, Fire Wardens and other persons

4.9 GLQ, OCS FM Contract Manager

- Liaise with the Estates / Facilities Departments and share information concerning the college's active and passive fire safety systems, periodic inspection, testing and active and reactive maintenance schedules with 3 years records for inspection (these will be maintained centrally and available for inspection within the college Fire Safety Management System)
- Inform the Estates Department of any significant failings or the non-operation of risk critical active and / or passive fire safety systems without delay to permit the implementation of any necessary contingency plans
- Liaise with the premises Person in Charge, Fire Marshals, Fire Wardens, PEEP 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 (EFAP) when requested

4.10 Fire Safety Officer

- Provide professional and competent fire safety advice
- Maintain the college's Fire Safety Management System and Fire Safety Procedure
- Liaise with fire regulators and fire safety enforcement officers
- Assist the Health in Safety Manager to audit and inspect the college's arrangements for controlling the risks to safety from fire
- Provide information, instruction, training, and supervision as is necessary to ensure the safety from fire of staff and others
- Implement fire Safety awareness and Emergency Fire Action Plan (EFAP) training for key personnel
- Review and revise the EFAP annually for all college premises
- Assist organisational development in sourcing evacuation chair, fire lift and fire extinguisher training for appropriate staff, students, visitors and contractors

- Ensure all college fire risk assessments and associated action plans are provided for all college buildings and communicated to relevant staff
- Assist in the development a programme for undertaking and reviewing fire safety risk assessments and monitoring and reporting on the completion of fire risk assessments
- Track, monitor and maintain records of all actions contained within fire risk assessment action plans and ensure these are actioned
- Maintain and update the college PEEP procedure and database
- Ensure PEEP arrangements for assisting staff, students and visitors with specific impairments which affect their ability to safely evacuate a building are practised and rehearsed
- Plan, organise, direct, and debrief two fire drills for each campus as required by college fire drill initiator
- Produce detailed debriefs to identify improvements through action plans
- Assist in the monitoring; audit; review of the college's the Fire Safety Management System to assist in the development of reports on the performance of fire safety
- Conduct investigations into fire incidents to identify the immediate, underlying and root causes and to make recommendations on how to prevent a recurrence

4.11 Head of Student Accommodation

- Implementation of the Fire Safety Policy in all student accommodation premises
- Provision of fire safety information to residents, external parties renting/using College space
- Monthly fire safety checks
- Provision of sufficient numbers of suitably trained individuals to manage EFAP
- Assist with the local management of fire safety at both halls of residence
- Management of HMO Licence applications, including planning, inspections, provision of asset information and implementing recommendations from the licensing board.

4.12 Organisational Development Manager

- Co-ordinate, facilitate and maintain a record of the delivery of fire safety training for staff identified through the college's Fire Safety Policy and the fire safety risk assessment programme

4.13 Front of House Manager

The Front of House Manager is accountable for the response of Front of House staff to a building in alert. When responding to a building in alert -

- Investigating the nature of the alert (to ascertain if the Fire & Rescue Service are required to attend)
- Responding to and facilitating with the evacuation of persons requesting assistance using evacuation lifts/chairs as appropriate
- Availability of a suitable number of Staff to respond to fire alerts
- Recommendations from fire drills, or other competent observations, are considered and implemented

4.14 Student Experience Director

- Coordinate and facilitate the delivery of fire safety awareness training for students/Trainees
- Maintain a database of student fire safety awareness training
- Liaise and cooperate with college Faculty Deans, Associate Deans and Curriculum Heads and the Fire Safety Officer in the development and implementation of student PEEPs

4.15 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.

- Take reasonable care for the safety from fire of themselves and other persons, including members of the public.
- Cooperating with the college to enable them to perform and comply with any duties or requirements imposed on them by fire safety law
- Undertaking fire safety awareness training
- Familiarising themselves with the weekly fire alarm test schedules
- Familiarising themselves with the EFAPs (EMERGENCY FIRE ACTION PLAN)
- Observing all instructions and information intended to secure fire safety
- Facilitating the safe evacuation of the areas they occupy, in the absence of Fire Marshalls
- Reporting any obvious defects or short comings with regards to fire safety
- Ensuring that building fabric, equipment or installation provided (in connection with assuring fire safety) is not recklessly interfered with.
- Informing their line manager / Human Resources Department of any specific requirement for assisted evacuation

4.16 Lecturers

In addition to the responsibilities for all employees, Lecturers have fire safety responsibilities for students under their supervision / control

- Advising students on any college fire safety emergency arrangements and to ensure the safe evacuation of students
- Ensuring that students receive instruction and training regarding their safety from fire in the use of any machinery, equipment or substances and provide appropriate levels of supervision to ensure that risks to safety from fire are controlled
- Ensuring that students 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

During induction the delivery of fire safety awareness to Students/Trainees will be the responsibility of Lecturers, Student Experience Director and Head of Student Accommodation

- 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, any equipment, substances, machinery or processes that they believe may pose a risk to the safety from fire
- Use items provided during their studies / training correctly and in accordance with the information, instruction and training provided
- 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

4.18 Contractors

- Follow college rules and procedures in relation to fire safety and ensure that persons under their control follow them
- Familiarise themselves with the EFAPs for the buildings that they will occupy
- Observe all instructions and information intended to secure fire safety
- Facilitate the safe evacuation of the areas they occupy
- Report any obvious defects or short comings with regards to fire safety;
- 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 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
- Informing the organising officer of any specific requirement for a PEEP assessment

4.19 Person in Charge (PIC)

City of Glasgow College building will have a designated Person in Charge (PIC) who will be identified within the EFAP for each building. The PIC at a fire incident is the person responsible for

- Safe evacuation of all persons from the building
- Investigating the nature of the alert to ascertain if Fire & Rescue Service are to attend
- Implementing the Emergency Fire Action Plan
- Following the Fire Safety Policy

In the absence of the individual normally identified as the PIC the most senior person on site will act as PIC and until that person reaches the Incident Control Point, Senior Concierge will act as PIC.

4.20 Fire Marshals

All Managers are required to be part of the Fire Marshal cadre.

- Managers must self-allocate to the Fire Marshal rota and are expected to undertake a minimum of one Fire Marshal duty per month.
- All Fire Marshals must complete appropriate training to ensure they are fully aware of their responsibilities and competent in their role.
- During any fire evacuation or emergency event, Fire Marshals will support the Person in Charge (PIC) in ensuring a safe and effective evacuation in accordance with the Emergency Fire Action Plan.

4.21 Fire Wardens

Deans/Heads of Service must appoint a suitable number of Fire Wardens who will be responsible for assisting with the safe evacuation of the building occupants

Commence an immediate systematic search and evacuation of a search zone

Once outside the building, the Fire Marshals will direct all persons to the designated fire assembly point assisted by the Fire Wardens

5. Fire Risk Assessment

- 5.1 The fire risk assessment format will be in accordance with Publicly Available Specification 79-1-2020 Fire risk assessment or equivalent.
- 5.2 A fire risk assessment report is produced for each building, which notes any fire safety issues which have been identified. Recommended remedial actions are detailed in an 'Action Plan' within the fire risk assessment document. Copies of the Fire Risk Assessments are sent to relevant Heads of Department, Estates, Facilities and relevant Building Managers.
- 5.3 The assessment of fire risks associated with activities within a building is the responsibility of the building occupiers. It is the responsibility of the occupying Heads of Department to assess the risks associated with their work activities and to review these risks on a regular basis.

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 reviewed annually.

8. Fire Evacuation Tests

- 8.1 The Deputy Principal and Chief Operating Officer and Vice Principal Corporate Support- Human Resources will ensure that planned fire drills to test the effectiveness of the EFAP for City, Halls and Riverside campuses are carried out at least once a year. The purpose of fire drills is: -
 - 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.

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 Vice Principal People & Corporate Support, Associate Director People & Culture and College Management who will ensure that appropriate action to ensure continual improvement in performance of the college Fire Safety 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	PAS 79-1-2020 Fire risk assessment. Premises other than housing Code of practice.

12. Document Control and Review

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Lead Officer(s)	Marty Brandrick, Fire Safety Officer Debbie Gordon, Health and Safety Manager
Board 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>
Version 2 Draft Revision 17/5/2023		<p>Reviewed and revised by Fire Safety Officer.</p> <p>Names of roles updated in line with updated operational plans.</p>
Version 3 20/10/2025	Structure	Names of roles updated in line with updated operational plans.