Fire Safety Policy

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Charity Number: SCO 36198

Version 2
4 February 2014
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Fire Safety Policy

1. Introduction

1.1 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 recognized.

2. Purpose and Aims

2.1 The College will promote a culture of fire safety awareness and fire risk management with a view to:

- Protect all users of College buildings and facilities, and College property

- Ensure compliance with statutory duties[1]

3. Scope

3.1 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.

3.2 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. Fire Safety Policy Statement

4.1 City of Glasgow College undertakes:

- To provide and maintain an environment for work, learning, and a wide range of associated activity, where the risk of fire is kept to a minimum.
- To carry out suitable fire risk assessments to identify fire risks and manage those risks.

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[1] See 6.3 below

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- To provide, test and maintain fire fighting, fire detection and emergency lighting equipment.
- Review and update College Fire Emergency Action Plans.
- To ensure that fire safety and evacuation procedures are fit for purpose, up to date, widely publicised and understood, and practiced regularly.
- To provide information and training to staff and students as necessary on fire safety.

5. Summary of Responsibilities

5.1 **The Board of Management,** as legal employer[2], will satisfy itself that effective systems for fire safety are in place and monitor the results of periodic audits regarding the effectiveness of management structures and fire safety risk controls.

5.2 The **Vice Principal Finance and Planning** will have overall responsibility for the maintenance of the fire safety strategy;

5.3. **The Senior Management Team** will ensure that the College has appropriate fire safety systems in place, and will put in place appropriate levels of resource to deliver effective fire safety systems.

5.4 **The Health and Safety Team** will provide guidance, training and development for staff on Fire Safety matters, and will co-ordinate Fire Evacuation Drills, Fire Safety Assessments, and associated action planning. The Health and Safety Team will maintain lists of "Responsible Persons" "Fire Marshals" and "Evacuation Team members" for each location as appropriate.

5.5. **Managers** will ensure the delivery of the fire safety strategy as it applies within their area of control, and will ensure effective response to the identification of risk. Managers will also ensure the appointment of competent contractors in the procurement of services.

5.6. **Contractors & Agency Staff** will be made aware of the College's Emergency Fire Action Plan by the hiring manager and will cooperate with College staff in minimising fire risk

5.7. **College Staff:** All staff will be responsible for working safely, providing students with appropriate safety guidance and instruction, and for being vigilant in minimising risk and controlling potential hazards. All staff are expected to assist with the evacuation of students and others in the event of a fire alarm.

5.8. **College Students:** All students will be responsible for undertaking their studies

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[2] Ref: Guide for College Board Members 2012, p26; Scotland's Colleges

safely, following staff and College guidance, and for being vigilant in minimising risk and controlling potential hazards

5.9 **Third parties** such as landlord accommodation providers to the College have defined responsibilities, along with the College, for ensuring that appropriate fire safety policies and procedures are in place.

Full details of responsibilities are covered in the Fire Safety Procedure.

6. References

6.1. Policy Framework

Associated Policies and Procedures	Title
Policy Framework	Finance and Planning/Planning and Administration
Policy	This Policy
Procedure	Fire Safety Procedure

6.2. Other College Policies and Procedures

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

6.3 External References

Source	Title
Health and Safety Executive	Fire Safety Ref: http://www.hse.gov.uk/toolbox/fire.htm
Scottish Government	Fire (Scotland) Act 2005 (part 3); Fire Safety (Scotland) Regulations 2006

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7. Document Control and Review

Approval Status	Approved
Approved by	Estates Committee (v.1) Board of Management (v.2)
Date Approved	v.1: 4 Nov 2010 v.2: February 2014
EQIA Status	Initial Screening Conducted? Yes: ☒ No: ☐ Full EQIA Conducted? Yes: ☒ No: ☐
Proposed Review Date	Every 2 years Next review date: February 2016
Lead Department	Planning and Administration
Lead Officer(s)	Planning and Administration Director; Head of Health and Safety
Board Committee	Finance and Physical Resources Committee
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8. Revision Log

Version Date	Section of Document	Description of Revision
Version 1 29 Sep 2011	All	First Version of Fire Safety Policy
Version 2 4 February 2014	All	Revised version: • Policy written within College template; • Introduction rewritten • Purpose, Aims, and Policy Statement inserted • References, Document Control, and Revision Log inserted. • Full EQIA undertaken

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