

Sanctions

Fire Safety Breaches in Residences

Appendix 1

Please note repeated or serious fire safety breaches may result in referral to Senate office, under the student code of conduct and / or the termination of your student accommodation contract and may be reported to Police Scotland where appropriate. In most instances individuals responsible for fire alarm activation will be held accountable however where no individual accepts responsibility for the breach, full flats will be held accountable and subject to the sanctions listed.

Action	1st Breach	2nd Breach	Repeated Breaches
Fire Activation due to Cooking	Warden issue Written Warning and £100 fine Review/Confirmation of Fire Safety Procedures	Immediate referral to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life
Fire Activation due to use of any prohibited items in bedrooms	Warden issue Written Warning and £100 fine Review/Confirmation of Fire Safety Procedures	Immediate referral to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life
Smoking or evidence of smoking (including e cigarettes) in Residence or allowing guests to smoke	Warden issue Written Warning and £50 fine Review/Confirmation of Fire Safety Procedures	Immediate referral to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life
Evidence of use Of Candles, Joss Sticks, Incense Burners or Naked Flame	Warden issue Written Warning and £50 fine Confiscation of item - in accordance with Confiscation Procedure Review/Confirmation of Fire Safety Procedures	Immediate referral to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life
Evidence of cooking Appliances within Bedrooms or misuse of heating equipment	Warden issue Written Warning and £50 fine with instruction to immediately remove and re-locate all items to the kitchen. Review/Confirmation of Fire Safety Procedures	Confiscation of item - in accordance with Confiscation Procedure. Immediate referral to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life

Detector Interference	Charged the cost of engineer to rectify damage and reset control panel. Warden issue Written Warning and £100 fine	Referral to Student Life Manager in conjunction with University Fire Officer who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life
Malicious Use of Fire Alarm System	Referral to Student Life Manager /Head of Student Engagement and Student life in conjunction with University Fire Officer who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager / Head of Student Engagement and Student life	
Malicious Use of Fire Extinguishers	Charged the cost to rectify damage and reset control panel. Warden issue Written Warning and £100 fine	Referral to Student Life Manager in conjunction with University Fire Officer who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager / Head of Student Engagement and Student life
Fairy Lights and portable heaters	Confiscation of item - in accordance with Confiscation Procedure Review/Confirmation of Fire Safety Procedures	Warden issue Written Warning and £50 fine Review/Confirmation of Fire Safety Procedures	Refer to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250
Soft Furnishings within Kitchens	Confiscation of item - in accordance with Confiscation Procedure Review/Confirmation of Fire Safety Procedures	Warden issue Written Warning and £50 fine Review/Confirmation of Fire Safety Procedures	Refer to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250
Obstructing Fire Doors/Escape Routes	Living Support issue Verbal Warning Review/Confirmation of Fire Safety Procedures	Warden issue Written Warning and £100 fine Review/Confirmation of Fire Safety Procedures	Refer to Student Life Manager /Head of Student Engagement and Student life who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250

Sanctions**Fire Safety Breaches in Residences****Appendix 1**

Overloaded Sockets and Use of Foreign Adaptors	Confiscation of item - in accordance with Confiscation Procedure Review/Confirmation of Fire Safety Procedures	Warden issue Written Warning and £50 fine Review/Confirmation of Fire Safety Procedures	Refer to Student Life Manager /Head of Student Engagement and Student life who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250
Failure to Evacuate building during Fire Alarm Activation (including Fire Drills) or taking more than 5 minutes to evacuate	Warden issue Written Warning and £100 fine Review/Confirmation of Fire Safety Procedures	Immediate referral to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250 in conjunction with University Fire Officer	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life
Wedging Open/Misuse of Fire Doors	Living Support issue Verbal Warning Review/Confirmation of Fire Safety Procedures	Warden issue Written Warning and £50 fine Review/Confirmation of Fire Safety Procedures	Refer to Student Life Manager /Head of Accommodation Operations who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250
Mis-charging of Electrical Devices	Living Support issue Verbal Warning Review/Confirmation of Fire Safety Procedures	Warden issue Written Warning and £50 fine Review/Confirmation of Fire Safety Procedures	Refer to Student Life Manager /Head of Accommodation Operations who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250
Covering or tampering with Light Fittings	Warden issue Written Warning and £50 fine Review/Confirmation of Fire Safety Procedures	Referral to Student Life Manager in conjunction with University Fire Officer who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life
Fire Activation due to aerosol	Warden issue Written Warning and £100 fine Review/Confirmation of Fire Safety Procedures	Immediate referral to Student Life Manager who may (in accordance with the Code of Conduct) enforce a fine up to a maximum of £250	Penalty at discretion of Student Life Manager /Head of Student Engagement and Student life

Please also note that a 2nd or repeat breach can relate to any of the actions listed in this document, not just repeating the same prohibited action more than once.