

Fire Safety

Safety and Environmental Protection Services is pleased to announce the launch of the University Fire Safety Policy and also a new on-line system for staff fire safety training. Our Fire Safety Manager, [Andy Mackay](#), can provide further information on these arrangements and is also willing to attend College/School/Institute/Service [management](#) meetings, to provide a brief summary of the Fire Safety Policy and procedures.

Note that this information will also be circulated, by separate email, to Area Fire Officers and Deputies.

Fire Safety Policy

The Fire Safety Policy can be accessed either via the following direct link [Fire Safety Policy](#) or by visiting the fire safety section of [SEPS website](#).

The Policy does not fundamentally alter the established arrangements within the University for the management of fire safety. However, it does draw all of these arrangements together into a single document for the first time. The document includes role descriptions for Area Fire Officer and Fire Wardens and also sets out the roles of Heads of Management Units, Estates and Buildings and of the fire safety staff within SEPS. The arrangements for [fire risk assessment](#), staff training and for general fire safety provision and management are described.

Fire Safety Training

The Fire Safety (Scotland) Regulations 2006 require the University to ensure that staff are provided with fire safety training. To address this requirement, SEPS now have an on-line training package available that staff can access via their PC. The package can be accessed either from the fire safety section of [SEPS website](#) or by following the links and instructions below. This training resource will be further advertised via Campus News in the near future. The on-line training takes about 40 minutes to one hour to complete and we hope that this package will make access to fire training easier and more convenient. SEPS will [continue](#) to deliver face-to-face training to Area Fire Officers and Fire Wardens and to some specialist groups.

As there is a legal requirement for fire safety training to be provided Heads of Unit should make efforts to ensure that their staff undertake this training on a regular basis. Use of the online system will be monitored by SEPS and details of usage within individual units provided to allow local management of training uptake. Three-yearly refresher training is recommended.

The course can be accessed as described below. Unfortunately, use of an "Enrolment Key" is necessary at the moment. However, we are informed that improvements to the University IT infrastructure should make this unnecessary in the near future.

How to access the course:

Open this link and note the enrolment key that most closely matches the unit in which you work. [Enrolment Keys](#).

[Click](#) on this link: [On-line fire safety training](#)

Log into Moodle with your GUID and password.

Enter the Enrolment Key you selected for your management unit.

Click "Enrol me"

Click the link to "Fire Safety Training" to access the training course.