



University
of Glasgow

FIRE SAFETY POLICY ORGANISATION AND ARRANGEMENTS

Prepared by Safety and Environmental Protection Service in collaboration with Estates
May 2020 (updated Oct 2021)

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1. POLICY STATEMENT

The University is committed to providing a safe environment for its staff, students and visitors and, alongside this primary goal, seeks to protect the built environment to a high standard.

It is recognised that fire is a major threat to the people who work, and live, in and around University premises and to research and teaching activities. An outbreak of even a small fire creates risk to personal health and safety and damage to property. A more serious fire may result in loss of life, serious property damage, major disruption to our research and teaching commitments and reputational damage to the University.

The University's overall aim is to avoid any fire incidents through a well-developed system of fire risk assessment and fire safety management and to establish procedures to mitigate the effects of any incident that may occur.

Protection of human life is paramount and will always be the primary consideration above all other goals that may exist. It is recognised that large numbers of people use University buildings, many of who will be unfamiliar with them. There are also residential buildings in which people sleep; in particular, the University recognises and commits to the highest standards of fire safety in this type of property.

It is recognised that the University are the custodians of a significant number of historic and architecturally important buildings and has both a legal and moral responsibility to ensure that these buildings are protected, so far as is reasonably practicable, from fire. History has shown the devastating effects fire can have on historic and heritage buildings and to the significant cultural loss that fire in such properties may cause. The University aims to reduce the risk of fire within these properties and to provide effective measures to mitigate the consequences of any incident.

The teaching and research work of some University Schools and Colleges may create an increased likelihood of fire due to the use of combustible or flammable substances. Building work undertaken by contractors also creates potential increased fire risk. We recognise these risks and aim to manage such higher risk activities in a robust manner, in order to minimise the risk of fire and its consequence.

The law sets fire safety standards in relation to building construction and working practices. These standards are treated as a baseline only and the University does seek to go beyond them in order to achieve the highest standards of fire safety, where it is reasonably practicable for us to do so.



Dr David Duncan
Chief Operating Officer

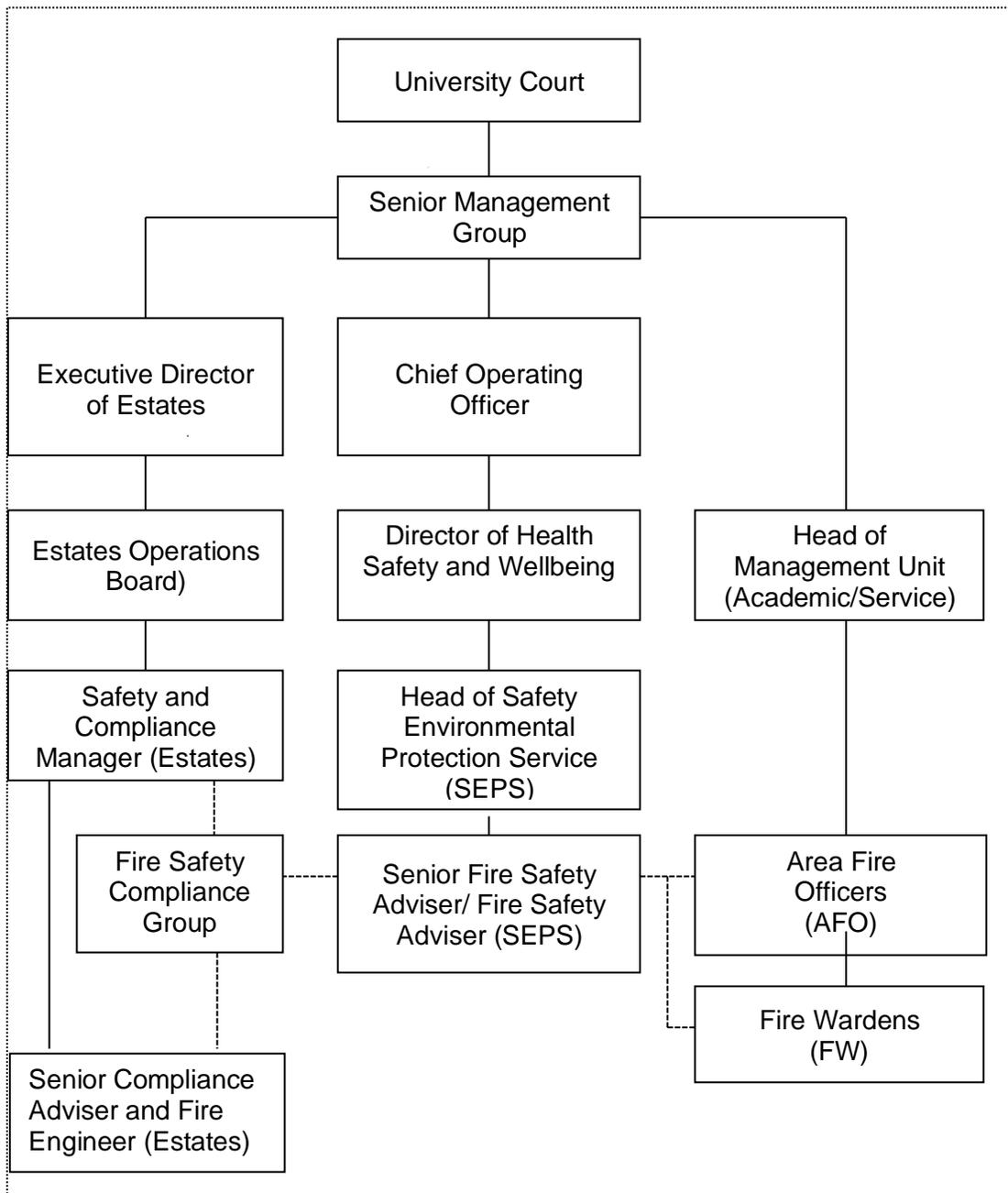
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2. ORGANISATION

The procedures outlined in the following sections of this document set out the processes by which we aim to manage fire safety. These should be read in conjunction with the University's Design Standards which sets out our requirements for the fire safety design in building works.

2.1 Fire Safety Management Structure

The following chart illustrates the main organisational structure for fire safety management within the University. The specialist fire safety functions illustrated within the chart are explained within the following section.



2.2 Key Roles and Responsibilities

2.2.1 Estates Responsibilities

Estates Operations Board and governance processes

The Estates Operations Board is a monthly senior managers' meeting chaired by the Executive Director of Estates and attended by all Estates Directors and senior managers. The Estates Head of Compliance presents information and proposals to this group covering various safety matters, including fire safety management.

Fire safety items reviewed include consideration of the mitigation measures taken on significant actions raised from the Fire Risk Assessments completed by SEPS as well as updates on fire improvement programmes across the Estate. Fire safety is also included in the Estates risk register which is reviewed at each meeting with any matters considered as significant being escalated to the Senior Management Group (SMG).

At higher level, the Estates Committee, attended by the Chief Operating Officer and Principal, also regularly reviews fire safety risk and management in buildings and across construction activities on each campus.

The Health, Safety and Wellbeing Committee receives submissions from various members, including Estates, concerning fire safety within the University and, where relevant, any lessons learned on fire safety management matters from national fire incidents that have occurred elsewhere.

Estates Head of Compliance

The Estates Head of Compliance manages fire safety management matters within scope of the Estates function and chairs the Estates Fire Safety Compliance group (see 2.2.3), providing updates to Estate senior management and to relevant University committees on any significant matters. The Estates Head of Compliance manages the budget for maintenance of fire safety alarm and detection systems, fire safety improvements identified from FRAs as well as highlighting wider fire improvement cost and resource to be considered across the Estate. All capital projects are designed separately with compliance against statutory fire safety measures the minimum standards, as well as adherence to the University Fire Design Standards.

Senior Compliance Adviser

The Senior Compliance Adviser is a member of the Estates Compliance Team and holds key responsibilities for ensuring that agreed fire safety improvements are instructed to contractors and implemented.

The post holder works closely with the Fire and Security Framework contractor, the procurement team and with the Contracts team to ensure that the planned preventative maintenance (PPM) programme is in place and is being effectively implemented.

The Senior Compliance Adviser also works closely with Estates project managers, whose roles cover the co-ordination of building warrants and planning consent.

Fire Engineer

The Fire Engineer is a member of the Estates Compliance team and provides technical fire safety input to inform the work of Estates project and maintenance teams. The Fire Engineer also manages fire safety improvement works arising from fire risk assessment recommendations or other Estates requirements. The Fire Engineer oversees maintenance programmes associated with fire safety, including management of contracts for maintenance of fire-fighting equipment and fire signage

2.2.2 Safety and Environmental Protection Service (SEPS) Responsibilities

Head of Safety and Environmental Protection Service

The Head of Safety and Environmental Protection Service oversees the Institutional-level monitoring and training functions carried out by the Service. In particular, these include managing the fire risk assessment review process and provision of fire safety training for staff and for those in Area Fire Officer, Fire Warden and other fire safety roles. SEPS also fulfil a governance and monitoring function, monitoring fire safety management and compliance across the campus and reporting on this, with recommendations and mandatory actions, as required to Estates, to academic and service units and to relevant University Committees and groups. The Head of SEPS sits on the University Health, Safety and Wellbeing Committee, providing periodic reports and data to this group to ensure oversight of fire safety at University level.

Fire Safety Advisers (FSAs)

Two professionally qualified Fire Safety Advisers are based within SEPS, providing specialist advice on fire safety management. The Fire Safety Advisers conduct independent fire risk assessments throughout the University and provide written recommendations and requirements arising from these to both Estates and to building occupiers. The Fire Safety Advisers provide specialist fire safety input in relation to building construction and more routinely in relation to maintenance projects within occupied buildings, where it is important that fire safety measures are fully maintained throughout building works. The Fire Officers may monitor construction work to ensure that suitable standards are maintained. They also provide day-to-day support and training for Area Fire Officers, Fire Wardens and other staff with specific fire safety management roles and manage the general staff fire awareness training system. The FSAs, in consultation with other University units, develop fire safety policy and practices and may investigate fire incidents and alarm activations. The Senior Fire Safety Adviser is a member of the Estates Fire Safety Compliance Group to ensure there is an effective link between SEPS and Estates regarding fire safety standards.

2.2.3 Fire Safety Compliance Group

This group is one of three Estates-led compliance groups that reports any significant findings or issues at risk into the Safety Executive group. The group is chaired by the Estates Safety and Compliance Manager and is attended by colleagues across key areas of Estates and by the Senior Fire Safety Adviser from SEPS. The Director of Facilities Services is in attendance for a minimum of three of the six meetings held annually.

The groups operate under formal terms of reference which, in the case of the Fire Safety Compliance Group, covers the following:

- Review of the Fire Safety Policy, recommending updates where required
- Monitoring fire incidents and unwanted fire alarm activations;
- Establishing lessons learned from fire incidents
- Review, develop and monitor best practice standards
- Review of the status of Fire Risk Assessments (FRAs) across the Estates and including residencies.
- Prepare technical and /or governance papers, proposed actions and recommendations to be reported into the Estates Safety Executive and/or the Health, Safety and Wellbeing Committee.
- Monitor and review progress against the fire improvement programme log
- Update against PPM programmes on fire safety matters across the Estate.
- Embed training standards required for fire safety awareness and any competencies required for the Estates team or our Fire and Security Framework contractor.
- Conduct or delegate audits on fire safety standards.

2.3 Departmental roles

2.3.1 Head of Management Unit and line managers

Although NOT responsible for the building structure nor for the Estates-managed fire safety equipment within it, Heads of Management unit (HMU) do have a responsibility for day-to-day management of the activities directly carried on by their staff and students and must ensure that the work of their unit does not create inappropriate fire risks. This extends to ensuring that practical work is risk assessed (as is legally required) and that control measures are in place to minimise fire risks from the unit's activities. These responsibilities will, in general, flow through the normal line management structures within all units and rest, to the extent that they have control, with any member of staff who controls, manages or supervises work. This is a similar principle to the more general safety management process.

Unless alternative arrangements have been established, by written agreement with the Service/ School or Institute providing these services, Heads of Unit will be required to appoint someone from amongst their team to carry out specific local fire safety tasks, acting in the role of (AFO) or Depute AFO. The AFO duties are shown at Appendix 1 and include ensuring that escape routes remain clear and useable, carrying out regular fire alarm functional tests, and arranging periodic fire drills. Some larger buildings are staffed by a facilities management team who perform the AFO duties and where that is the case no additional AFO appointment is needed. In all cases the University Fire Safety Advisers provide training and support. In multi-occupancy buildings AFO/DAFO appointments will usually need to be agreed amongst the units involved either through direct consultation between managers, or via local safety committee or building user group arrangements.

Appointment of Fire Wardens to assist during fire drills and emergency evacuations is required in all situations where this is practical, particularly in larger, busier buildings with large numbers of visitors. The University recognises that Fire Wardens (and AFOs) may not always be present, particularly in out of hours periods, or in unstaffed buildings. In

these situations, measures such as security support, clear emergency fire action plans, and clear building user information should be in place to support safe evacuation.

Heads of unit, and all line managers, should ensure that their staff undertake fire awareness training at least once every three years, currently provided by an online module or through specialist SEPS training where they are appointed to AFO or Fire Warden roles. This helps ensure that staff understand the need for the fire safety measures in place and their own role in keeping these effective.

2.3.2 Area Fire Officer

To ensure the presence of someone with a specific fire safety role within each of our buildings, the University operates a system of locally appointed Area Fire Officers. (AFO)

An AFO and Depute(s) should be appointed by the Head(s) of each academic or service unit occupying any University-managed building. The AFO function is a specialist supporting role, comparable to that of the local Safety Co-ordinator. Where there is joint occupation by several management units the Heads of the unit involved must jointly appoint members of staff to the role. The AFO role may be undertaken by the facilities management team within some buildings, provided this system has been formally agreed with Estates senior management. Normally, only one AFO should be appointed for each building. A minimum of one Deputy must also be appointed although more than one can be appointed, perhaps representing physical areas of the building, or management units within it. Jointly, the AFO and Deputies are expected to carry out local day-to-day fire safety management tasks. These are set out within Appendix 1. A key duty is to ensure that fire escape routes are kept clear and readily usable.

SEPS provide a half-day training course for AFO/Deputies and recommend repeat training on a 2-yearly basis. Day-to-day advice and support are also available from SEPS Fire Safety Advisers.

2.3.3 Fire Wardens

SEPS require the appointment of Fire Warden teams in larger buildings, particularly those with high visitor numbers, wherever it is possible to do so, to assist during evacuations and fire drills (as above, where it is not deemed possible alternative arrangements will require to be identified, in consultation with the Fire Safety Advisers).

Where Fire Wardens are drawn from amongst local staff, the University recognises that their presence within any building cannot be guaranteed, and their role is to provide an additional support to evacuation rather than to be an essential element of safe evacuation. In all buildings, escape routes are clearly indicated and building users should be able to use these without direct guidance. Where that is not the case, Personal Emergency Evacuation Plans may be required. (See Section 3.3)

Where Fire Wardens are available during an evacuation, they can help by directing building users to exit routes and, **where it is safe to do so**, carrying out a sweep of their assigned area to ensure that all occupants have left. They may also help occupants who need assistance with stairs or may offer support to disabled occupants while in a Temporary Waiting Space and awaiting Security assistance with full evacuation.

University Security or the AFO, if present, will normally co-ordinate and manage the Fire Warden team during fire drills and alarms.

SEPS provide a short (approximately 2 hour) training course for Fire Wardens, covering safe evacuation and zone clearance, and recommend repeat training on a 3-yearly basis. Example Fire Warden duties are provided at Appendix 1.

2.3.4 All employees

All employees have general duties to meet with regard to fire safety, namely to:

- Complete the online fire safety awareness training at least once every 3 years
- Familiarise themselves with the fire arrangements for those buildings in which they regularly spend time
- Follow any signing in and out procedures in operation in their building(s).
- Keep fire doors closed and report any obstructions on or blocked escape routes to the Area Fire Officer
- Make use of equipment provided to fight fire if trained **and if it is safe to do so**
- Respond appropriately to fire alarms sounding, ensuring that they leave the building promptly and gather at the appointed assembly points
- If in charge of a class or group, direct students, or visitors, to leave the building
- Make safe equipment/ processes they are working on before leaving the building, if practical, or, if this is not possible, ensure a responsible person/ Scottish Fire and Rescue Service are aware of a potentially unsafe condition on exiting the building.

3. ARRANGEMENTS

3.1 Fire Risk Assessments

The University recognises its legal obligations under Section 53 of the Fire (Scotland) Act 2005 and under the Fire Safety (Scotland) Regulations 2006 to carry out and regularly review fire risk assessments within the buildings under our control.

Within the University, responsibility for conducting fire risk assessments rests with the professionally qualified Fire Safety Advisers (FSA) based within SEPS. The FSAs carry out our fire risk assessment reviews on a rolling programme and prepare written assessments based on these activities.

Fire Risk Assessments contain details of the fire risks within the building and of the fire precautions in place. Where appropriate, they also include prioritised recommendations to maintain or improve fire safety measures. These recommendations may include structural or maintenance works, falling under the responsibility of Estates or may concern working practices of the academic or service units who occupy the building. On completion, assessments are issued to Estates and to building managers/occupiers.

The AFO should ensure that a copy of the FRA is held within the building Fire Precautions Register.

The recommendations within fire risk assessments relating to the building structure and Estates managed systems are reviewed by the Fire Engineer in the Estates Safety and Compliance team. All priorities highlighted in the FRA are instructed with the appropriate actions required.

Heads of Schools/Colleges/Institutes/Services should ensure that procedures are in place to address any fire safety issues that fall within the occupying unit(s) area(s) sphere of control.

Non-University buildings

University staff working within NHS premises will follow the fire safety procedures in place locally and, in most cases, FRA will be conducted by the NHS Estates unit for the relevant site. SEPS Fire Safety Advisers will liaise with their NHS colleagues in such situations to ensure effective co-operation and co-ordination between the University and NHS.

Within other non-University premises, such as Tay House, local arrangements will be specific to each site. The fire safety responsibilities of the parties involved should be set out in any contract or lease agreement. Where there is multiple occupancy a building fire risk assessment covering the common areas should be prepared by the building landlord. This will normally need to be supplemented by a University-led fire risk assessment covering the areas occupied by the University. An occupier FRA is essential where the University conducts higher risk activities within a building. This would be done by the SEPS Fire Safety Advisers.

3.2 Procedure on Fire Alarm Activation

On fire alarm activation, all building occupants should immediately leave the building by the nearest evacuation route, or if physical assistance is needed, proceed to the nearest temporary waiting area and alert Security by using the communications system provided.

The primary responsibility for their safety rests with each individual and all building users should proceed via the signed escape routes without delay.

Fire Wardens, if available and it is safe to do so, should assist occupants to leave and carry out a brief check that their assigned floor area is clear, if possible, closing doors as they progress.

The AFO or Depute, if present, will normally proceed to the fire alarm panel to determine the location of the activation. In their absence, a senior member of staff based within the affected building may usefully assist Security in managing the incident.

Within non-residential buildings, the following situations may be identified:

- If the cause is known to be a false alarm the AFO should immediately contact Security via 0141 330 4444 (Gilmorehill) or 0141 330 2222 (Garscube) to advise on the cause and that Fire and Rescue Service attendance is not required.
- If the cause is not known but the area of activation is identified and can be safely investigated within a short period of time (a few minutes) Security can be advised that a check is being carried out and that an emergency call should not be placed at this time. Security should then be advised promptly of what is discovered and whether emergency service attendance is needed.
- If the cause of the activation is known to be a fire, Security should be asked to place an immediate 999 emergency call to the Fire and Rescue Service.

When a fire alarm signal is received at either of the two security gatehouses (Gilmorehill and Garscube) between the hours of 8.00 am and 6.00 pm, Monday to Friday, an automatic call will not be made to the Fire and Rescue Service unless confirmation of a fire has been received. This is in accordance with the Scottish Fire and Rescue Service policy for minimising unwanted fire alarm signals. Security staff will attend the activation to manage the incident and help determine the cause of the fire alarm activation. An automatic call will normally be made if an activation occurs during the overnight (6pm-8am) period.

Within residential buildings the Fire and Rescue Service will be immediately called in response to ANY fire alarm activation.

3.2.1 Reporting and investigation of fire incidents

When the fire alarm has been activated, reports of fire incident will be compiled by Security and submitted via a centrally managed online system. SEPS FSA receive copies of these reports and may contact local staff for further information or to conduct more detailed investigation. Any recommendations arising from such monitoring or investigation will be

submitted to the relevant person(s) as advice or for remedial action. Depending on the nature of the recommendations, this may be the AFO, local manager or head of unit, whether within an academic or service unit or Estates.

Incidents that have not resulted in alarm activation (e.g. very minor fire, smells of burning etc.) should be reported directly to SEPS using the online incident report form available on the SEPS website. An immediate telephone notification to SEPS should also be made for more serious occurrences with a follow-up online report.

3.3 Assisted Evacuation

The University recognises that some buildings users may have difficulty evacuating the building in an emergency. In the event of fire alarm activation normal exit routes involving the use of lifts will generally be unavailable and, in some multi-storey buildings, the ONLY exits routes available from upper storeys will involve use of the stairs. People with permanent physical disability, or temporary impairment (e.g. from a broken leg) may be unable to use stairways unaided.

Specific arrangements can be made for known and regular building users through the development of a Personal Emergency Evacuation Plan (PEEP). This is difficult to achieve for visitors, and for individuals visiting new locations around the University. For this reason, a generic evacuation procedure is in place to allow assistance to be provided for any building user. There are several elements to this procedure.

- Where deemed appropriate, an emergency voice communication system has been installed to allow a user to communicate with the Security team and indicate their need for assistance. Activation of a communication point automatically alerts Security to the location, allowing them to respond even when no voice communication has taken place. The University aims to extend the provision of these systems across the campus.
- In other buildings, mobile phones (or internal phones) can be used to contact Security, using the emergency numbers for the Gilmorehill Campus (0141 330 4444) of Garscube Campus (0141 330 2222)
- Evacuation chairs are maintained and provided at various locations across campus, as appropriate and within areas suitable for their use. Security staff are trained in the use of these and, on arrival, can take these devices to the required location within the building to allow evacuation of a person unable to descend the stairs by other means.
- In the event of non-emergency access and egress issues within a building, including lift failure, Estates has a motorised evacuation stair climber for use and dispatch as required.
- Other building users, or Fire Wardens, if present, may be able to help those individuals requiring only minor help to descend to exit level. Where this is not possible, Security can provide assisted evacuation using an evacuation chair. In case of a known false alarm, AFO or Security may advise that full evacuation by a

disabled person is not required. In this event, use of a stairway temporary waiting area, with support to allow further evacuation if required, may be enough. The intention of this policy is to avoid the greater risk of harm and distress that a disabled person may suffer through non-essential physical evacuation. A friend or colleague may wait with the individual in these circumstances.

Where staff or students are known users of a building or area and the above arrangements are considered insufficient, a (PEEP) should be developed. Responsibility for this lies with the staff member's line manager, or Course Co-ordinator in the case of students. Additional PEEP-derived measures may include training local colleagues in the use of evacuation chairs, or use of alternative evacuation methods, where transfer to a chair is not possible.

Evacuation lifts are installed in a small number of our buildings. These DO NOT allow building users to exit using the lift as normal during a fire alarm activation. However, these lifts can be manually operated by trained local staff, by Security, or by the Fire and Rescue Service to evacuate people unable to use the stairs.

Individuals with hearing impairments may have difficulty knowing when to evacuate if they are unable to hear the fire alarm. To combat this a pager system is installed in various building across campus, including some residences, allowing users in possession of a compatible pager device to receive a vibrating signal when the fire alarm activates. Staff or students who would need to make use of this system should discuss their situation with SEPS FSA, Disability Service advisers or Accommodation Services manager.

3.4 Fire Drills

The University aims to conduct a minimum of two fire drills within each of our buildings each year. Exceptions may apply where there is very low or infrequent occupancy, special use buildings or very small premises. e.g. farm buildings.

Responsibility for arranging drills rests initially with the occupying Head(s) of unit and relevant AFO for the building. Drills should normally be conducted during the first and second semesters and should, ideally, be timed to ensure that there is a peak, or high, level of occupancy. There is limited value in conducting drills when occupancy is below average.

Drills should be timed to avoid unnecessary disruption to key events such as exams, graduations and conferences. This can best be achieved by local arrangement of drills *via* the AFO. The AFO should liaise with key building staff to select an acceptable time for each drill. Planned drills can be communicated to key staff but should not generally be advertised to all building users in advance unless there is valid reason for doing so.

If there are known users with disabilities or who may require assistance it may be appropriate to have an advance discussion with them so that suitable evacuation arrangements can be agreed and practiced, either during the drill or separately. Partial evacuation during a drill to a Temporary Waiting Space (e.g. designated "refuge" area or protected stairway) may be acceptable to reduce the physical risk to the disabled person from use of an evacuation chair in a busy, but non-emergency situation. In this event, an opportunity should be made available to practice with an evacuation chair at a suitable

alternative time. If a disabled user wishes to fully evacuate the building during a normal fire drill this must be permitted and effected by the normal Security assisted arrangements.

The AFO/ Fire Warden team should monitor the conduct of the drill throughout, checking that all occupants leave the building using appropriate exits and that evacuees move away from the final exits. The overall evacuation time should be noted and a record of the drill, together with any relevant comments should be entered in the building Fire Precautions Register.

SEPS Fire Safety Advisers will normally only participate routinely in drills for some of our larger and more complex buildings but may attend drills in other premises for monitoring purposes, or on request.

3.5 Fire Safety Training

Line managers should ensure that new members of staff are provided with a practical building fire safety familiarisation when they first begin work within a University building. This should include basic instruction on:

- Fire action arrangements
- What the fire alarm sounds like
- Means of escape
- Location of fire exits
- Location of fire-fighting equipment
- Details of any special local hazards or procedures

This information may be provided by the line manager or by the AFO. The new member of staff must also complete the online fire safety awareness training (see below) as soon as practicable after beginning work. Line managers must ensure that staff under their supervision complete this training as part of the induction process.

SEPS provide formal fire safety training to various groups of staff across the University.

- **Fire awareness training** – This is provided using an online training system to deliver basic fire safety awareness and is aimed at ALL staff. All members of staff must undertake this training as part of their basic induction training. It is strongly recommended that all staff should repeat it as a refresher at least every three years. If use of an online system is not suitable, alternative options should be discussed with SEPS Fire Safety Advisers.
- **Area Fire Officer and Depute training** – SEPS provide face-to-face training to equip those appointed as AFO or Depute to carry out these roles. This is delivered by a half-day course. Given the key nature of the AFO role, this is repeated every 2 years.
- **Fire Warden training** – SEPS provide face-to-face training for Fire Wardens *via* a shortened version of the AFO course. This should be repeated every 3 years.
- **Fire training for specialist groups** – Some staff groups, such as Security staff, residence managers or those working in higher hazard environments have a

need for bespoke fire safety training to equip them for fire safety management tasks and to undertake emergency support work during incidents, or alarm activation. Specialist training is provided to these groups. The requirement for this training, content and refresher training interval should be discussed with the FSA.

3.6 Fire Alarm and Detection Systems

Fire risk assessment and building design processes establish the type of fire detection and alarm system required within individual buildings.

Virtually all of our fire alarm systems incorporate extensive automatic fire detection, covering all, or parts, of individual buildings. These can be manually activated but will also activate automatically if any of the detectors within the building operate. Such systems provide an effective early warning of fire, allowing occupants to escape at an early stage of any fire. The University Design Standards indicate the criteria used to determine the type of system provided in new buildings. Subject to practical limitations, the University seeks to apply similar standards to existing buildings, so far as is reasonably practicable.

Maintenance of installed fire alarm and detection system hardware is carried out by an Estates appointed contractor. Records of these tests are held by Estates.

In addition to maintenance of such systems, regular functional tests are required to provide assurance that that system is in working condition. The responsibility for conducting this test has historically been assigned by the University to building occupiers. Unless alternative local arrangements are in place, Heads of Unit are required to appoint an AFO and Deputy, who should jointly conduct and record regular tests of the building fire alarm system. These should be done on a weekly basis so far as is practicable. The alarm test is a relatively simple process with training and support provided to AFOs by SEPS Fire Safety Advisers (FSA).

Due to its complexity, the weekly fire alarm test of the Gilbert Scott Building is carried out by SEPS Fire Safety Advisers. AFOs covering this building therefore do not have to conduct the alarm test but do have other duties.

3.6.1 Unwanted fire alarm signals (UFAS)

Automatic fire detection systems, particularly those of an older design, can be prone to UFAS triggered by conditions other than fire. This can include dust, water leaks, steam (kettles, showers), insects, aerosol sprays etc. or by day-to-day activity that could potentially escalate to fire. E.g. cooking, making toast.

Whilst more modern types of detection system are better at avoiding UFAS, building occupiers are expected to exercise reasonable diligence in avoiding activities that will foreseeably cause unwanted alarm activations. These are disruptive to all building occupiers and to the University and may also result in unnecessary attendance of the Fire and Rescue Service. Fire and Rescue Service attendance not only places unnecessary demands on their resources but creates significant risk to the public through emergency vehicles travelling at high speed to an unnecessary call-out.

Where the cause of a UFAS is known, and the Fire and Rescue Service attendance is NOT required, Security and the local AFO should be advised of this as soon as possible. Reporting of accidental activation is encouraged as this can help to avoid unnecessary Fire and Rescue Service attendance.

Accidental activation of the fire alarm through normal accidental activities, or manual activation with good intent (e.g. on smelling burning), should not attract negative consequences for the individual involved. If, following advice, the individual subsequently fails to adopt appropriate procedures to avoid alarm activation and causes further UFAS, it may then be appropriate to consider disciplinary action.

3.6.2 Fire Alarm Isolation Procedure and Permitting

In the event of building works which have the potential to activate the fire alarm detection system there is a process and permit arrangement to cover and isolate detector heads. All project managers, building managers, AFOs and other responsible persons are directed towards the Estates Safety and Compliance Team for guidance on the full requirements to isolate detectors.

3.7 Fire-fighting Equipment

3.7.1 Portable fire-fighting equipment

The University provides fire-fighting equipment throughout its buildings, generally in the form of portable fire extinguishers. They are selected on the advice of fire safety specialist staff employed by the University and installed by contract, or consultant, firms. Carbon dioxide, water and foam extinguishers are all in general use, depending on the risk within the area. Fire blankets are provided within some kitchen areas.

Estates facilitate the procurement of general portable fire-fighting equipment and ensure that they are ~~is~~ regularly maintained via a service contract arrangement.

Fire extinguishers should only be used to fight a fire if it is safe to do so and there is a clear escape route from the fire. Under no circumstances should a fire be tackled without first raising the alarm.

If an extinguisher has been used, whether on a fire or otherwise, this should be reported via the online Estates Helpdesk System so that arrangements can be made to have it replaced. An incident report should also be submitted to SEPS via the online report form.

In some circumstances more specialist extinguisher types may be needed. These may include Type F extinguishers suitable for oil fires in commercial kitchens or non-magnetic extinguishers for MRI scanner areas. Where Schools/Colleges/Institutes/Service require specialist extinguishing equipment advice should be sought from SEPS FSA. The cost of specialist equipment may need to be met by the unit involved.

Practical training in the use of portable firefighting equipment can be provided by SEPS FSA. This is not offered routinely to all staff but is targeted to those acting as AFO and FW. Such training can also be provided to staff in areas where there may be an increased

risk of fire above that encountered in normal office and teaching areas. (e.g. commercial kitchens). Managers or AFOs who feel that staff within their area require additional fire extinguisher training should discuss this with SEPS FSA.

3.7.2 Fixed fire-fighting equipment

Some areas are equipped with fixed fire-fighting systems. These will typically be systems within high voltage electrical substations, electrical switch-rooms, or in IT facilities. These areas will normally have access controls and limited staff access.

These facilities are either under the management of Estates or managed by an academic or service unit. The unit responsible for the system must ensure that an appropriate maintenance regime is in place and that records of maintenance are kept. Advice on maintenance requirements should be sought from the system supplier or from relevant industry standards.

New buildings may also have sprinkler systems installed depending upon the building design requirements.

3.8 Escape Lighting and Emergency Lighting

The University provides escape lighting and emergency lighting where this is legally required or where a need is identified through risk assessment. Regular maintenance and functional checks on these systems are arranged by Estates. Most systems are illuminated only on failure of mains electrical power and need to be tested by Estates contractor to demonstrate correct operation. However, where permanently lit (“maintained”) emergency lighting systems are installed, the function of the lighting units can be visually assessed. As part of their routine escape route checks, AFO should report any obviously defective units to Estates.

3.9 Fire Signage and Information

The University provides fire signs within all its buildings. This includes fire directional signs, and signs indicating fire doors, manual call points and portable fire-fighting equipment. The nature of signage across the University is varied. However, we aim to ensure that all meet the basic requirements of the Health and Safety (Signs and Signals) Regulations 1996 in terms of colour size and shape, and relevant UK or European standards in relation to content.

Estates are responsible for the provision of fire signage within University owned buildings as an integral part of the building infrastructure. Fire signage is examined as part of the fire risk assessment process.

AFO should report any identified defect in existing signage via the Estates Maintenance Request system. Advice on the adequacy of signage or need for upgrade can be obtained from SEPS FSA.

3.9.1 Fire Action Notices

Fire Action Notices are posted throughout University buildings, including residences. All occupants should make themselves familiar with the information on these notices. This indicates the type of audible sounder within the premises, simple guidance on the action to be taken on hearing the fire alarm and the location of the building assembly point.

Although assembly points are indicated on Fire Action Notice, the University does not operate a system of roll-call for its buildings as the movement of staff and students around the campus make this impractical. Should anyone become aware of someone missing and likely to be still inside an evacuated building, they should make this known to those managing the incident.

On leaving a building during an evacuation it is important that occupants-move away from the final exits to avoid congestion. This is particularly important in larger and heavily occupied buildings. Where present, AFO and Fire Wardens, or Security, should try to manage these areas during fire alarm activations to ensure that delays to evacuation are avoided and that roadways and paths are kept clear for the possible arrival of the fire service

3.9.2 Emergency Fire Action Plans

All buildings require a specific Emergency Fire Action Plan outlining the action that staff and other people in the premises should take in the event of fire.

Within larger buildings, or those with certain types of work going on, it is sometimes necessary to establish specific processes to be adopted when there is a fire alarm activation. This may be needed to ensure that the flow of people during the evacuation is managed to best effect, or that the work being conducted can be safely shut down, or otherwise dealt with e.g. operating theatres (Vet School) or where high risk biological or chemical work is in progress.

Locally produced risk assessments for the work should take account of possible risks arising from unplanned interruption of work. The need for a local Emergency Fire Action Plan should be considered by AFOs and by other senior staff responsible for managing work of a type that may be affected by unplanned interruption. The need for local plans and their content should be discussed with SEPS Fire Safety Advisers.

SEPS Fire Safety Advisers will also consider the need for such procedures during FRA reviews and will discuss the requirement in relation to our larger buildings with occupiers.

3.9.3 Dangerous substances and emergency information

Some University buildings contain hazardous chemicals, biological and radioactive material or equipment. Although these are rarely present in industrial level quantities and so do not present a major accident hazard, they may present a risk to fire fighters entering the building. So far as practicable, building users should ensure appropriate signage to warn first responders of key risks within a room. Subject to security considerations, signage appropriate to the area should be displayed to ensure that warning of hazards, high risk materials and large quantities of hazardous material is given. In deciding what is needed, account should be taken of the building type and use. E.g. it may be safe to

assume that the presence of chemicals could reasonably be anticipated within a lab area, but not within an office environment where supplementary signage may be needed to highlight the presence of an unusual hazard. In some locations it will be necessary to conduct formal DSEAR (Dangerous Substances and Explosive Atmospheres) assessments as a legal requirement. Advice on this can be sought from SEPS Chemical Safety Adviser.

SEPS periodically conduct a survey of science and engineering areas asking building users to identify, in broad terms, the nature and locations of key concentrations of risk materials within various buildings. The survey forms returned by Schools/Colleges/Institutes/Service are provided to Security so that they may provide the information to emergency services, if required. AFO /Senior Technicians may wish to lodge a copy of the survey information for their building within the building Fire Precautions register so that it is accessible locally to emergency services. Sensitive information should NOT be included on these forms but may need to be advised to Security by a direct route.

3.10 Other Fire Safety Features and Procedures

3.10.1 Fire doors

Fire doors are doors that are designed to restrict the spread of fire and the products of combustion within a predicted time period and will normally feature a self-closing device. All fire doors must be kept closed, as indicated by the blue and white mandatory sign affixed to the door. The use of wedges and other items as hold open devices is not permitted within any of the University's premises and must be positively discouraged.

To maintain their effectiveness in the event of a fire, PPM checks (planned preventative maintenance) are undertaken by certificated inspectors on the University's certified fire doors. Traditional, non-certificated fire doors are subjected to an annual inspection. A progressive fire safety improvement program is in place to improve the standard of fire door, where possible, to protect both occupants and the historic buildings within the building portfolio.

The use of electromagnetic hold-open devices on fire doors can be beneficial in some circumstance. Such devices may impact on the fire safety provision, therefore, full consultation with SEPS Fire Safety Advisers is required before fitting.

3.10.2 Exit Routes

All exit routes are indicated by fire exit signage.

Fire-protected corridors and stairways that form part of escape routes should be kept clear and hazard free. Items that may be a source of fuel or ignition should not be located within such escape routes, and include but are not limited to; portable heaters, cooking appliances, upholstered furniture, coat racks, vending machines, gas pipes and meters, photocopiers and other electrical equipment, seasonal decorations and display or exhibition material.

Additionally, the walls within stair enclosures and protected routes should be kept free from any form of combustible wall decorations. Notice boards may be accepted in such

areas provided they are enclosed and effectively managed. Advice should be sought from the SEPS Fire Safety Advisers before any sources of ignition, fuel or equipment are sited within corridors or stairways.

3.10.3 Structural Alterations to Existing Buildings

Where any structural or material alterations are carried out within a building that are likely to impact on the fire safety provision it will be the duty of the Head of management unit or Executive Director of Estates as appropriate, to ensure that a copy of the proposals are made available to the SEPS Fire Safety Advisers.

It will be incumbent on the Fire Safety Adviser(s) to ensure that a review, if deemed necessary, of the Fire Risk Assessment is carried out. It is also prudent to ensure the Fire Safety Advisers are included at an early stage of correspondence regarding any proposed material changes/alterations to any of the University's buildings.

Heads of management unit should note that no work may be carried out on the building fabric or structure without authorisation from the Executive Director of Estates or their authorised nominee.

3.10.4 New Buildings.

Current Estates staffing arrangements allows for the provision of a Fire Engineer, Building Control Assessor along with a designated design team. In addition, a set of University Design Standards has been produced to guide designers as to the desired standards and fire safety outcomes. There may therefore be no initial requirement to involve the Fire Safety Advisers at this stage unless some specific issues are raised by the Fire Strategy that may impact on the management of the building or proposed fire safety provisions.

3.10.5 External Waste Containers & Refuse Bins

External waste containers, refuse bins and industrial skips are a potential fire hazard to all buildings. Fires often occur in such receptacles and where they are placed near a building, the potential for fire spread through direct flame or radiated heat is a possibility.

To ensure this risk is eliminated all such receptacles must be placed well away from any building. In all cases no receptacles should be placed directly adjacent to or below any window, door or other openings of a building. Where, due to operational reasons, a waste skip must be placed near a building, it must be of the enclosed type and sited with the opening facing away from the building.

3.10.6 Control of Contractors

Where contractors are on site it will be the duty of the relevant person with the responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is incorporated within any work schedule, contract agreement or risk assessment. Where such works are likely to impact on the existing fire safety provision the SEPS Fire Safety Advisers must be consulted in advance of the work to ensure that appropriate fire safety arrangements are maintained.

Contractors will also require to be made aware of the Emergency Fire Action Plan relevant to the area they are working in or are likely to attend. Where any work requires be undertaken that is likely to involve the application of a naked flame or mechanically induced heat source a “*Hot Work Permit*” must be acquired from Estates with agreed control measures prior to the commencement of such works.

The main controls in place for contractors is managed through:

- A weekly contractor activity meeting
- Quarterly contractor forums covering safety compliance, including fire safety management, with the main Estates contractors
- Issue of fire safety alerts across the contractor base covering good fire safety standards expected of all contractors
- Estates-led safety observation and near miss reporting system that includes fire risk reporting
- Leadership safety inspection in Estates designed to look at good safety practices as well as areas where improvement is required.
- Estates processes and procedures covering safe working practices on roofs including safe arrangements for fire safety given the potential risk of fire spread across roofs.

4. Control, Monitoring and Review Arrangements

4.1 Estates Procedures

Estates are responsible for ensuring there are adequate technical measures in place to manage the estate in relation to fire safety. This includes all new build, refurbishment projects and for the fabric of buildings within the University Estate. A key control is ensuring that there is a competent Fire and Security Framework contractor in place who tests and maintains the fire safety systems within buildings including; fire alarms, escape lighting, portable fire-fighting equipment and provisions for fire-fighters (hydrants, dry risers, fire-fighting lifts etc).

Schedules of PPMs for the above systems are in place with any works arising or reactive instructed by Estates to be actioned by the contractor.

The main means of monitoring and reviewing arrangements are covered under the descriptions of the Estates Safety Executive group along with the Fire Safety Compliance Group as covered in Section 2.1. of this document.

The University has a procedure for escalating significant risks to the Senior Management Group. Following review at the Estates Safety Executive group fire safety is one of the key managed risks on the risk register that can be escalated to the senior group if required.

4.2 SEPS Procedures

The fire risk assessment program is monitored on a regular basis to ensure fire risk assessment, reviews and post incident reviews are carried out in line with Scottish Fire and Rescue Service guidance and legislative requirements.

Fire safety policies, procedures and fire safety management are the subject of regular reviews. This may be as a result of a scheduled review or be undertaken as a result of a local fire incident, national fire incident or change in national fire safety policy.

SEPS will arrange periodic review and update of this document where significant changes occur and, in any event, at intervals of no more than 3 years.

Appendix 1 Typical Duties of Area Fire Officers and Fire Wardens

1. Area Fire Officer/ Deputy Area Fire Officer

- Undertake the AFO training course provided by SEPS fire safety team.
- Carry out and record regular inspections of escape routes within their area of responsibility with the aim of ensuring that they are kept clear and able to be used in an emergency. Rectify or report faults via local management and, where appropriate, to SEPS and/or Estates.
- Monitor the building fire alarm panel, reporting any indicated fault to Estates, and to SEPS, for prompt attention and repair.
- Keep a check on existing fire protection equipment (fire extinguishers, signs, permanently lit emergency lighting etc.) reporting any damaged or missing items promptly.
- Carry out regular fire alarm tests (target frequency-weekly) and maintain a record of these within the building Fire Precautions Log Book.
- Initiate at least two fire drills per annum. This can be done in consultation with SEPS, where additional advice or support is required.
- In collaboration with other staff within the building, ensure that in a situation requiring the attendance of the emergency services (e.g. SFRS), adequate information is available to inform them of the presence and location of materials and processes within the building that may pose a particular risk to them. (Information on this is sought periodically by SEPS.)
- Ensure that fire incidents are reported to the SEPS.
- Co-ordinate the activities of the local fire warden team where such arrangements are in place.
- Assist in the development of appropriate arrangements for assisting the evacuation of sensory or mobility impaired occupants. (Security provide support for this.)
- Ensure that current copy of Fire Risk Assessment is held within the building Fire Precautions Register.
- Assist, where practicable, with monitoring and supporting the Estates-led Fire Alarm Isolation Permit and procedures for the building.

2. Fire Warden

- Undertake the Fire Warden training course provided by SEPS fire safety team.
- Be familiar with exit routes from the building in which they normally work.
- Draw the attention of the AFO, Local Health and Safety Committee or the Head of Unit to any deficiency or obstruction on these routes.

DURING A FIRE DRILL OR ALARM ACTIVATION, SO FAR AS THEIR OWN SAFETY ALLOWS:

- Instruct personnel in the area in which they find themselves to vacate the building pausing only to make any equipment safe.
- Guide personnel along exit routes and help those whose routes are obstructed to find alternative routes.
- Provide support to those requiring assisted evacuation, helping them to reach either an evacuation lift (if present) or stairway waiting areas and to use emergency communications systems provided, or mobile phone, to advise Security that assistance is required. The evacuation arrangements should be detailed within the person's PEEP.
- On leaving the building, help to move building users from the vicinity of the exits and towards suitable assembly areas.
- Building users should not re-enter the building until so instructed by a senior Scottish Fire and Rescue Service (SFRS) Officer or by University Security acting on SFRS advice. (Trained evacuation teams may enter to provide assisted evacuation, if this is required.)
- Should any person refuse to co-operate with the Fire Warden, to warn such persons and note the incident for reporting to the Head of Unit and to SEPS Senior Fire Safety Adviser.
- Report the successful evacuation of their area of responsibility to the senior University staff member present (who is expected to take charge during such an emergency).
- Report any difficulties experienced during the evacuation to the local AFO, to Security, or to SEPS.