



University  
of Glasgow

# Fire Safety Policy

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# **Fire Safety Policy**

## **1. Introduction**

The University is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the University, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the University. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

The University will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, and any other relevant legislation that may impact upon it.

The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the University Community and to protect the University's assets.

## **2. Arrangements**

### **2.1 Management Responsibility**

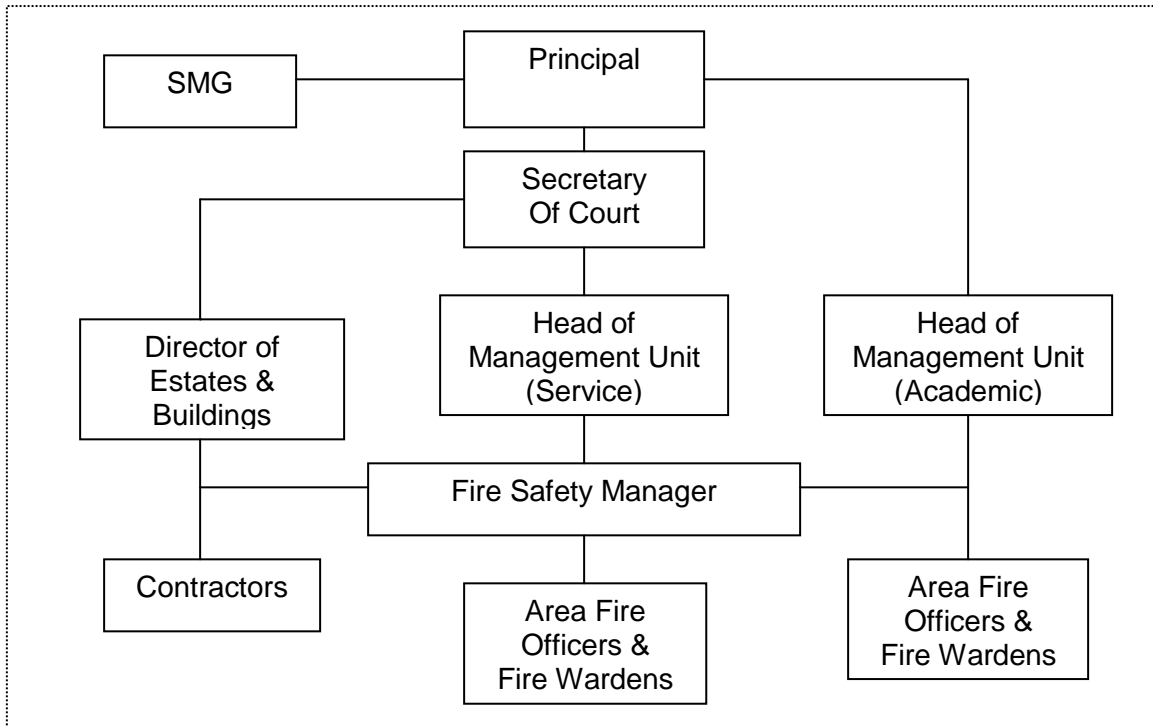
This Fire Safety Policy applies to all premises and activities falling, to any extent, under the University's control. The policy sets down the framework by which the University and all members of the University's community are expected to undertake their relevant duties. The main responsibility for statutory compliance with the Fire (Scotland) Act 2005 is held by the University with the management and supervision of the regulations devolved via the Principal to the relevant Heads of Management Unit and to the Director of Estates, who will ensure that the requirements of the duty holder's responsibilities in respect of the undertakings required to meet compliance with the Fire Safety (Scotland) Regulation's 2006 are diligently met.

The term "*Head of Management Unit*" has been used to refer to those in such positions. This term should be taken to include Heads of College, Heads of School, Directors of Research Institutes and those who lead units within University Services within any relevant premise.

The Fire (Scotland) Act 2005 requires each employer and person who has control of a relevant premise, to any extent, to carry out an assessment of the premises to identify any risks to the safety of relevant persons in respect of harm caused by fire and to take all reasonable fire safety measures to ensure the safety of relevant persons within the relevant premise. The following Fire Safety Management diagram details the managerial delivery process to ensure all fire safety provisions are maintained.

This reflects the normal line management arrangements within the university.

## Fire Safety Management



To allow this statutory provision to be undertaken the relevant Head of Management Unit and the Director of Estates & Buildings will be responsible for;

### Director of Estates & Buildings (Structural)

- Ensuring arrangements are made in respect of the maintenance of fire safety provision for the relevant premise, this will include;
  - i) Fire warning and detection systems are maintained in accordance with the relevant standard.
  - ii) Fire fighting equipment, including fixed installations and specialist systems, are subjected to a maintenance programme in accordance with the manufacturer's guidelines.
  - iii) Means of escape are maintained as required
  - iv) Emergency lighting, escape lighting and signage are maintained and tested in accordance with the relevant standard.
  - v) Electrical installation tests are undertaken as required.
- Ensuring that any recommendations from risk assessment reviews, relevant to areas of responsibility, are responded to diligently.
- Liaising with the SEPS Fire Safety Manager on all matters likely to impact on the Fire Safety provision for the relevant premise.
- Ensuring that all works undertaken by contractors, relevant to areas of responsibility, are supervised and where "hot works" are to be carried out, that the appropriate approval is completed.

## Head of Management Unit (Management)

- To ensure that an Area Fire Officer (AFO) is appointed to assist with the fire safety provision and where necessary appoint assistants.
- Ensure that the AFOs are supported by Fire Wardens when necessary.
- Ensure that any recommendations from risk assessment reviews, applicable to area of responsibility, are carried out diligently
- Ensure that all staff receive fire safety training on induction and at regular intervals thereafter.
- Ensure that adequate records are maintained in relation to;
  - i) Storage and use of dangerous substances (DSEAR & COSHH)
  - ii) Fire Alarm testing (weekly)
  - iii) Fire Alarm maintenance
  - iv) Emergency lighting tests (supplied from E&B)
  - v) Electrical portable appliance tests
  - vi) Staff fire safety training
- To ensure that the appropriate statutory licences are applied for and renewed where necessary.
- Ensuring that all works undertaken by contractors, relevant to areas of responsibility, are supervised and where “hot works” are to be carried out, that the appropriate approval is completed.
- To liaise with the SEPS Fire Safety Manager on all relevant matters likely to impact on the fire safety provision for the relevant premise.
- Proactively monitor waste and waste storage ensuring it is stored away from buildings and within designated containers

### 2.2 Duties of Fire Safety Manager;

- Support the Heads of Management Unit and Director of Estates, to meet, deliver and maintain statutory fire safety obligations.
- Support the Area Fire Officers in their role and provide adequate training to maintain competence.
- Ensure initial Fire Risk Assessments are carried out for all new premises as soon as is practicable
- Ensure a Fire Warden training programme is provided as required.
- Provide a programme for staff fire safety training.
- Review all fire safety risk assessments as necessary in accordance with Table 1
- Provide liaison and support on all matters relating to fire safety provision within the University estates
- Liaise with Local Authority Fire and Rescue Service (FRS) on all statutory fire safety matters.
- Ensure all fire incidents are investigated and monitor all calls to the FRS

### 2.3 Duties of the Area Fire Officer (AFO)

Appointment of an Area Fire Officer (AFO) and Depute Area Fire Officer is required for each University-managed building. Where buildings are occupied by more than one unit,

Heads of Unit must liaise with one another to make these appointments. Only one person may be appointed to act as AFO. However, it is permissible to appoint several Depute Area Fire Officers who may represent different parts of the building, or can stand-in for the AFO during periods of absence. In carrying out the duties indicated the AFO will act with the delegated authority and support of the Head of the Management Unit. The duties which are expected to be undertaken by the AFOs are;

- Liaise with University Fire Safety Manager and other University safety personnel regarding fire protection requirements
- Maintain the building Fire Log Book.
- Carry out daily and weekly inspections in their area of responsibility regarding escape routes, fire alarm indicator panels, and alarm tests.
- Ensure that new members of staff are given instruction on Fire Emergency Procedures (in cooperation with the University Fire Safety Manager), that existing staff receive periodic refresher training, and that each area for which they are responsible maintains a team of Fire Wardens, where appropriate.
- Ensure, in conjunction with SEPS, that fire drills are carried out at least twice per annum.
- To ensure that all fire incidents and fire alarms are reported to SEPS. (Fire Incident Report)
- In collaboration with other staff within the building, ensure that in a situation requiring the attendance of the emergency services (e.g. Fire & Rescue Service), adequate information is available to prevent, so far as is reasonably practicable, their being exposed to risks to their health and safety.
- Assist in the development of appropriate arrangements for aiding the evacuation of sensory or mobility impaired occupants.
- Ensure the posting of appropriate warning fire signs and notices and report deficiencies to the Estates & Buildings helpdesk.

Note; the Fire Safety Log Book is intended to be a single file to record all necessary fire safety provisions within the relevant premise. It will include copies of the Fire Risk Assessment, Fire action plans, records of all tests carried out on the fire safety equipment and record all drills and training provisions applicable to the building and staff.

## 2.4 Duties of the Fire Warden

In some of the larger or more complex buildings fire evacuation can be achieved more easily with the support of a team of staff who are routinely familiar with the building. In such premises Fire Warden teams chosen from resident staff who occupy the building can be best utilised to support safe and efficient evacuation procedures. These individuals will provide assistance and support to the AFO and deputies.

Fire Warden training is provided by SEPS and warden duties include;

- to be familiar with all exit routes from the building in which they normally work.
- to advise others on exit routes.

- drawing the attention of the Area Fire Officer, Local Health and Safety Committee or the Head of Management Unit to any deficiency or obstruction on these routes.
- 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.
- instruct personnel outside the building to clear the approach roads and to congregate in the recognised assembly areas and not to re-enter the building until so instructed by a senior Fire and Rescue Service Officer.
- 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.
- report the successful evacuation of their area of responsibility to the Senior Staff Member present who is responsible for evacuation.

## 2.5 Duties relevant to staff and students

Staff and students have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- Observing all instructions, information and training intended to secure fire safety.
- Co-operating with the University on all matters relevant to fire safety;
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- Reporting any obvious defects or short-comings in University fire safety provision, arrangements or procedures.
- Complying with the conditions of any lease agreement for rented accommodation. \*

NB. Failure to comply with the requirements of this policy could result in disciplinary action being taken.

\*In the case of students, whilst residing in University accommodation, a report may be forwarded to the Secretary of Court recommending termination of lease, where any lease agreement has been breached.

## 2.6 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 and where such works are likely to impact on the existing fire safety provision notification must be communicated to the Fire Safety Manager for his/her consideration. Contractors will also require to be made aware of the Fire Action Plan relevant to the area they are working in or are likely to attend. Where any work requires be under taken that is likely to involve the application of a naked flame or mechanically induced heat source a “Hot Work Permit” must be acquired and agreed prior to the commencement of such works.

Information on the mandatory fire safety requirements applicable to contractors is available within the Contractors Code of Safe Working Practice at;  
<http://www.gla.ac.uk/services/seps/a-z%20index/contractors/>

Information on the application of “Hot Work Permits” is available at;  
<http://www.gla.ac.uk/services/seps/a-z%20index/hotwork/>

## 2.7 Visitors

Members of the public or other visitors require to be advised of the evacuation plans for any relevant premise they access. To ensure this is accomplished adequate “Fire Action Notices” require to be displayed at prominent locations. Where possible, all buildings which the public have access to, such as galleries and museums should be managed in such a way as to ensure that staff can account for all visitors within the premises at any given time to ensure safe evacuation.

## 2.8 Calling the Fire and Rescue Service

Where a fire is detected by automatic fire detection, the alarm will be raised automatically via an integrated fire safety system. However, in the unlikely event that this does not occur, assistance can be sought by calling Central Services Security (CSS) on the following numbers;

Gilmorehill Campus	0141 330 (4444 internal)
Garscube Campus	0141 330 (2222 internal)
Remote sites	999 (exchange)

In each case where Central Services Security receive a call confirming a fire via an internal or exchange telephone call, they will require to ascertain the exact address and the location of the caller and immediately dial 999 requesting assistance as required noting the time that the call was received.

Where an activation is received via the automated Fire Alarm System at the Central Services Security main fire alarm panels, the duty officer shall immediately dial 999, request the attendance of the Fire and Rescue Service, informing the operator of the exact address, location and an indication of the nature of the call, eg: automatic fire alarm activation at the Boyd Orr Building, University Avenue, Gilmorehill, cause unknown.

## 2.9 Use of Lifts

The use of lifts during a fire or an alarm activation is strictly prohibited. However, there are several relevant premises that do have evacuation lifts specifically provided for evacuation purposes. These lifts are provided for the safe and efficient evacuation of persons with specific physical impairments and must only be operated by trained staff. Under no circumstances should evacuation lifts be operated by anyone other than a trained member of staff with specific knowledge and training in relation to safe evacuation procedures for the relevant premise.

Where a relevant premise has a refuge area incorporated within a protected zone it is required to have a clear means of communication between the designated refuge area and another person in a safe zone. It is the responsibility of the University to ensure evacuation of persons with physical, cognitive or sensory impairment is carried out diligently. Where refuges and evacuation lifts are present, the evacuation procedures require to be incorporated within the fire action plan for the relevant premise.



## 2.10 Personal Emergency Evacuation Plan (PEEPS)

Where there is a requirement for assistance by any person to evacuate any relevant premise during an emergency a PEEPS application will be required. Students or staff, who may require assistance to evacuate, should discuss their concerns and needs with their course co-ordinator, line manager or supervisor, as applicable, so that any necessary individual arrangements can be put in place in advance.

Local managers should consider the arrangements that may be required to assist visitors with physical impairments in their area where evacuation becomes necessary. Evacuation chairs are provided at various locations and training in their application and use may be coordinated through SEPS on request.

## 3 Staff Fire Safety Training

### 3.1 Statutory Requirements

Regulation 20 of the Fire Safety (Scotland) Regulations 2006, requires an employer to ensure that his or her employees are provided with adequate fire safety training. To comply with this statutory requirement Heads of Management Unit shall ensure that all employees within their management control receive regular fire safety training and all new employees undertake fire safety training as soon as is practicable after commencement of employment. (Note: induction information relevant to fire safety provisions within the University is available on the SEPS web pages). Account must also be taken of circumstances that may impact on fire safety provision such as the introduction of new work equipment, new technology, new or changed risks etc;

Where young persons (under the age of 18) are employed account must be taken of their lack of awareness, inexperience and immaturity when assessing work based tasks and the impact this may have on fire safety arrangements.

### 3.2 Staff Fire Safety Training

All new employees must to be informed of the fire safety provisions that are relevant to the workplace. The line manager is responsible for ensuring that arrangements are made to ensure new employees are advised of the following;

- Fire action arrangements, including the Fire Safety Policy
- Means of escape within the premise
- Location of fire exits
- Location of fire fighting equipment
- Details in relation to relevant findings of the fire risk assessments and dangerous substances.
- On line fire safety training

The university's on-line fire safety training course is available within Moodle. All staff are required to access the on-line facility and complete the course on minimum 3 yearly basis, staff can access the course as often as they wish, however, the confirmation

assessment must be completed by all staff at least once every 3 years. The on-line course lasts for approx 40 minutes and includes the following topics;

- General fire safety awareness
- Means of escape
- Fire extinguisher awareness
- Relevant fire safety risk assessments
- Raising the alarm and personal safety

### 3.3 Area Fire Officers

In the case of Area Fire Officers, training will be provided on a 2 yearly basis and will include;

- Legislative requirements
- Fire safety principles
- Record keeping

### 3.4 Fire Wardens

Fire Warden training will be provided as and when deemed necessary. Notwithstanding the requirement as dictated by demand, the maximum period for refresher training should not exceed 3 years. The wardens training will include safe evacuation and zone clearance procedures as well as detailed fire safety guidance.

## 4. Fire Safety Provision

### 4.1 Fire Safety Risk Assessment

The main purpose of the fire safety risk assessment process is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of the fire safety provisions applicable to a relevant premise and the fire hazards within. The Fire (Scotland) Act 2005 places a statutory duty on each employer to carry out an assessment of the workplace for the purpose of identifying any risks to the safety of the employees, students, visitors and others in respect of harm caused by fire. The Fire Safety (Scotland) Regulations 2006, detail the arrangements that are required to meet the requirements of the Fire (Scotland) Act 2005 and include specific directions for;

- Fire safety arrangements
- Elimination or reduction of risks from dangerous substances (ERIC)
  - Eliminate
  - Remove
  - Isolate
  - Control
- Means for fighting fire and means for giving warning in event of fire
- Means of escape

- Procedures for serious and imminent danger from fire
- Maintenance arrangements
- Safety assistance
- Information for employees
- Training

To facilitate the risk assessment process all relevant premises within the university's estate will be categorised based on the risk posed to life and property. The property will be assessed in accordance with the categorisation shown in Table 1. Additionally, risk assessments must be reviewed on a regular basis and whenever any material changes are likely to impact on the fire safety provision. Risk assessments will be completed for all relevant premises and reviewed in accordance with the target frequency shown in column 3 of the table below.

Risk Category	Building Type	Target Review Frequency
A	All Sleeping Risks Buildings with high usage and storage of dangerous substances	2 yrs
B	All other buildings not falling within Cat A or C	3 yrs
C	Storage Premises Unoccupied Buildings Buildings with less than 5 employees	4yrs

*Table 1*

Fire risk assessments and reviews will be the responsibility of the Fire Safety Manager. Where necessary a report will be produced with specific recommendations for the improvement of fire safety provision within the relevant premises concerned. These will include actions required to be undertaken by the Heads of Management Unit for the building (eg; improving housekeeping) as well as actions which will possibly require structural modifications to the buildings which will be the responsibility of the Director of Estates. These recommendations will be prioritised in terms of urgency of action P1 - P3, with P1 having the highest priority.

Notification of the risk assessment findings will be forwarded to the Head of the Management Unit, Director of Estates and Buildings and the nominated Area Fire Officer.

A copy of the fire risk assessment for every building must be held within the Fire Safety Log Book for viewing by any relevant person.

## 4.2 Emergency Procedures

In consultation with the Fire Safety Manager, where required, AFOs will ensure that two fire evacuation drills are carried out per annum, during semesters and when the buildings are occupied. It is accepted that drills should be avoided during times, such as exams and conferences, however, consideration should be given to ensuring advantage is taken of peak occupancy times and ensure that all fire exits are utilised.

## 4.3 Dangerous Substances

The impact of dangerous substances when exposed to fire can create a hostile and unpredictable environment. Where such substances are stored and used within the University particular attention should be given to the safe use and storage guidance supplied with the substance's Safety Data Sheet. Students and employees should only be exposed to dangerous substances in an appropriately controlled and supervised environment.

## 4.4 Dangerous Conditions (Fire Safety)

Where in the opinion of any student or member of staff a dangerous condition exists, that is likely or has the potential to compromise the safety of any person in the event of fire, the condition should be brought to the attention of the relevant Area Fire Officer. In the first instance, the Area Fire Officer should investigate the concerns and where necessary implement the appropriate means to negate the risk, or contact the Fire Safety Manager to seek assistance. Where the AFO cannot resolve the concern they must bring the matter to the attention of the Fire Safety Manager as soon as is reasonably practicable.

## 4.5 Alarm Activations and Incident Reports

In the event of a fire or an alarm activation within a relevant premise, the Fire Incident Form must be completed by Central Services. This process enables the Fire Safety Manager to be aware of all incidents where the Local Authority Fire and Rescue Service has been summoned to the University Estate, but more importantly allows for investigations to be carried out where necessary. Where a small fire has occurred and was subsequently extinguished without activating the fire warning system, an incident report must still be completed and forwarded to the Fire Safety Manager. In such circumstances the incident must be reported to their line manager who will then arrange for the report to be completed.

## 4.6 Unwanted Fire Alarm Signals (UFAS)

Unwanted fire alarm signals are activations of the fire warning system that are activated by any effect other than fire. These signals ultimately have a negative effect on the University's core business and also encourage complacency, as well as eroding user confidence. It is the intent of the University to strive towards zero tolerance of UFAS whilst recognising the importance of fire detection systems in protecting staff, students, visitors and the build environment from the effects of fire.

## 4.7 Fire Action Plans

Fire action notices are located at various points within all relevant premises detailing the relevant information from the fire action plans. All employees are required to be familiar with these notices as well as the detail within the fire action plans. Each notice will clearly indicate the following;

- The type of audible sounder within the relevant premise
- The location of the assembly point
- Simple guidance on actions to be taken.

Fire action plans require to be adapted to accommodate all known hazard or risk that are likely to impact on evacuation. These will include details of isolation procedures for processes and equipment as well as information sharing with the fire and rescue service when in attendance.

The fire action plan will also detail the relevant evacuation procedures that are to be adopted for persons with impairments. The Fire Safety Manager must be consulted prior to implementing a Fire Action Plan.

## 5. Fire Safety Management

All of the University's premises have a number of fire safety provisions incorporated within them. These provisions are often referred to as either an active provision, examples of which can be fire safety systems and smoke extraction, or a passive provision, examples of which can be fire doors or intumescent treatments etc.,. Irrespective of the provision it is necessary to recognise the importance of such features and ensure that their function is not compromised, as to do so will ultimately impact on the operational capability of the provision and ultimately effect the safety of occupiers and the integrity of the building itself.

### 5.1 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 are marked as a fire door and should be kept closed at all times. 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.

The use of electromagnetic hold open devices on fire doors may be considered in some instances. Where such devices require to be considered it may impact on the fire safety

provision, therefore, full consultation with the University's Fire Safety Manager will be required.

## 5.2 Exit Routes



All exit routes are indicated by signage. To ensure exit routes are not compromised, no equipment or materials may be accommodated or stored within any protected exit route or protected stair enclosure. All exits must be maintained clear, free from any obstruction and all final exit doors require to be easily and immediately openable from the direction of travel. Additionally, the surface finish to wall linings within stair enclosures and protected routes should be maintained free from any form of combustible wall decorations. Notice boards will be accepted in such areas as long as they are enclosed and effectively managed.

Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or ignition should not be located within escape routes, such items include; 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.

## 5.3 Fire Warning System



A fire warning system is a system designed to provide an audible alarm and may include activation by means of detecting the elements of combustion. In all cases the alarm can be activated by means of a manual alarm call point. Manual alarm call points are normally situated in exit routes and at final exits. Where fire is known or suspected, the alarm should be raised immediately utilising a manual alarm call point (break glass point). On hearing an alarm all occupants of a premise (employees, student's, contractors and the public) must evacuate the building by the nearest available exit and assemble at the prescribed assembly point, with the exception of authorised persons for specific tasks, such as alarm investigation or PEEPs implementation. Visual warning devices are incorporated within all new fire warning systems to assist in warning people

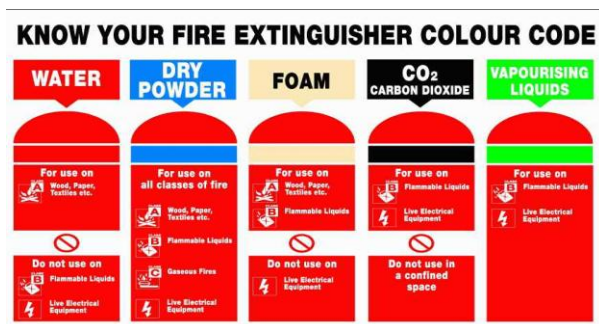
with hearing impairments, however, existing systems do not offer this facility. Where people with hearing impairments are within any relevant premise a Deaf Alerter pager may be provided within specific areas. The Area Fire Officer will indicate, following consultation with the Fire & Rescue Service if in attendance, when a return to the building may be made.

Deaf Alerters may be utilised in the following areas;

- Gilbert Scott Building
- Stevenson Building
- Hunterian Art Gallery (incl. MacIntosh House)
- Library Building
- Boyd Orr Building
- St Andrews Building
- Medical School
- CRF Building

All other areas will be provided with visual warning in conjunction with audible warning to assist people with hearing impairments to evacuate upon an alarm activation.

#### 5.4 Fire Fighting Equipment



Fire fighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the seat of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

Where any firefighting equipment has been used or is deemed unsatisfactory, the Fire Safety Manager should be advised to facilitate replacement or investigation as necessary.

Further information is available on the SEPS website.  
[http://www.gla.ac.uk/media/media\\_185169\\_en.pdf](http://www.gla.ac.uk/media/media_185169_en.pdf)

## 5.5 Structural Alterations

Where any structural or material alterations are carried out within a relevant premise that are likely to impact on the fire safety provision it will be the duty of the Head of Management Unit or Director of Estates and Buildings, as appropriate, to ensure that a copy of the proposals is made available to the Fire Safety Manager for his/her attention. Thereafter, it will be incumbent on the Fire Safety Manager to ensure that a review, if deemed necessary, of the Fire Safety Risk Assessment is carried out. It is also prudent to ensure the Fire Safety Manager is included at an early stage of correspondence in regard to any proposed material changes/alterations to any of the University's relevant premises. Heads of Management Unit should note that no work may be carried out on the relevant premises fabric or structure without authorisation from the Director of Estates & Buildings or their deputy.

## 5.6 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 in close proximity to a building, the potential for firespread through radiated and convected heat currents is a realistic possibility. To ensure this risk is eliminated all such receptacles must be placed a minimum of 6m 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 has to be placed within 6m of a building, it must be of the enclosed type and sited with the access doors facing away from the building.