

# Fire Safety Policy

**1. Fire Safety Policy Statement**

The University of Stirling is committed to providing a safe environment for all its staff, students and visitors and members of the public. Fire is a potential major risk to the lives of everyone. The potential loss of buildings and infrastructure due to fire also poses significant risks to the research and teaching functions which are undertaken within the University.

The University of Stirling will ensure, so far as 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 information that may impact upon it.

The aim of this policy and relevant guidance is therefore to provide a fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the University community and protect the University’ assets.

The policy allows procedures to be developed to manage specific areas of fire safety. Such procedures have the authority of this policy.

**1.1 Meeting this commitment**

In satisfying this commitment we will:

* Identify, assess and adequately control significant fire safety risks arising from or in connection with our work activities by creating and maintaining suitable and sufficient fire risk assessments of all University premises and relevant processes.
* Provide appropriate training, information, instruction and supervision to secure the competence of all staff and students to meet their collective and individual fire safety responsibilities.
* Establish effective communication systems and arrangements for the promotion and maintenance of a positive fire safety culture.
* Allocate adequate resources to manage fire safety at all levels.
* Identify the fire safety measures necessary to reduce the likelihood of an outbreak and the spread of fire.
* Test and maintain all fire safety related equipment to the appropriate standards.

**Professor Gerry McCormac**

**Principal**

**1.2 Organisation for Safety including Fire Safety**

The University, as employer and landowner, bears the primary responsibility for ensuring the health and safety at work, including fire safety of staff, students and all those using its buildings and grounds. University Court is responsible for oversight of health and safety, influencing the strategic direction and seeking assurance of legal compliance. The University Principal has overall responsibility for the executive management of the University, including the implementation of the fire safety policy.

The Senior Deputy Principal and the University Secretary have responsibility for the overall provision of a safe and healthy environment in the workplace for staff and others. In general, this will entail ensuring that adequate policies and procedures are in place and that these are being adhered to.

Deans of Faculties and Service Directors have responsibility for safety management, including fire safety within their areas and report to the Senior Deputy Principal or University Secretary respectively.

Deans of Faculties and Service Directors and other responsible officers within Faculties and Service Areas have day to day responsibility for the safe operation of university activities. This entails ensuring that University policies and procedures are followed, records are kept, risk assessments are made and acted upon, and that supervision and monitoring arrangements are in place to ensure that all of this is being done effectively.

The Head of Safety, Environment and Continuity and the Fire Safety, Health and Safety Officer are responsible for providing competent fire safety advice and guidance.

The diagram below illustrates the main posts within the University with responsibilities for health and safety, including fire safety. Duties may be delegated at each level but responsibility rests with the named post holder.

**2.0 Provision of Competent Fire Safety Advice**

Professional advice is available to all staff regarding fire safety issues. A brief summary of the arrangements is given below.

**2.1 Head of Safety, Environment and Continuity (SEC)**

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| Contact >>> |
| Alison Morrison: Head of Safety, Environment and Continuity |
| t: 01786 467079 [Safety, Environment, Security and Continuity | About | University of Stirling](https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-security-and-continuity/) |
| Alison.morrison@stir.ac.uk |

The Head of Safety, Environment and Continuity (SEC) is responsible for providing competent advice and guidance, monitoring health and safety performance, including fire safety, against University Standards, investigating and reporting on any significant departures from standards, establishing the corporate health, safety and sustainability policies and objectives; and directing the University’s business continuity planning and response processes.

**2.2 Fire, Health and Officer (SEC)**

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| --- |
| Contact >>> |
| Jim Differ: Fire, Health and Safety Officer |
| t: 01786 466147 m:07826 851507 [Safety, Environment, Security and Continuity | About | University of Stirling](https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-security-and-continuity/) |
| Jim.differ@stir.ac.uk  |

Working within SEC, the Fire, Health and Safety Officer provides training and advice on all fire related matters and assists the Head of SEC in the provision of competent safety advice. The officer also leads the development of the university Emergency Procedures, ensuring these are maintained. The Fire, Health and Safety Officer will also carry out routine inspections of all university owned or managed premises.

**2.3 Fire Marshals**

Fire Marshalls are appointed to act as a point of contact between the Fire, Health and Safety Officer and Faculty or Service Area and to advise locally on fire related issues. Fire Marshals duties include but are not limited to, the following:

* Ensure that new members of staff are familiar with where first aid equipment, and fire safety resources are located within the department area.
* Ensure that new members of staff are aware of the locations of emergency exits.
* Ensure that new members of staff know the location of Emergency evacuation assembly points that are used by the department.
* Assist in evacuation of their areas, where safe to do so.
* Performing fire safety inspections in their area
* Bring to the attention of the Fire, Health and Safety Officer any deficiencies / defects in fire safety equipment e.g. fire door not closing properly, missing first aid equipment, missing / used fire extinguishers, etc.

**3.0 Fire Safety Arrangements**

**3.1 Fire Safety Legislation**

The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 require fire precautions and fire safety measures to be in place for the protection of those affected, e.g. employees, building occupants, visitors and emergency services personnel. These precautions and measures must be identified and deemed as reasonably practicable through a fire risk assessment-based approach.

The legislation establishes that responsibility for compliance rests with the ‘Duty Holder’. For workplaces the ‘Duty Holder’ is deemed to be the person who has ‘any extent of control over the premises and matters within their control’.

The ‘Duty Holder’ for all university residencies is the Executive Director of Accommodation and Commercial Services.

The ‘Duty Holder’ for the remainder of the university estate is the Executive Director of Estates and Campus services.

**4.0 Fire Risk Assessments**

Fire risk assessments of all relevant premises will be undertaken by the Fire, Health and Safety Officer and, where necessary, will make recommendations for the improvement of fire safety. All fire risk assessments will be subjected to a periodic review.

**5.0 Means for providing warning in the event of fire**

All university premises have modern electrically operated fire warning systems installed. These systems can include a mixture or all of the following elements depending on the level of risk within the building:

* Control and Indicating Equipment (Fire panel)
* Automatic smoke detection
* Automatic heat detection
* Manually operated call points (Break glass units)
* Sounders / sounder beacons
* Air sampling units (VESDA)
* Interfaces which will automatically shut down plant and equipment in the event of an activation

Fire warning systems are fitted with a battery backup which is capable of maintaining the system in an operational state for 24 hours in the event of mains failure.

Fire warning systems automatically send a signal to Security Control who will attend and investigate all activations.

For unmanned sites, the fire warning system will signal to an Alarm Receiving Centre (ARC) which will alert the Fire and Rescue Service.

Occupants in university residences with a hearing impairment are provided with a portable Defgard system. The system is battery operated and consists of a flashing strobe, an acoustic microphone and a vibrating paddle.

When the fire warning system operates, the sound is picked up by the acoustic microphone and activates the system causing the strobe to flash. The vibrating paddle can be placed under the pillow of the occupant. The paddle will vibrate during an activation and rouse the person from sleep.

**5.1 Testing**

All fire warning systems are tested on a weekly basis to ensure correct operation, records are maintained of all tests and activations.

**5.2 Maintenance**

Responsibility for the periodic maintenance of fire warning systems lies with the Director of Property Management. Records are maintained for all periodic inspections and reactive maintenance.

**6.0 Lifts**

Normal passenger / goods lifts must not be used during a fire alarm activation.

**6.1 Evacuation / Fire Fighting lifts**

These are specially constructed lifts that can be used during a fire emergency to evacuate persons with a disability who may have difficulty evacuating via a stairway. These lifts are designed with special features which are built in such as the power supply being fed from 2 independent sources.

When the fire alarm activates, these lifts will automatically descend to the access level and remain there. All landing call buttons are automatically disabled. Trained personnel can then take control of the lift to carry out an evacuation. A communication system is installed on each landing. The Fire and Rescue Service upon their arrival will take control of any lift they deem necessary to enable the movement of personnel and equipment to upper floors.

Evacuation / Fire Fighting lifts can be found at the following locations:

* Willow Court
* Beech Court
* Juniper Court
* Airthrey Castle
* Cottrell Building
* Campus Central
* Library
* MacRoberts Art Centre

**6.2 Maintenance**

Responsibility for the periodic maintenance of all lifts lies with the Director of Property Management.

**7.0 Emergency Escape Lighting**

Emergency escape lighting is installed in all university premises. The lighting will come on automatically in the event of a mains power failure enabling occupants to safely make their way out of the building.

The Emergency escape lighting has a minimum duration of three hours on premises that cannot evacuate immediately, such as the residences and Stirling Court Hotel.

Minimum illumination falls to one hour in other buildings where the premises can rapidly evacuate.

**7.1 Testing**

Emergency escape lighting is tested monthly for correct operation. A full discharge test is carried out annually. Responsibility for testing and maintenance lies with the Director of Property Management. Records are maintained for all testing and maintenance.

**8.0 Fire Suppression Systems**

**8.1 Sprinkler System**

A domestic sprinkler, tank fed – pump pressurised system designed and installed to BS 9251 – Sprinkler Systems for Residential and Domestic Occupancies Code of Practice - are installed in the following locations:

* Willow Court
* Beech Court
* Juniper Court

A commercial sprinkler, mains pressurised system designed and installed to BS5306 and BS EN 12845 is installed at the MacRobert Arts Centre.

**8.2 Maintenance**

Responsibility for the periodic maintenance of sprinkler systems lies with the Director of Property Management. The residences are serviced annually, whilst the service for the MacRobert is quarterly. Records are maintained for all periodic inspections and reactive maintenance.

**8.3 Gaseous Fire Suppression Systems**

Gaseous Fire Suppression Systems are installed in IT server rooms. Should a fire be detected in a room protected by a gaseous fire suppression system, then the fire warning system will sound the fire alarm and automatically discharge the gas. The gas used in these systems is non-toxic and environmentally friendly.

Gaseous Fire Suppression Systems are installed at:

* Pathfoot
* Cottrell (x2)
* Main Boiler House

**8.4 Maintenance**

Responsibility for the periodic maintenance of sprinkler systems lies with the Director of Property Management. Records are maintained for all periodic inspections and reactive maintenance.

Responsibility for the periodic maintenance of gaseous fire suppression systems lies with the Director of Property Management. Records are maintained for all periodic inspections and reactive maintenance.

**9.0 Wet Chemical Extinguishing Systems**

Ansul R-102 type wet chemical extinguishing systems are installed at the following catering locations. This system will automatically extinguish fires arising from cooking activity on commercial cooking ranges.

Wet chemical extinguishing systems are located at:

* Willow Court (Refresh)
* Stirling Court Hotel (Kitchen)
* Haldanes
* Pathfoot (Kitchen)
* Andrew Miller Building (Scran)
* MacRobert Arts Centre (Kitchen)

**9.1 Maintenance**

Responsibility for the periodic maintenance of wet chemical extinguishing systems lies with the Director of Property Management. Records are maintained for all periodic inspections and reactive maintenance.

**10.0 Dry Riser**

A dry riser is a normally empty pipe that can be externally connected to a pressurized water source by firefighters. It is a vertical pipe intended to distribute water to multiple levels of a building for firefighting purpose.

Dry risers are installed in the following buildings:

* Willow Court
* Beech Court
* Juniper Court
* INTO Building
* Andrew Miller Building - Library

**10.1 Maintenance**

Responsibility for the periodic maintenance of dry risers lies with the Director of Property Management. Records are maintained for all periodic inspections and reactive maintenance.

**11.0 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.

**11.1 Maintenance**

Fire doors inspections are performed on a daily basis through operational use. Final Exit doors and Fire doors are inspected on a weekly basis. Responsibility for the 6-monthly inspection regime of all fire doors rests with the Director of Property Management. Records are maintained for all inspections and reactive maintenance.

**12.0 Refuge Points**

Most refuge points are provided with a two-way Emergency Voice Communication system (EVC) to allow the person in the refuge to communicate with the person nominated to attend the EVC control panel at the time of a FA activation. Where n EVC is not present Security should be contacted via the SafeZone app or mobile phone.

Refuge Points are provided in the following buildings:

* Cottrell
* Campus Central
* Andrew Millar Building
* INTO
* Iris Murdoch Building
* Colin Bell Building
* Pathfoot
* Stirling Court Hotel
* Residencies (Willow, Beech & Juniper)
* Macrobert Arts Centre
* Sports Centre
* Library

Security Control will receive an EVC activation signal for all of the above campus building. Security Control are only able to correspond with EVC devices within Cottrell. Security control will prioritise a communication to notify the relevant department, and the attending Security Officers by means of radio, that an EVC device has been activated to ensure that a designated person attends the EVC refuge intercom control receiver point.

If it becomes necessary to evacuate the person from the refuge, this will be carried out by trained personnel using an appropriate method specific to the person`s requirement and recognised within a Personal Emergency Evacuation Plan (PEEP). An evacuation from height could involve a supported walk up/downstairs, use of an evacuation lifts or an evacuation chair.

**12.1 Testing of EVC**

All EVC`s will be tested on a weekly basis for correct functionality. The responsibility of this rests between a combination of Security and nominated persons for certain buildings. Records are maintained for all tests and reactive measures.

**13.0 PEEP – Personal Emergency Evacuation Plan**

**13.1 Aim**

The aim of a Personal Emergency Evacuation Plan (PEEP) is to provide people who cannot get themselves out of a building unaided during an emergency situation, with the necessary information to be able to manage their escape from the building. This will also provide the Faculty / Service Directorate concerned with the necessary information so as to ensure that the correct level of assistance is always available.

**13.2 Responsibilities**

It is the responsibility of the Faculty / Service Directorate Faculty Operations Manager or Residential Services staff or Accessibility Inclusion Service to talk to disabled staff or students to identify whether they require any assistance in the event of an emergency. If a member of staff or a student requires assistance the appropriate Emergency Evacuation Questionnaire should be completed. This should be completed by the disabled person with appropriate support from the Faculty / Service Directorate Faculty Operations manager or Residential Services staff with support form AIS and SEC where required.

From the information gathered in the questionnaire, a Personal Emergency Evacuation Plan (PEEP) should be formulated in agreement with the person in need of the plan.

Advice and support for writing the PEEP is available from Safety, Environment and Continuity (SEC)and Accessibility Inclusion Service (AIS). Given the unique characteristics of buildings, disabled persons who regularly use different buildings may have to have a separate PEEP developed for each building.

If assistance with evacuation is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the methods to be used.

**14.0 Summoning the Fire and Rescue Service**

Security control will be responsible for summoning the Fire and Rescue Service for all buildings which signal to Security. Security mobile will meet the Fire and Rescue Service and escort them to the location of the incident and pass on any relevant information. Building which are not owned by the university may have local arrangements such as at Lyons Crescent where students self-evacuate and contact the Emergency Services directly.

**15.0 Hazard information for firefighters**

Hazard information for firefighters is contained within a database which is held on an electronic tablet. Security will use the database to inform firefighters of the nature of the hazards and their location(s) within the building.

The Fire, Health and Safety Officer and Security Manager are responsible for maintaining the database. Security are responsible for ensuring the tablet is kept fully charged and available for use at all times.

**16.0 Contractors**

All contractors will undergo an induction by Property Management staff. The induction is in the form of a video which is bespoke to the University of Stirling. The induction provides information covering the following topics:

* Which activity requires a permit to work including (hot work) to be issued
* Laboratory permit to work
* How to raise the alarm in an emergency
* How to report an accident or near miss
* What level of Personal Protective Equipment (PPE) is required on site
* Working at height

**17.0 Structural Alterations**

Where any structural or material alterations are carried out within a relevant premise, it will be the duty of the Project Manager or Director of Estates and Campus Services, as appropriate, to ensure that a copy of the proposals is made available to the Fire, Health and Safety Officer. Thereafter, it will be incumbent on the Fire, Health and Safety Officer to ensure that a review, of the Fire Risk Assessment is performed.

All work must be carried out to the relevant standard of the current Technical Handbook (Non-Domestic).

**18.0 Fire Safety Information, Instruction and training**

**18.1 Fire action notices**

This notice will detail the actions individuals should take upon discovering a fire and on hearing the fire alarm and identify the location of the nearest fire assembly point.

As a minimum, the notices will be posted in common areas where they are accessible to all users of the particular building. A typical, conspicuous location is next to fire alarm call-points throughout buildings, in particular at every call point located near a final exit door.

**18.2 Training**

Fire safety training is provided for all staff via the on-line fire safety module. Staff must complete the module within 3 weeks of taking up post. Refresher training must be undertaken every 3 years.

The Fire, Health and Safety Officer will deliver appropriate training to Fire Marshalls to enable them to carry out their duties.

The Fire, Health and Safety Officer will deliver a Fire Safety Awareness session to all Accommodation Liaison Students annually. Records will be kept by the Fire, Health and Safety Officer, and Accommodation Services management.

Fire safety information for visitors is provided at each of the following receptions:

* Cottrell - Queens Court
* Cottrell - Mailroom
* Pathfoot
* Campus Central – MacRobert Arts Centre
* Library
* Into
* Stirling Court Hotel
* Willow Court

**18.3 Fire Drill Evacuations**

The Fire, Health and Safety Officer will ensure that at a minimum of one fire drill is performed annually in academic buildings, and once per semester within residencies. The frequency will be determined by the risk.

All fire drills will be assessed with observations, good practices, areas of improvement, and outcome actions recorded on a fire drill report form that must be submitted to, and held as a record by the Fire, Health and Safety Officer.

**19.0 Review**

This policy will be reviewed annually.