

## POLICY DOCUMENT

# Fire Safety Policy

Appropriate consultation undertaken	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Impact on other policies considered	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Equality Impact Assessment completed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Public Facing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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BoM Committee	Finance & General Purposes
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Date current version approved by BoM	
BoM Committee	

Review period	Annually or in response to legislation changes – whichever is sooner
Date of last review	
Date of next review	01 May 2021

## Document Change History

This version of the document replaces all previous versions. Changes to this version are summarised below;

<b>Section</b>	<b>Summary of Change</b>	<b>Page</b>
All	Initial Issue (v1.0) dated 17 Jun 2020: incorporating Feb 2019 policy into latest NHC policy template; and reflecting change of Duty Holder.	All

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# 1. North Highland College UHI Fire Safety Policy Statement

**At NHC our safety goal is: “Everyone home safe, every day”.**

**That is why EVERYONE at the College needs to know what is in this Fire Safety Policy.**

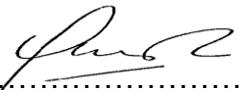
North Highland College is a responsible employer and takes its fire and safety duties seriously. This policy has been formulated to help the College comply with its legal obligations to staff, students and visitors under the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.

These obligations include the provision of a safe place of work where fire safety risks are minimised and the priority is the safety of individuals at all times.

The College will:

- Plan, organise, control, monitor and review all fire safety measures.
- Develop a procedure to minimise the risks associated with fire.
- Reduce the risk of an outbreak of fire.
- Reduce the risk of fire spread.
- Provide a means of escape.
- Demonstrate preventative action.
- Maintain documentation and records in respect of fire safety management.

Specific arrangements for this Policy’s implementation are detailed in the following pages.

  
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Donald MacBeath, Principal

17 Jun 2020

  
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Blair Sandison, Board Chair

17 Jun 2020

## 2. Duty Holder

The College has nominated one individual who has overall management responsibility for fire safety and with ensuring the safety of all persons on or in the immediate vicinity of the premises in the event of fire.

The Duty Holder is Mr Giles Huby, Director of ETEC.

## 3. Competent Person

The Duty Holder must nominate one or more competent persons to assist them in undertaking the measures necessary to comply with current legislation.

The College has retained the services of an external Fire Safety Consultant.

## 4. Fire Risk Assessment

Fire Risk Assessments (FRAs) will be carried out by a competent person for all properties owned or managed by the College.

All FRAs will be reviewed and where necessary revised on a regular basis.

## 5. Emergency Fire Action Plan

The Emergency Fire Action Plan shall be maintained and disseminated to all staff. It will also be made available to all students and posted online.

The plan shall be highlighted to all visitors.

## 6. Fire Wardens

The College will appoint Fire Wardens to carry out the following duties:

- Supervising and implementing the Emergency Fire Action Plan
- Ensuring the emergency services are contacted
- Managing the Fire Assembly Point

## 7. Responsibilities of Staff and Students

**All staff and students** have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

**All staff and students** are expected to co-operate fully with any procedure that may be introduced as a measure to protect the safety and well-being of building users.

**All staff** will be required to assist with ensuring the building is fully evacuated.

## 8. Communication

All staff will be provided with fire safety information commensurate with their role.

All staff will be kept informed of any relevant changes to fire safety procedures or the Fire Risk Assessment.

All students will be made aware of the Emergency Fire Action Plan.

A copy of the plan will be displayed throughout the College and online.

## 9. Training

All staff will be given training and instruction on “the action to be taken” when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any changes that may affect fire safety.

Training will be provided, as necessary, to any staff given additional fire safety responsibilities such as Fire Wardens.

## 10. Fire Drills

A fire drill will be carried out at least twice a year in each property. Fire drills should also include evening classes.

Following a fire drill there should be a review of the operation of the Fire Action Plan. The results of the fire drill should be recorded, discussed with staff, and action should be taken to address any issues which have arisen.

## 11. Documentation and Records

The College shall maintain and retain all relevant documentation for a period of three years to demonstrate compliance.

## 12. Arrangements

The following arrangements are in place to ensure suitable standards of fire safety:

- Appropriate fire detection and alarm systems are installed within the College properties. The systems will be serviced and maintained by a competent person/service engineer on a regular basis. These systems will also be subject to a weekly test.
- Safety signs and notices are provided throughout all premises. These will be subject to a weekly check.

- All escape routes will be kept clear and free from obstructions to ensure they are available at all times when personnel are in the building. All escape routes will be subject to a weekly inspection.
- Self-closing fire doors are provided in strategic locations. These safety critical doors will be subject to a weekly and six-monthly inspection.
- Emergency lighting is provided where necessary. These systems will be serviced and maintained by a competent person/service engineer on a regular basis. The systems will also be subject to a monthly test.
- Suitable and sufficient firefighting equipment is provided. These appliances will be serviced and maintained by a competent person/service engineer on a regular basis. The fire extinguishers will also be subject to a monthly visual check.
- If any member of staff/student observes defective or missing equipment they must report it to the Duty Holder immediately who will take appropriate action to rectify the situation.
- Items of personal electrical equipment charged on the premises must be tested in accordance with the Portable Appliance Testing (PAT) regime currently operated by the College.
- Where outside contractors are employed, prior to any work being undertaken, the fire risk assessment will be reviewed and additional risks likely to be introduced will be considered and evaluated.
- Contractors will be provided with a copy of the significant findings from the Fire Risk Assessment and a copy of the Emergency Fire Action Plan for the property they are working on.
- Contractors should provide the organisation with a copy of their risk assessment covering the work they intend to undertake.