



University of  
St Andrews

## Fire safety guidance for managers

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# University of St Andrews

## Fire Safety Guidance for Managers

### 1 Introduction

Fire safety guidance will be split into two documents:

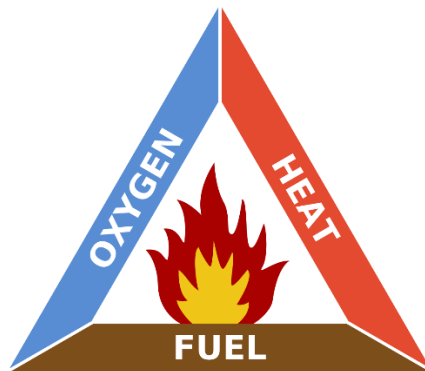
- **Fire Safety Guidance for Managers** - Which will deal with the technical requirements for fire safety and compliance with fire safety legislation.
- **Fire Safety Guidance for Staff and Students** - Which deals with personal fire safety issues and also with immediate risk to the safety of staff and students.

This document will deal with the technical requirements for compliance with fire safety legislation which management at the University will need to comply with.

### 2. Fire Prevention

Fire kills and thus it is vital that people are aware of the serious consequences of fires.

Fires require an ignition source, a fuel and oxygen - the fire triangle:



Removal of any one of these will stop a fire. The fire safety precautions in this document are all based on removal of some part of these requirements for a fire.

It is vital that all workers and students, where it is reasonably practicable, actively try to remove either ignition sources or fuel for fires by good housekeeping procedures. Many activities at the University have an inherent high risk of fire, thus we ask that workers in these areas take extra care to reduce the risk of a fire starting and spreading.

The University aims to have a continuous improvement in fire safety. This will ensure the safety of staff, students and visitors as well as providing protection for property to allow the

### 3. Fire Safety Plan and Key Performance Indicators (KPIs)

#### 3.1 - Fire Safety Plan

To ensure that there is a programme for the improvement of fire safety measures, a 5 year plan for each School and Unit will be produced. This plan will show what the School/Unit proposes to undertake in the five years and as an example, the plan may include items like:

- Undertaking a weekly fire alarm test;
- Undertaking a 6 monthly fire drill
- 3 monthly fire safety inspection of the workplace and that remedial actions are undertaken within the time frame identified in the inspection
- Monthly laboratory inspections
- Ensuring all staff receive and undertake fire safety awareness training
- Ensuring that all staff receive fire extinguisher training
- Ensuring all School/Unit recommendations in the fire risk assessment are undertaken and reported to the Director of EHSS
- Reviewing all processes and procedures to identify changes which may reduce the risk of fire without having undue effects on the ability to undertake teaching and research

Part of the plan will be changes to fire safety during any refurbishment proposals. This could be for example considering the installation of fire suppression systems in fume cupboards, over cooking ranges etc. .

The Director of Estates will produce a separate 5 year plan which will identify the proposals for the improvement of fire safety measures within buildings or during any new buildings or refurbishments. It is therefore important that School/Unit discuss their 5 yearly plan with Estates to make sure they align with each other.

The Director of RBS and the Director of Estates will collaborate on undertaking a 5 yearly plan for the improvement of fire safety within residences. This will range from the management of fire safety within buildings, the management of student behaviours, building structural changes in refurbishment projects to new build projects.

All such plans will be reviewed by the University Governance system which will require such plans and the implementation of such plans to be reviewed by the Health and Safety Assurance Group.

### **3.2 - KPIs**

The 5 year plan will produce an action plan which will identify the actions to be taken. Such an Action Plan will have measurable targets for an annual and also for the period of the plan. These quantitative measures can then be used to identify Key Performance Indicators (KPIs) which can be used as a measure of compliance with the plan but also a measure of improvement of fire safety within the School/Unit.

The plan will identify the KPIs to be measured over the period and completion of the actions will be measured and reported to the University Health and Safety Assurance Group as part of the University Governance programme.

| KPI Number        | Action   | Responsibility  | Timescale   |
|-------------------|--|---|---|
| Fire_Safety/19/08 | Maintenance of fire alarm system by external contractor  | Director of Estates   | 4 monthly   |
| Fire_Safety/19/09 | Maintenance of emergency lighting test by external contractor  | Director of Estates   | 6 monthly   |
| Fire_Safety/19/10 | Maintenance of Fire Extinguishers  | Director of EHSS  | Annual  |
| Fire_Safety/19/11 | Emergency Evacuation Drill   | Head of School/Unit/Building  | 6 monthly   |
| KPI Number        | Action   | Responsibility  | Timescale   |
| Fire_Safety/19/01 | The Office of the Principal in consultation with the Director of EHSS ensure that there is a 5 year fire safety awareness training course by all staff which will ensure improvement of fire safety standards at the University. Copies of fire inspection reports will be sent to the Director of EHSS. | Office of the Principal / Director of School / Unit (provision by Director of EHSS) | 5 year AS staff arrive  |
| Fire_Safety/20/12 | All new staff will receive fire safety awareness training when they first arrive   | Director of School / Unit (provision by Director of EHSS)                           | 5 year AS staff arrive  |
| Fire_Safety/20/13 | Completion of fire safety improvement plan.  | Head of School/Unit/Building  | Annual  |
| Fire_Safety/20/14 | Fire inspection of all workplaces. Copied fire inspection reports will be sent to the Director of EHSS.  | Head of School/Unit/Residence   | 3 monthly   |
|                   | legislation and good practice. There should be adequate resources of finance and personnel to implement this 5 year plan   |   |   |
| Fire_Safety/19/02 | An annual review of the implementation of the 5 yearly plan  | Director of EHSS  | Annual review of implementation   |
| Fire_Safety/19/03 | The Office of the Principal will ensure that fire safety is seen as a priority by implementing a suitable general health and safety management system which includes fire safety.  | Office of the Principal   | An annual review of the implementation of a general health and safety management system                                       |
| Fire_Safety/19/04 | All residences having an annual review of the FRA with a revised FRA produced every 5 years as a maximum   | Director of EHSS and Director of Residential and Business Services                  | Annual  |
| Fire_Safety/19/05 | All science Schools/Units having a review of the fire risk assessment on a three yearly basis for residences and a 4 yearly review of office based buildings. These updated risk assessments will then be part of the 5 yearly fire safety plan.   | Director of EHSS and Heads of relevant Schools/Units                                | 5 Yearly (with an annual review on completion rates) for science Schools/Units and 4 yearly cycle for office based buildings. |
| Fire_Safety/19/06 | Implementation of fire risk assessment   | Director of EHSS  | Annual  |

|                   |   |                              |                            |
|-------------------|---|------------------------------|----------------------------|
|                   | recommendations - Annual review of the implementation |                              |                            |
| Fire_Safety/19/07 | Weekly fire alarm test                                | Head of School/Unit/Building | Weekly (reviewed annually) |

An example of the type of parameters which can be used as KPIs is given below:

| KPI Number        | Action   | Responsibility   | Timescale               |
|-------------------|--|--|-------------------------|
| Fire Safety/20/15 | A written record of all fire/fire false alarms/faulty fire equipment must be notified to the Director of EHSS. An annual review of fire incident statistics will be produced for the Health and Safety Assurance Group | Director of EHSS   | Annual - For statistics |
| Fire Safety/20/17 | Suitable Personal Emergency Evacuation Plans will be put in place for disabled staff and students  | Director of EHSS in collaboration with the Head of School/Unit | As required             |



#### 4. Fire Risk Assessments

The Director of EHSS will arrange for fire risk assessments of all buildings within the University. It is appreciated that full invasive inspection of fire safety measures may not be feasible. Where an invasive inspection cannot be made, this will be highlighted in the document and the University will then consider the actions it will need to take.

These fire risk assessments will be done according to the British Standards BS PAS79-1 2020 (for non-domestic properties) and BS PAS-79-2 2020 (for domestic properties).

The Director of EHSS will ensure that all fire risk assessments will be undertaken by competent personnel as stated in legislation and/or as British Standards.

The buildings will be assessed for the risk of fire and also for the fire precautions /warning systems fitted in the building by specialists in this area. Fire risk assessments will be done on a prioritised system whereby:

- Sleeping Accommodation is done first as it poses the highest risk of fatalities;
- Public access and high risk technical buildings, including science schools;
- Medium/low risk buildings with high risk aspects, not already in the above groups

The Fire Risk Assessment will include an inspection of the following as examples:

- Occupancy as defined in Section 2.9.2 of the Technical Handbook for Non-Domestic Properties under the Buildings (Scotland) Act 2003 and the Building (Scotland) Regulations 2004;
- Activities within the building (eg Residential, chemistry laboratories etc)
- The risk of the spread of fire (eg making sure there are suitable rated fire doors in place)
- Management process for occupants and visitors
- Fire safety documentation (Fire alarm tests, PAT testing electrical equipment, Fixed wire testing, gas safety etc)
- Means of escape including any restrictions on the means of escape
- There are suitable protected means of escape to the outside of the building
- Fire stopping - EHSS will work with Estates with respect to identifying where there are fire stopping issues.
- Maintained fire alarm system with appropriate detectors, maintenance of equipment etc)
- Suitable emergency lighting to allow evacuation
- Fire emergency signage
- Emergency exit strategies for disabled persons
- As well as any other aspect of fire safety which will be required to meet BS PAS 79-1 (2020)

A report will be produced with specific recommendations for the improvement of fire safety within the building concerned. These will include actions required to be undertaken by the managers of the building (eg improving housekeeping) as well as actions which will require structural modifications to the buildings which will be organised through Estates. These recommendations will be prioritised in terms of urgency of action in collaboration with the relevant School/Unit.. The Director of EHSS will monitor the implementation of the remedial actions identified in the fire risk assessment.

A copy of the fire risk assessment for every building should be held in the Fire Safety Log Book (see Fire Safety Log Book) and be available for viewing by any appropriate person.

Scottish Fire and Rescue Service (SFRS) may inspect any building and will ask to see the Fire Risk Assessment. If the School/Unit have been notified of a fire inspection by SFRS, then the School/Unit should notify staff at Environmental, Health and Safety Services as soon as practicable so that a member of staff from this office can attend the inspection.

#### **4.1 Fire Safety Risk Assessments for High Risk Activities**

It will be expected that suitable and sufficient risk assessments for all Schools/Units will be undertaken by EHSS prior to the event happening. The risk assessments should be all users of University properties (thus will include School/Unit activities, Events, Student Events, contractors etc). All such risk assessments should identify the risks due to the activity, who may be harmed by the activity (or potential risk to buildings) and implement all reasonably practicable control measures to eliminate the risk or if this is not possible, then to minimise the risk of fire.

All such risk assessments must be available for view by the Director of EHSS or their nominated deputies

### **5. New Construction and Refurbishment of Buildings**

The Directors of EHSS and Estates will ensure that fire safety is a priority in the construction of all new University buildings. All new builds / refurbishments will aim to improve fire safety within the University (for example will replace older fume cupboards with ones which have built in fire suppression systems).

The Director of Estates in collaboration with EHSS will ensure that all plans for new buildings or refurbishments will meet the fire safety legislation and good practice as stated below

- Section 2 (Fire Safety) of the Technical Handbook for Non-Domestic Properties - 2019 (and Domestic Properties where relevant) as compliance with the Building (Scotland) Act 2003 and the Building (Scotland) Regulations 2004
- Sector Fire Safety Guidances from the Scottish Government
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) regulations 2006
- British Standard BS 9999: 2017 - Fire Safety in the Design, Management and Use of Buildings - Code of Practice
- Other relevant British Standards
- Other general health and safety legislation
- Any other relevant legislation

All fire safety designs from RIBA stage 3 for new buildings and/or refurbishments will be discussed between Director of EHSS (or their appropriate depute) and Estates prior to progressing to the next stage in the construction process.

A fire safety report on all new builds/refurbishments at RIBA Stage 3 and at completion will be submitted to the Health and safety Assurance Group for Governance purposes.



## **6. Fire Detection and Raising the Alarm**

### **6.1 Fire Action Notice / Discovering a Fire**

Actions to be taken in the event of a fire are detailed on the Fire Action Notice (see Appendix 2). These notices should be posted at every break-glass fire alarm call-point. It is the responsibility of School/Unit to check that these Action Notices are in place and up to date. Template notices are available from EHSS

On discovering a fire, you should follow the instructions given in the Fire Action Notice (see Appendix 2). This is:

1. Sound the Alarm either by activating a 'Break Glass' point or shouting 'Fire';
2. Dial 9-999 or 112 on a mobile phone and call the fire brigade;
3. If it is safe to do so then, tackle the fire using the fire extinguishers provided (do not endanger yourself or others in doing so)

On hearing the fire alarm:

1. Leave the building by the nearest available exit
2. Close all doors behind you;
3. Report to the person in charge at the Assembly Point
4. Lifts must not be used
5. Do not re-enter building until instructed to do so by SFFRS

If you are unsure what fire extinguishers to use or how to use them, do not try to fight the fire, leave the building after sounding the alarm.

### **6.2 Fire Detection Systems**

Estates will arrange for appropriate automatic fire detection systems linked to the fire alarm systems where they are deemed necessary by Fire Risk Assessments. This system will be at the British Standard BS 9999 Fire Safety in Design (2017)). Fire detection systems will be maintained by the manufacturer and arranged through Estates.

### **6.3 Fire Alarm Test and Fire Drills**

The Head of School / Unit / Building will ensure that the fire alarm for their building is tested weekly using a different break glass call point each week. This can be done by other staff in the building or the janitorial staff. The purpose of this test is to ensure that all staff can hear the fire alarm in all parts of the building as well as staff being able to identify what the alarm sounds like and that the monitoring station can pick up the signal from the alarm. It is therefore vital that the test should take place at a time when staff are in the building.

A fire drill should be carried out for a building at least every 6 months. Buildings should be completely evacuated within 3-4 minutes in a fire drill. If the evacuation time is longer than this, then it is vital to determine why it has taken so long and try to rectify this. Where significant delays in evacuating a building have been identified and rectified, then the test should be reported

To ensure staff are made aware of alternative exits, the main entrance and/or other exits to the building may be temporarily closed off during the fire drill.

All fire alarm tests and fire drills must be recorded in the Fire Safety Log Book.

## 6.4 Emergency Lighting and Fire Detector Tests

Estates will arrange for the emergency lighting in a building to be tested and for the fire detector heads to be maintained and tested.

When these tests have been done, Estates will ensure that the relevant fire safety log book is suitably updated.

## 6.5 Covering Fire Detectors

Fire detectors are a vital part of warning staff and students of the potential risk of a fire thus should never be covered over.

There are certain circumstances where it may be necessary to cover fire detectors (eg refurbishment construction where there is a lot of dust being generated which activates the detector). In these cases, a 'Permit to Work' should be obtained from Estates to cover the detector during the relevant work period. The cover must be removed at the end of work every day to ensure suitable warning of a fire outside normal working hours and the 'Permit to Work' cancelled. Suitable records of which heads have been covered and when the covers were removed should be kept

## 7. Fire Extinguisher and Suppression Systems

### 7.1 Fire Fighting Equipment

All new extinguishers must conform to the British Standard BS EN 3, which means that they will have a red body and icons to indicate the types of fire they can be used on. Some older extinguishers are colour coded and have instructions for use written on the label.

The colour coding for fire extinguishers is - RED - water, BLACK - CO<sub>2</sub>, CREAM - foam, BLUE - dry powder, YELLOW - for wet chemical for dealing with fat/oil fires in kitchens.

Each type of extinguisher has an icon showing what type of fire it can be used:



Indicates the extinguisher is suitable for use on Class A fires e.g. wood, paper etc., known as carbonaceous materials.



Indicates the extinguisher is suitable for use on Class B fires e.g. flammable liquids.



Indicates the extinguisher is suitable for use on Class C fires e.g. flammable gases (**Do NOT use an extinguisher on a flammable gas fire until the gas supply has been switched off**).



Indicates the extinguisher is suitable for use on **Electrical Fires**.



Indicates the extinguisher is suitable for extinguishing fat/oil fires in kitchens



**Water** - Completely RED body. Use on paper, cardboard, wood and clothes

**BUT NEVER ON ELECTRICAL EQUIPMENT OR FLAMMABLE LIQUIDS.** Water extinguishers act mainly by reducing the temperature of the fire. It is vital that all water immiscible materials are not present (eg burning oils etc) as these cause a massive reaction (see IIDL)



**Dry Powder** - Red body (possibly with blue somewhere on the upper half of the extinguisher). Dry powder extinguishers work in a complex manner, removing oxygen but also reacting with the flame to eliminate the flame. They are effective on most types of fire but have a good VACUUM CLEANER handy after use. Particularly effective on flammable liquid and metal fires.



**Carbon Dioxide** - Red body (possibly with black somewhere on the upper half of the extinguisher). Carbon dioxide extinguishers act by removing oxygen from the fire. They are effective on flammable liquid and particularly effective on electrical fires. Very noisy when in use and do not hold the discharge horn as it will freeze during use and will burn your hand. Be careful, the CO2 will dissipate very quickly, thus a fire which will remain hot after the flame has vanished (eg cardboard or wood fire) can reignite due to the heat held in the fuel. Can hit a target up to 2



**Foam** - Red body (possibly with cream somewhere on the upper half of the extinguisher). Foam extinguishers act by forming a layer over a fire thus removing the oxygen from the fire. Specialist use on flammable liquids and also effective on carbonaceous fires. Some training required to use effectively. Can hit a target up to 4 metres distant. [Guidance on the use of foam](#)



**Wet Chemical** - Yellow label on red body. These are fire extinguishers designed to deal with hot oil fires (type F fires). They are relatively low pressure to avoid pushing hot oil out of the container onto other combustible surfaces. They act by removing oxygen from the fuel. [Guidance on the use of such extinguishers can be found here](#)



**Fire Blanket** - Fire blankets work by removing oxygen from a fire. They are effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material do not throw the blanket

***Do NOT fight a fire if:***

1. It is too big with flames reaching the ceiling.
2. Any hazardous materials are involved.
3. There is any risk of your personal safety and/or escape route being cut off either by fire or smoke.
4. You have not received appropriate training and are not confident in the use of fire extinguishers.
5. You have already discharged one extinguisher to no effect on the fire.

Training in practical fire safety awareness and use of fire extinguishers will be provided by staff from Environmental, Health and Safety Services.

Fire extinguisher maintenance will be organised through Environmental, Health and Safety Services

**NOTE: Please do not try to tackle a fire with a fire extinguisher if you have not had the appropriate training.**

## **7.2 Fire Suppression Systems**

Large catering kitchens will have fire suppression systems above their cooking ranges. These systems will be maintained by Residential and Business Services through the Director of EHSS.

As laboratories are being refurbished, consideration will be given to installing fume cupboards with built in fire suppression system which is either a dry powder extinguisher or a CO2 extinguisher. These are designed to contain and extinguish any fire within the fume cupboard - [see here](#).

Many residential bedrooms and kitchens presently have fire suppression systems which will release water onto a fire automatically. The Directors of RBS and Estates will ensure that all new residential accommodation must have a fire suppression system installed under the the amendment to the [Technical Handbook for Non-Domestic Properties \(and also the Domestic\) - Section 2.15](#)

Where fire suppression systems (eg sprinkler systems) including any dry and wet risers are installed, they must be tested by the manufacturer or approved contractor according to manufacturers instructions and good practice. This will be organised through the Director of Estates

## **8. High Fire Risk Equipment and Activities**

### **8.1 Storage in Corridors**

**8.1.1 Storage in Protected Escape Routes** - These are stairs/corridors entered by fire doors leading to the open air.

**The storage of combustible material within these 'Protected' escape routes is forbidden, however notice-boards may be provided in exceptional circumstances where there is proven fire resistance.**

**Exceptional circumstances:** The use of notice-boards in a protected escape route may be approved providing they are absolutely necessary and all the following conditions are met:

- i) the building is fitted with a fire alarm and an automatic fire detection system;
- ii) the notice-boards are enclosed and specially constructed to comply with the building standards surface spread of flame rating (BS 9999: 2017);

**8.1.2 Unprotected Escape Routes** - Unprotected escape routes are normally corridors linking parts of a building and connecting to protected escape routes.

The use of notice-boards and/or storage in unprotected corridors is permitted subject to the following conditions being met.

**Notice-boards:**

- the notice-board does not exceed 1.2m high x 3.0m long;
- if more than one notice-board is required a 3.0m gap should be employed between adjacent notice-boards (including notice-boards on opposite sides of a corridor);
- all paperwork on the notice-board etc. is securely pinned back at the corners.
- the notice-boards should, where reasonably practicable, be enclosed and specially constructed to comply with the building standards surface spread of flame rating (BS 9999: 2017);

Flammable paper decorations for specific events can if necessary be treated with fire retardant which may be obtained from Environmental, Health and Safety Services.

**8.1.3 Furniture/storage:** The use of furniture and/or storage in unprotected corridors is permitted subject to the following conditions being met:

- no obstruction of the escape route occurs and the required minimum 1.2 metre escape route widths are maintained;
- furniture should be inherently non-combustible i.e. metal or hardwood and should preferably be securely fixed to the wall;
- storage of display leaflets/paper on cabinets must be kept to a minimum;

**Note: No seating containing upholstered polyurethane foam (whether treated or not) is acceptable under any circumstances in corridors. Where it is proposed to introduce large numbers of units advice should be sought from the Director of EHSS.**

Any queries re identification of a protected route, or on any of the above, should be directed to the Director of Environmental, Health and Safety Services (Ext. 2750).

## **8.2 Furniture**

All upholstered furniture / bedding within offices within a University School / Unit should be labelled as Fire resistant as required by the Furniture and Furnishings (Fire) (Safety) Regulations 1988 as modified in 1993, 2010. Furnishings which do not meet this standard should be removed from the School/Unit and suitably disposed.

No personal furniture should be allowed into Schools/Units that does not meet with this standard.

### 8.3 Electrical Equipment in Corridors

No mains plug electrical electrical or combustible materials can be stored in 'Protected Escape Routes.

Various electrical appliances are being used within corridors and escape routes in University premises. As faulty electrical equipment has a high potential as an ignition source for starting a fire and spreading the fire, it is necessary to ensure a level of proportionate controls which ensure that such equipment is well managed and not likely to start or spread a fire.

The broad term electrical appliances covers a wide variety of apparatus which operate at mains voltage and includes:-

- refrigerators; photocopiers; computers; soft drinks dispensing machines; cookers; heaters; kettles, etc.
- 

All electrical equipment must be PAT tested to ensure that it does not pose a significant risk.

**Protected escape routes** - Protected escape routes are stairs/corridors entered by fire doors and which lead to the open air. The location of any mains plug electrical appliances within protected escape routes shall not be permitted under any circumstances.

**Unprotected escape routes** - Unprotected escape routes are normally corridors linking parts of a building sometimes connecting to protected escape routes. In exceptional circumstances, electrical equipment may be used here but only within the parameters set out below.

The location of electrical appliances in unprotected escape routes is generally highly undesirable.

The location and use of electrical appliances such as refrigerators, photocopiers, soft drinks vending machines, may be approved in these areas providing all the criteria listed in the following risk assessment are met.

- **Does the appliance have to be there?** - Can it be moved to a more suitable location within a room and should not be put in the corridor for the sake of convenience.
- **Escape route obstruction and width** -The appliance must not obstruct the escape route. The minimum escape route width must be maintained (this width varies in different premises, but generally is between 1.2 - 1.8 metres)
- **Automatic Fire Detection (AFD) system** - The premises must be fitted with an AFD system. The appliance should be sited within a distance of 3 metres from the nearest detector head.

**Note: High current (greater than 5 amps) electrical appliances such as cookers, heaters, kettles are not permitted in these areas.**

#### 8.3.1 Electrical Equipment in Offices

All electrical equipment powered by mains electrical supplies must have been PAT tested within the last 2 years and a certificate for this testing must be available for inspection by Estates staff or EHSS staff or RBS staff.

### 8.4 Events in Accommodation Run by Residential and Business Services (RBS)

Event organisers of events at RBS managed facilities must notify the Director/Deputy Director of RBS at least 8 weeks prior to the event occurring. The organisers must comply with all requirements of RBS which will include appropriate fire safety measures.

## **8.5 Events at Non-RBS University Facilities**

Organisers of events on University land must inform the Events Co-ordinating Group at least 8 weeks prior to the event. The organisers will have to comply with any fire safety guidance issued by this Group.

Organisers of significant events in Schools / Units should notify the Head at least 8 weeks in advance. Where there is a potential fire risk associated with the event, the organisers should also inform the Director of EHSS for advice.

## **8.6 Decorations at Events**

Paper decorations at events should be treated with fire retardant. The decorations at events located in facilities owned by the University must comply with the guidance in Appendix 3

## **8.7 High Fire Risk Activities**

High risk activities using ignition sources (eg naked flames, lasers etc) and those with high fuel loads (eg areas storing highly flammable materials) must be carefully managed.

Where it is reasonably practicable, naked flames or other potentially high risk ignition sources should be replaced by alternative means which do not pose a risk of fire.

Where this is not practicable, all hot work must be controlled by a 'Permit to Work' system. Contractors and Estates staff must get the appropriate 'Permit to Work' from Estates.

All equipment to be used in residences which have the potential to act as an ignition source or contains flammable materials can only be used with the approval of the Director of Residential and Business Services

All other high risk activities which involve ignition risks must be controlled by suitable and sufficient risk assessments and appropriate method statements. All Class 3B and Class 4 laser risk assessments must be approved by the laser safety co-ordinator for that building or the University Laser Safety Adviser.

No more than 50 litres of highly flammable liquids/solids should be stored in a fire resistant cabinet in a laboratory of work area within the University. Where more than 50 litres of such materials need to be stored, then they must be either:

- Up to 50 litres stored in separate flame proof cabinets;
- Kept in an appropriately Zoned Store under the Dangerous Substances and Explosive Atmospheres Regulations 2002. These zoned areas should have 'Intrinsically Safe Electrical Systems' which will be maintained through Estates.

Where there is a potential for chemicals to react to initiate a fire (eg work with organic peroxides, solid sodium etc), these reactions must be carefully assessed for the risk of fire and appropriate measures taken to minimise the risk of a fire starting and spreading. Such assessments must be made available to all relevant staff including maintenance and cleaning staff through COSHH risk assessments produced on the University's Chemical Risk Management Programme (CHARM).

## **8.8 Pyrotechnic Displays**

Any outdoor pyrotechnic display must be approved by the Events Co-ordinating Committee. Such an event must be kept at a suitable distance from any building (as a minimum of 15 metres) such that it does not pose a significant risk to life or that building.

Indoor pyrotechnic displays of any size are banned unless specific approval from the University through the Director of EHSS is obtained. Such displays will only be allowed if run by a professional organisation who can show, through a very detailed risk assessment, that the pyrotechnics do not pose a significant risk of fire to the occupants or the building.

If you intend to work with explosive materials, you must notify the Director of EHSS and the Head of your School/Unit and comply with the relevant legislation (Manufacture and Storage of Explosives Regulations 2005)

All high risk indoor pyrotechnic activities should be undertaken in areas with appropriate physical fire protection which includes 60 minute fire doors, fire compartmentation and areas where penetrations of compartment walls have been suitably fire stopped.

## **9. Means of Escape and Fire Compartmentation**

All buildings should allow, where reasonably practicable, safe evacuation during an emergency. This will mean that a suitable evacuation strategy should be put in place including those with disabilities (see Section 10).

### **9.1 Fire Wardens and Fire Marshals**

The evacuation strategy will include the appointment of fire wardens (to ensure evacuation of the building and ensure that people do not re-enter the building) and fire marshals who will communicate with fire wardens and the Scottish Fire and Rescue Service. The Director of EHSS will ensure that all fire wardens and fire marshals receive suitable fire safety training.

Residences with shared the responsibilities of fire wardens and fire marshals between RBS staff during normal working hours and the Wardenial staff outside of normal working hours.

### **9.2 Means of Escape**

It is essential that all means of escape are kept clear of obstructions and flammable materials. All emergency exit doors must be clearly identified and should open in the direction of travel and should not require a key to open them.

Gas cylinders, portable heating appliances, reams of paper or other sources of fuel or ignition must not be stored in 'Protected Escape Routes' or in corridors.

Fire doors in corridors provide at least 30 minute smoke and fire protection while the doors on Protected Escape routes should provide 60 minute fire and smoke protection. Fire doors have automatic closures to sure they are closed in the event of a fire. It is therefore **vital** that fire doors are not wedged open. Where fire doors are held open by MagLocks, these locks should release the door in the event of a fire alarm activation. This should be checked during the fire alarm test for the building.

It is the responsibility of all occupants to ensure that all means of escape are kept clear and do not pose a fire risk due to poor housekeeping. The general fire safety inspection should ensure this is done through appropriate questions on a checklist. An example of such a checklist is given in Appendix 4.



### 9.3 Fire Compartmentation

The main control of the spread of fire and smoke is the compartmentation of buildings which include the walls and doors. Fire doors in corridors should provide 30 minute fire protection and fire doors to Protected Escape routes should provide 60 minute fire protection. Such doors should also include intumescent strips or smoke seals which will stop the spread of smoke.

All walls, floors and ceilings to compartments should be sealed to form protection against the spread of fire and smoke. Where there are penetrations to such compartment walls (eg to run IT cabling or other piping), these should be fire stopped after the work is completed. Staff who notice that such penetrations have not been properly fire stopped should raise the issue with the contractor before they leave or with the Unit controlling the work (ie Estates, IT Services etc).

## 10. Occupancy Restrictions

### 10.1 Occupancy Numbers for Events

The maximum occupancy for a room with only one exit is 60 people regardless of the activity. Any reduction in this limit for a room with a single escape would be the size of the room and comfort of the occupants.

Where it is proposed to use a room that has two or more escape routes from it for a specific event, the maximum occupancy of the room will depend on the floor area and the activity.

The calculation for such occupancy is from the Scottish Building Standards Technical Handbook for Non-Domestic Properties 2019 as modified in 2020 and is:

$$\text{Occupancy} = \text{Floor Area (Sq Metres)} / \text{Occupancy Load factor}$$

This will give the maximum occupancy for a specific room for a specific activity.

The Occupancy Load Factor is determined by the type of activity proposed in the room and is given in the following table:

| Description of Activity in Room   | Occupancy load factor |
|---|-----------------------|
| Standing spectators' area   | 0.3                   |
| Amusement arcade, assembly hall (including a general-purpose place of assembly), bar (public area), bingo hall  | 0.5                   |
| Concourse, dance floor, queuing area  | 0.7                   |
| Committee room, common room, conference room, dining room, licensed betting <i>office</i> (public area), lounge (other than a lounge bar), meeting room, reading room, restaurant, staff room, waiting room | 1.0                   |
| Exhibition hall   | 1.5                   |
| Art gallery, dormitory, <i>factory</i> production area, museum, workshop  | 5.0                   |
| <i>Office</i>   | 6.0                   |

|   |      |
|---|------|
| <i>Kitchen , library, shop sales area</i> | 7.0  |
| Bedroom or study bedroom                  | 8.0  |
| Bed-sitting room, billiards room          | 10.0 |

The occupancy of specific teaching and event rooms with regard to fire safety requirements (pre-COVID restrictions) can be found on the [EHSS Fire Safety Website](#)

## **11. Contractors**

Any department that employs contractors or sub-contractors which work within University properties will be expected to ensure that the contractors/sub-contractors comply with University fire safety measures. This will include such as:

- all hot work being undertaken under a 'Hot Work' Permit which is issued by Estates;
- not blocking fire exit routes
- not leaving combustible materials or flammable materials (eg paint) in protected escape routes
- will comply with fire alarm evacuation requirements
- fire risks of work activities are highlighted in their Risk Assessments and Method Statements (RAMS) with appropriate controls to eliminate or minimise the risks of fire
- Minimal use of equipment which generate ignition risks. All such equipment eg welding equipment will need to be justified and a suitable RAMS produced.

It will be expected that the employer of such contractors will do periodic inspections of the contractor's activities to ensure they are complying with University fire safety standards.

## **12. Fire Safety Monitoring**

### **12.1 Reporting Fire and Fire Related Incidents**

All fires, false activations, faulty fire safety equipment and all attendances of the Scottish Fire and Rescue Service must be reported to the Director of EHSS as soon as is reasonably practicable after the event. Such incidents should be reported on the [Fire Incident form on the EHSS Website](#)

Minor incidents should be investigated locally to identify:

- The immediate cause of the event - ie what happened
- The Underlying cause which would be events leading up to the incident (eg the presence of an ignition source next to a source of fuel)
- The root cause of failure which could be due to for example, failure of management, poor or no maintenance, poor or no training etc.

All such internal investigations should be forwarded to the Director of EHSS.

Serious incident will be investigated by the Director of EHSS or their depute.

A 6 monthly review of fire (and other accident statistics) will be sent to Schools/Units to identify potential underlying failings.

### **12.2 Fire Safety Inspections**

All Schools / Units should undertake fire safety inspections of their properties on a regular basis, at least every quarter. These fire inspections should use an appropriate checklist (See Appendix 4) to ensure:

- There is a good housekeeping;
- Fire escapes including corridors / stairways (inside and outside) are not blocked;
- There is no excessive amounts of highly flammable materials being stored in work areas;
- All significant ignition sources are properly managed;
- All fire doors are in good condition
- All compartments are not breached

Where there are structural failings, then Estates should be notified. Where there is a management issue (eg a blocked escape route, poor housekeeping etc, then the School/Unit will be responsible for remedial actions.

### **12.3 Fire Safety Audits**

The Director of EHSS will ensure that there are regular fire safety audits to ensure the University fire safety policy is being implemented as well as ensuring that all recommendations from the fire risk assessments have been implemented or that they are in the process of being implemented. See Appendix 4 for a fire safety audit checklist which should be undertaken by all Schools, Units and Residences.

### **13. Emergency Egress Procedures for Staff / Students / Public with Impairments**

It is a requirement of Scottish Fire and Rescue Service (SFRS) that the University must put in place appropriate management plans to evacuate all staff including those with impairments from a building in the event of a fire alarm being activated. All Schools/Units and Residences should therefore have an appropriate egress plan for all potential occupants. Such plans should be discussed with the University Fire Safety Officers to ensure they are reasonable.

In preparing a building egress plan, consideration must be given to the needs of disabled people. If people use a wheelchair, or can only move with the use of walking aids, their disability is obvious. Many disabilities are often less obvious than this and staff should be vigilant in an emergency, so that help can be given to those individuals who need it most. Provision for people with a temporary disability that may affect their mobility (e.g. broken limbs) should also be considered and incorporated into building egress plans.

It is recommended that Personal Emergency Evacuation Plans (PEEPs) are produced for all those who declare an impairment which may affect their ability to egress a building.

While acknowledging the potential for individual differences in the emergency egress needs of people with similar disabilities, some general guidelines can be made to aid the emergency egress of disabled people in the absence of PEEPs.

#### **13.1 Personal Emergency Evacuation Plans (PEEP)**

Staff, students or members of the public who have an impairment which would affect their egress from a building in the event of an emergency should have an appropriate PEEP produced and all relevant personnel informed of this PEEP. A PEEP for an individual can be produced with the help of the person concerned and the Fire Safety Officers from Environmental, Health and Safety Services. A form for undertaking PEEPs is given in Appendix 5.

Where it is not practicable to produce an individual PEEP as the person may only be visiting a building, it may mean that generic Building Emergency Evacuation Plans (BEEPs) for specific common impairments should be produced and made part of the evacuation management plan. Such generic BEEPs can be produced with the help of the Fire Safety Officers at Environmental, Health and Safety Services.

#### **13.2 People with Restricted Vision**

##### ***Fire Safety Signs:***

People with restricted vision or colour perception may experience difficulty in seeing or recognising fire safety signs which will include fire exit signs. Additional fire safety signs may be required that are sufficiently large and well designed with a good, clear typeface and sited so that they can be seen easily and can be readily distinguishable. If such signs are required then these should be requested from Estates

##### ***Familiarity with Escape Routes:***

Staff from the School/Unit/Residence should take time with a person who has restricted vision to familiarise the person with all possible escape routes, especially those that are not in general use.

##### ***Egress from a Premise:***

Where practicable, a sighted person should lead those members of staff with restricted vision to safety.

This could be one of the duties of a nominated 'Buddy' to do this or a duty of a Fire Warden. It is recommended that a sighted person should lead, inviting the other person to grasp their elbow, as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps etc. Similar assistance should be offered to guide dog owners, with the owner retaining control of their dog. A sighted person should remain with staff with restricted vision at the assembly point until the emergency is over.

### ***Lighting and Colour Contrast***

Good lighting and the use of simple colour contrasts can also help visually impaired people find their way around. Further advice can be obtained from [Disability Services \(http://www.dundee.ac.uk/disabilityservices/\)](http://www.dundee.ac.uk/disabilityservices/), the [Royal National Institute for the Blind \(http://www.rnib.org.uk/Pages/Home.aspx\)](http://www.rnib.org.uk/Pages/Home.aspx), and the [National Federation of the Blind of the United Kingdom \(http://www.nfbuk.org/\)](http://www.nfbuk.org/).

## **13.3 People who are Deaf or Hard of Hearing**

Whilst it is possible that some people who have a serious hearing impairment may be able to make their way to a place of safety independently, difficulties may be encountered in identifying the fire alarm. Consideration should therefore be given to the following:

- Is the person a lone worker or 'out of hours' worker (identifying the need for specialised equipment e.g. flashing lights inter-linked to the fire alarm)?
- Is it always possible for a colleague or other member of staff to ensure that the person has been alerted?
- If in sleeping accommodation, is there a need for additional specialised equipment to wake the person?
- Does the person use a different form of communication e.g. sign language?

Further advice can be obtained from [Disability Services \(http://www.dundee.ac.uk/disabilityservices/\)](http://www.dundee.ac.uk/disabilityservices/) and the [Royal National Institute for Deaf People \(http://www.rnid.org.uk/\)](http://www.rnid.org.uk/).

Specialised equipment is available (eg Deaf Alerters) in certain areas of the University (eg Residences and The Main Library). Staff should be aware of how this equipment works and ensure that it is suitably maintained.

Many public areas of the buildings have hearing loops which allow those who have suitable hearing aids to allow these people to listen to lectures. Such loops can also be used to inform people with hearing impairments that the fire alarm has been activated and that they should go to the assembly point.

Buildings which have hearing loops should ensure that they are suitably maintained and should provide instruction on their use to all those using these facilities.

## **13.4 People with Restricted Mobility**

### **13.4.1 Person with walking aids/restricted mobility. Consider:**

- Introducing a 'Buddy System' where a friend, colleague or member of staff will accompany the person to a refuge or safe area;
- Being prepared to allow able bodied persons to egress from the premises first;

- Being prepared to travel at a rate that is comfortable to the person with impaired mobility; Assessing the need for specialised equipment.

### **13.4.2 Wheelchair Users. Consider:**

- Identifying locations for wheelchair refuges and means of communication from refuges;
- Identifying if a wheelchair user can reach the refuge unaided. If not, consider the introduction of a 'Buddy System';
- Identifying the best method of egress or if there is a need for the provision of specialised equipment (e.g. Evac-Chair);
- As wheelchair users are experienced in transferring from the wheelchair to other forms of seating, they should be allowed to determine the method for transferring from the wheelchair to the specialised equipment.

### **13.5 Use of Lifts**

The use of a normal passenger or goods lift for egress purposes is not be permitted, as it is possible that people may become trapped within the lift itself. The University does not have any lifts which meet the necessary standards to act as an evacuation lift.

When evacuation lifts are installed, those who would need access to these would be informed where they are and will be given a Safety Operating Procedure (SOP) for their use and training in their use will be provided to those who will use them and those who manage the facility.

### **13.6 Evac-Chairs**

Special chairs (Evac-Chairs) which can be used to transport persons requiring assistance down a stair are available from Safety Services. Guidance on the means of escape from University buildings for persons requiring assistance and training in the use of Evac-Chairs is available from the Fire and Training Officer from Environmental, Health and Safety Services. The Fire Wardens and the Fire Marshal should be involved in making arrangements for assisting disabled persons to use an Evac-Chair in the event of a fire or other emergency.

### **13.7 Temporary Waiting Spaces/Refuges**

A refuge is a purposely built fire resisting enclosure on upper or lower floors of a building for the sole use of mobility restricted persons (or others with this identified need) in the event of fire alarm activation/emergency egress situation. Refuges should also comply with the following:

- Totally enclosed in fire resisting structure.
- Provision of communications for any person in the refuge.
- Accessible to and from the outside via a protected escape route.
- Provision of emergency lighting.
- Provision of Fire Action Notices, emergency numbers and egress procedure.
- Sole use for egress purposes for individuals with identified special egress needs.
- Refuge areas should only be used as a temporary haven whilst awaiting egress.

All such areas will have specifically designed communication systems which will be audible to the front of the building and also to Security and Response Team from Estates. In general these systems only work when the fire alarm has been activated.

Each Temporary Waiting Space should have an appropriate sign which gives a description of the location where the person is located. This is vital to pass this information onto the Scottish Fire and Rescue Service when they arrive.

### **13.8 Safe area**

In many existing University buildings construction and provision of refuges is not practically possible. In these circumstances, safe areas must be provided in appropriate locations usually staircase landing enclosures. These areas should comply with the physical provisions detailed below:

- A monitored automatic fire alarm system must be provided.
- Fire compartmentation of the building and separation within the compartment must be of a high standard. This will be confirmed by asking Estates
- Communications systems provided in safe area.
- Safe areas should be within a 30 minute fire resisting enclosure, ideally within a staircase enclosure.
- Provision of appropriate signage.
- Provision of Fire Action Notices.
- Provision of emergency contact numbers.
- Provision of Evac-Chairs in appropriate location.

# Appendix 1

## Definitions

1. **Protected Escape Route** – A protected escape route consists of a corridor or stair enclosure which, once entered, will have 60 minute fire resistant construction and will lead directly to a place of safety via an emergency exit. Access to escape routes will be by ‘Fire Doors’ which provide a minimum fire resistance of 30 minutes. These doors will be fitted with self-closing devices and will have intumescent strips which will stop the spread of smoke between compartments.
2. **Refuges** – A refuge is an area normally sited within an enclosure such as a protected escape route which provides a temporary safe area for people who will not be able to use stairways without assistance.

The refuge normally needs to be big enough to allow wheelchair use and to allow the user to manoeuvre into the wheelchair space without undue difficulty.

A means of communication must be provided so that the person requiring assistance can make contact with those people designated to provide assistance. This could be a fixed telephone at the refuge point, a mobile phone or two way radio.

It is essential that the location of any wheelchair spaces within a corridor or stair enclosure does not adversely affect the means of escape for other people by narrowing the escape route width.

In circumstances where the refuge area identified for a wheelchair user may restrict the free passage of others trying to evacuate the building, the area may still be suitable for use as a refuge providing that the wheelchair is manoeuvred into position after other persons have left that part of the building.

3. **Evacuation Chairs** – Evacuation chairs are specially designed for the evacuation of persons down a stair enclosure in a controlled and safe manner
4. **Buddy System** - The Buddy System is a procedure whereby a friend or staff member is allocated the responsibility of ensuring that the person who may require assistance is alerted of the need to evacuate the building and may assist that person in the evacuation.

Normally the person allocated this responsibility will be employed within the vicinity or work area of the person requiring assistance.

In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence





# FIRE ACTION

## ON DISCOVERING A FIRE

1. Sound the alarm.
2. Dial [redacted] to call the Fire Brigade.
3. If possible, tackle the fire using the appliances provided. (Do not endanger yourself or others in doing so).

## ON HEARING THE FIRE ALARM

4. Leave the building by the nearest available exit. [redacted]
5. Close all doors behind you.
6. Report to person in charge of your assembly point at:- [redacted]



7. Do not take risks.  
Do not stop to collect personal belongings.  
Do not use lifts.  
Do not re-enter the building for any reason unless authorised to do so.

## Appendix 3

### DECORATIONS GUIDELINES – EVENTS

1. The Event Convenor should liaise fully with the Events Co-ordinating Committee – he / she should also inform the Events Co-ordinating Committee approximately 6 weeks prior to the date of the Ball.
2. Generally the Fire Prevention Authorities frown upon paper decorations being suspended from walls, especially on fire exit routes and main circulation areas. However, it has been tacitly agreed that if certain precautions are taken a limited number of decorations will be allowed.
3. Wall Hangings (Paper) – Panels must be separated by a minimum of 2 metres and the clearance between the bottom of the panel and the skirting board should be a minimum of 23 cm. All panels over 1 sq. m. should be treated as indicated below with any one panel restricted to a maximum size of 9 sq. m.

**All** such panels must be backed with hardboard and edges sealed.

In addition the decorations must be treated with flame-retardant spray, which has been approved by the Fire Authority, available from the Safety Office. The method of treatment must be in strict accordance with the Fire Authority Guidelines, i.e. **3 applications on each side.**

4. Light Fittings – **No** decorations should be placed over light fittings. Any loose hanging decorations e.g. in corridors etc must be of non-flammable foil.
5. Exits – **No** decorations must be put over fire exits and entrance doors must be kept clear. While windows may be covered, windows which act as Fire Exits must **not** be covered.
6. Electrical cables, etc – Extension cables providing additional sockets and also equipment cables should be kept, wherever possible, above floor level, be securely fixed and kept as short as possible. It is recommended that residual current circuit breakers (RCCB's) are used.

**Note** – cables partly wound on drums must be de-rated to avoid overheating.

7. Events – Where electrical equipment is used at an organised event, it must conform to the rating of the output socket and it is recommended that RCCB's are used. It is also recommended that a CO2 extinguisher be provided at the site of the equipment.
8. Arrangements must be made to ensure that all music ceases when the Fire Alarm actuates.
9. Smoke effect machines, of any description or smoke filled balloons are **not** permitted.

10. Where infra-red beam detectors are fitted balloons containing helium, or lighter than air gas, are **not** permitted.
11. Stewards should be appointed who have been specifically instructed as to their essential responsibilities in the event of Fire or other Emergency.

Account should also be taken of the additional responsibility caused by the attendance of disabled persons.

# Appendix 4



## Internal Fire Safety Audit

School/Unit Audited by..... Date..... Reviewed  
 by..... Date.....

| a     | ck                             | n/a/other<br>info | ere recorded | on required | iments | e:<br>Amber/Green |
|-------|--------------------------------|-------------------|--------------|-------------|--------|-------------------|
| alarm | ed weekly?<br><br>of last test |                   |              |             |        |                   |

| a | ck  | n/a/<br>r info | re recorded | on required | ments | e:<br>/Amber/ Green |
|---|---|----------------|-------------|-------------|-------|---------------------|
|   | least two fire evacuation drills in the last 12 months?<br><br>s of drills<br>e plan displayed next to fire panel?<br><br>to fire panel accessible? |                |             |             |       |                     |
|   | bber of fire alarm activations in last 12 months  |                |             |             |       |                     |
|   | bber and causes of fires in last 12 months  |                |             |             |       |                     |

| Area         | Check  | n/a/ other info | pre recorded | action required | Comments | Rating: Amber/ Green |
|--------------|--|-----------------|--------------|-----------------|----------|----------------------|
| Housekeeping | panel kept clear   |                 |              |                 |          |                      |
|              | ramps, escape routes and fire exits kept clear and free from combustible materials |                 |              |                 |          |                      |
|              | area immediately outside fire exits kept clear                                     |                 |              |                 |          |                      |
|              | litter removed from building daily   |                 |              |                 |          |                      |
|              | external bins at a suitable distance from the building                             |                 |              |                 |          |                      |

| a | ck  | n/a/ other<br>info | ere recorded | on required | ments | re:<br>Amber/<br>Green |
|---|---|--------------------|--------------|-------------|-------|------------------------|
|   | k areas free from clutter   |                    |              |             |       |                        |
|   | able storage of flammable materials (e.g. solvents in appropriate containers and locked in a cupboard)<br>IT cupboards, boiler rooms etc free from combustible materials (e.g. packaging, mattresses, paper)? |                    |              |             |       |                        |
|   | ets not overloaded?<br>tube adaptors?   |                    |              |             |       |                        |
|   | ceboards tidy and suitably constructed in<br>foyers/escape areas?   |                    |              |             |       |                        |

| a | ck   | n/a other<br>info | pre recorded | on required | ments | e:<br>/Amber/<br>Green |
|---|--|-------------------|--------------|-------------|-------|------------------------|
|   | olstered furniture carries a fire retardant label?   |                   |              |             |       |                        |
|   | unauthorised heaters (e.g. electric bar heaters)?  |                   |              |             |       |                        |
|   | ke/heat detector heads kept clear (e.g. not covered with plastic bags)?                                  |                   |              |             |       |                        |
|   | azardous equipment suitably positioned (e.g. toasters kept clear of paper towel dispensers in kitchens)? |                   |              |             |       |                        |



| Date | Check   | N/A/ other info | Where recorded | When required | Comments | Rating: Amber/ Green |
|------|---|-----------------|----------------|---------------|----------|----------------------|
| Date | Action Notices up to date?                                |                 |                |               |          |                      |
|      | Check on escape routes                                    |                 |                |               |          |                      |
|      | Check on fire doors, including the exterior of exit doors |                 |                |               |          |                      |
|      | Check above fire extinguishers                            |                 |                |               |          |                      |

| a                         | ck  | n/a /other info | re recorded | on required | ments | e:<br>Amber/ Green |
|---------------------------|---|-----------------|-------------|-------------|-------|--------------------|
| <b>fighting equipment</b> | fire extinguishers located by final exit doors and in other suitable areas?   |                 |             |             |       |                    |
|                           | blankets in kitchen areas?  |                 |             |             |       |                    |
|                           | extinguishers intact (key in place, no other visible damage)? Note: <i>It does not matter if the coloured plastic tag is missing.</i> |                 |             |             |       |                    |
|                           | extinguishers and suppression systems in date? <i>A sample check is sufficient.</i>   |                 |             |             |       |                    |
|                           | evac chairs provided where needed?  |                 |             |             |       |                    |

| a | ck  | n/a/ other info | ere recorded | on required | ments | e:<br>Amber/<br>Green |
|---|---|-----------------|--------------|-------------|-------|-----------------------|
|   | e evac chairs been serviced within the last 12 months?                      |                 |              |             |       |                       |
|   | fire doors in good condition? <i>See Moodle guidance.</i>                   |                 |              |             |       |                       |
|   | fire doors all closed (unless held open on magnetic locks)?                 |                 |              |             |       |                       |
|   | fire doors held open on magnetic locks close when the fire alarm is tested? |                 |              |             |       |                       |
|   | locked fire doors unlock when the fire alarm is tested?                     |                 |              |             |       |                       |

| Area                     | Check   | n/a/ other info | Are recorded | Action required | Comments | Rating: Amber/ Green |
|--------------------------|---|-----------------|--------------|-----------------|----------|----------------------|
| Maintenance and lighting | electrical equipment been PAT tested within the last 12 months? <i>If not, when was it last tested?</i> |                 |              |                 |          |                      |
|                          | maintenance records up to date for relevant equipment?  |                 |              |                 |          |                      |
|                          | emergency lighting unobstructed and operating correctly?  |                 |              |                 |          |                      |
|                          | When was the emergency lighting last tested?  |                 |              |                 |          |                      |

| Area               | Check  | n/a/<br>info | Other | Where recorded | Action required | Comments | Rating:<br>/Amber/<br>Green |
|--------------------|--|--------------|-------|----------------|-----------------|----------|-----------------------------|
| Fire<br>procedures | Risk assessments in place for all activities/situations involving a fire hazard? |              |       |                |                 |          |                             |
|                    | Have the risk assessments been made available to/signed by all relevant staff?   |              |       |                |                 |          |                             |
|                    | Are suitable arrangements in place for transporting combustible items?           |              |       |                |                 |          |                             |
|                    | Are there any outstanding fire-related actions from safety committee minutes?    |              |       |                |                 |          |                             |
|                    | Hot Work Permits in place where required?  |              |       |                |                 |          |                             |

| a                            | ck  | n/a/ other info | pre recorded | on required | ments | e:<br>/Amber/<br>Green |
|------------------------------|---|-----------------|--------------|-------------|-------|------------------------|
|                              | unattended experiment notices in place?   |                 |              |             |       |                        |
| <b>Evacuation procedures</b> | Does your building have a Building Emergency Evacuation Plan (BEEP)?                        |                 |              |             |       |                        |
|                              | Is BEEP made available to staff and students?   |                 |              |             |       |                        |
|                              | Are any required Personal Emergency Evacuation Plans in place?                              |                 |              |             |       |                        |
|                              | Is there a means of identifying building occupants and whether they have left the building? |                 |              |             |       |                        |

| a | ck  | n/a/ other<br>info | ere recorded | on required | ments | e:<br>/Amber/<br>en |
|---|---|--------------------|--------------|-------------|-------|---------------------|
|   | all staff aware of their role during an emergency evacuation? |                    |              |             |       |                     |
|   | enough trained evac chair operators available?                |                    |              |             |       |                     |
|   | enough fire wardens available?                                |                    |              |             |       |                     |
|   | e any problems noticed during the last drill been addressed?  |                    |              |             |       |                     |
|   | he assembly area clearly marked and still appropriate?        |                    |              |             |       |                     |

| a                       | ck  | n/a/ other info | re recorded | on required | ments | e:<br>/Amber/ Green |
|-------------------------|---|-----------------|-------------|-------------|-------|---------------------|
| <b>risk assessments</b> | of most recent Fire Risk Assessment   |                 |             |             |       |                     |
|                         | outstanding actions from previous Fire Risk Assessments?<br><br>what action is now proposed?  |                 |             |             |       |                     |
| <b>safety training</b>  | in the last 12 months, have all staff been trained in basic fire safety awareness, either in person or by completing the online training? |                 |             |             |       |                     |
|                         | or all staff have been trained in fire safety awareness:<br>How many are untrained?<br>What action is now proposed?                       |                 |             |             |       |                     |



| a | ck  | n/a/other info | ere recorded | on required | ments | e:<br>Amber/Green |
|---|---|----------------|--------------|-------------|-------|-------------------|
|   | other fire safety training been completed if required (e.g. fire extinguishers, evac chair training, lab safety)?                   |                |              |             |       |                   |
|   | urther fire safety training is required, please comment.  |                |              |             |       |                   |
|   | in the last 12 months, have students in your area been trained in fire safety (if appropriate, e.g. in residences or laboratories)? |                |              |             |       |                   |
|   | ot all students have been trained in fire safety awareness:<br>ow many?<br>hat action is now proposed?                              |                |              |             |       |                   |

# Appendix 5

## University of St Andrews

### Emergency Egress Questionnaire for Staff with Impairments

The University is committed to being as inclusive to all staff as far as reasonably practicable and wishes to ensure the safety of all staff. The University is determined to put in place all reasonably practicable means to allow those with impairments to work in a normal environment. To do this however, it will be necessary to determine what reasonably practical modifications need to put in place to ensure that all staff are working in a safe environment which includes putting in place plans for the egress of staff who may have difficulties in evacuating a building in an emergency

There are many reasons why a person may believe they would have restrictions in evacuating a building in the event of an emergency. These include those who have a hearing impairment and thus cannot hear an alarm, mobility impairments (including those with temporary impairments eg broken leg), sight problems where they cannot identify the signs showing the quickest means of exit in the event of an emergency.

This questionnaire is intended to be completed by staff/students/general public to identify what modifications the University needs to make to include all staff by ensuring that all staff can evacuate a building safely.

**NOTE:** There is no compulsion to complete this form. The aim of this form is to ensure the University can put in place reasonable practicable means of egress for an individual who voluntarily informs the University of an impairment. If a person wishes to discuss this matter in confidence, they may contact the Occupational Health Adviser for confidential medical advice.

If a person is willing to inform the University of their impairment, they should complete this form and then discuss the information on the form with their School Safety Co-ordinator or Disability Coordinator or Residence Manager to produce a Personal Emergency Evacuation Plan (PEEP).

#### 1. Name and Place of Work / Residence

Name .....

Job Title / Student Status .....

School / Unit .....

Residence .....

Brief Description of Duties or studies .....

.....

**NOTE:** If you need assistance in evacuating a building, a PEEP will be produced that will specify what actions need to be taken for you to egress the building as quickly as practicable in the event of an emergency. There may be some buildings that you need to use which the University cannot guarantee safe egress for you without specific structural modifications. These modifications may take some time to put in place. In these cases you should be patient whilst these solutions

are being considered and developed. In some cases safe egress will not be feasible and other solutions will need to be found

**NOTE - Alternative formats of this form can be obtained on request from Environmental, Health and Safety Services**

**This section should be completed by the person who needs assistance in evacuating a building**

| <b>Location</b>   |            |           |  |
|---|------------|-----------|--|
| 2. Where are you based for most of the time (list in order of time spent in a particular School/Unit/ Building)     |            |           |  |
| <b>Awareness of Emergency Egress procedures</b>   |            |           |  |
|   | <b>Yes</b> | <b>No</b> | <b>Comments</b>  |
| 3. Are you aware of the emergency egress procedures which operate in the building(s) in which you work / reside?    |            |           | Details  |
| 4. Due to your impairment, do you require specialised emergency egress procedure?                                   |            |           | <p>If you do, please could you give details.</p> <ul style="list-style-type: none"> <li>• Do you need a personalised emergency evacuation plan in Braille?<br/><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> <li>• Do you require the emergency egress procedure on a tape?<br/><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> <li>• Do you require the emergency egress procedures in large print?<br/><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> </ul> |
| 5. Are emergency signs which identify emergency escape routes and exits clearly visible to you?                     |            |           | <p>Do you require such emergency signs in Braille?</p> <p><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></p>   |
| <b>Emergency Alarm</b>  |            |           |  |
|   | <b>Yes</b> | <b>No</b> | <b>Comments</b>  |
| 6. Can you hear the fire alarm in all areas of the places that you work and/or reside?                              |            |           |  |
| 7. If you are staying in a University residence, do you need assistance to hear the fire alarm when you are asleep? |            |           |  |
| 8. Could you easily raise the alarm if you discovered a fire?   |            |           |  |

| <b>Assistance to Evacuate the Building</b>  |            |           |  |
|---|------------|-----------|--|
|   | <b>Yes</b> | <b>No</b> | <b>Comments</b>  |
| 9. Do you assistance to get out of your place of work or residence in an emergency?           |            |           | <ul style="list-style-type: none"> <li>Is anybody designated to assist you in evacuating a building? If so, please could you name those designated to help you?<br/><br/><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> <li>Is the arrangement with your assistant a formal agreement organised by the School / Unit/ Residence?<br/><br/><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> <li>Are you always in contact with those designated to help evacuate a building in an emergency.<br/><br/><b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/></li> </ul> |
| <b>Evacuating a Building</b>  |            |           |  |
|   | <b>Yes</b> | <b>No</b> | <b>Comments</b>  |
| 10. Can you evacuate a building quickly (eg within 3-4 minutes) in the event of an emergency? |            |           | If not, please could you explain why.  |
| 11. Do you find stairs difficult to use   |            |           | If so, could you explain why stairs pose a problem to you (eg are you a wheelchair user?)  |
| <b>Any other relevant information</b>   |            |           |  |
| Any other information which may be relevant to produce a Personal Emergency Evacuation Plan.  |            |           |  |

**University of St Andrews**

**Personal Emergency Evacuation Plan for .....**

**This document should be completed by the relevant Manager / Residence Manager based on the information provided by the member of staff or student**

**Name** .....

**Job Title / Student Status** .....

**School / Unit** .....

**Residence** .....

**Brief Description of duties or studies** .....

.....

**Awareness of the need to evacuate**

The following alarm systems are required:

Usual Building Fire alarm system

Fire alarm pager device

Visual fire alarm system

Other .....

**Egress Procedure**

**Safe Routes to an identified Refuge or Final Exit**

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.....  
.....

**Communication link with assistance**

.....  
.....  
.....

**Method of Assistance**

.....  
.....  
.....

**Designated Assistance**

The following people have been designated to give me assistance to get out of the building in an emergency.

Name .....

Contact Details .....

Name .....

Contact Details .....

Name .....

Contact Details .....

**Equipment Provided**

.....

.....

.....

.....

| <b>Version number</b> | <b>Purpose / changes</b>                             | <b>Document status</b> | <b>Author of changes, role and school / unit</b> | <b>Date</b> |
|-----------------------|--|------------------------|--|-------------|
| v2.0                  | Rewrite of University fire safety guidance from 2012 | Approved               | Dr Paul Szawlowski                               | 02/08/2021  |