



University of
St Andrews

Fire safety policy

Document type	Policy
Scope (applies to)	Staff and students
Applicability date	01/08/2021
Review / Expiry date	01/08/2024
Approved date	03/08/2021
Approver	Head of EHSS
Document owner	Deputy Director
School / unit	Environmental Health and Safety Services
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Health and safety/Hazard identification and risk assessment
Purpose	Compliance with legislation

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
v2.0	Updated document of the 2012 document	Approved	Dr Paul Szawlowski	02/08/2021

University of St Andrews

Fire Safety Policy

1. Policy Statement

The University of St Andrews recognises that fire can present a serious risk to life and to the buildings and infrastructure which supports the research and teaching facilities critical to the operation of the University. The University, its staff, students, contractors and visitors all hold legal and moral responsibilities for the fire safety of themselves and others. This policy aims to support all persons to achieve an environment where they can learn, live and work safe from fire.

This policy also sets out the arrangements and procedures required to achieve the ambition of continuous improvement in fire safety measures and it is incumbent on all staff and students to read and comply with its contents.

2. Roles and Responsibilities

2.1 University Court

- a. Ensure that the University complies with its statutory duties in relation to fire safety.
- b. Will monitor compliance with legal and University requirements
- c. Will measure key performance indicators for specific outcome measurements

2.2 Office of the Principal

- a. Appoint competent persons to manage fire safety.
- b. Will ensure that there are processes for compliance with legislation and good practice.
- c. Nominate 'responsible persons' in pursuance of Section 54 of The Fire (Scotland) Act 2005.
- d. Ensure that sufficient financial and other resources are available for the University to exercise its duties in relation to fire safety.
- e. The Office of the Principal will ensure that responsible persons in shared premises cooperate and coordinate in pursuance of the relevant legislation and this policy

2.3 Vice Principal – Governance

- a. Ensure that Heads/Directors co-operate and co-ordinate with other nominated persons on matters of fire safety.
- b. Monitor compliance with the fire safety policy.
- c. Will ensure there is, monitor and review the fire risk assessment programme produced by the Director of EHSS.

2.3 The Health and Safety Assurance Group (HSAG)

- a. Provide oversight and monitor the effectiveness of the fire safety policy and arrangements.
- b. Will review fire safety KPI key fire safety outcome measurements

2.4 The Director of Environmental, Health & Safety Services (EHSS)

- a. Ensure that there are sufficient, competent personnel appointed to support the Director of EHSS to manage fire safety and comply with statutory duties.
- b. Will ensure that arrangements are in place for compliance with fire safety and relevant legislation
- c. Implement a suitable management fire safety plan to facilitate the management and continuous improvement of fire safety.
- d. Report to HSAG on the progress and effectiveness of the fire safety management plan.
- e. Reporting of fire related incidents to relevant authorities and HSAG as required.
- f. Implement an effective fire risk assessment programme for all properties across the University estate.

- g. Ensure that staff are nominated to ensure local fire safety management is implemented (by the relevant Heads/Directors) and that they have suitable training to conduct workplace fire safety audits.
- h. Ensure that significant outcomes from fire risk assessments are communicated to the relevant Heads/Directors for action.
- i. Secure contracts for the provision and maintenance of portable firefighting equipment and evacuation aids as required.
- j. Secure/provide training for persons with responsibility for fire safety management including Responsible Persons, Fire Wardens/Marshalls, Safety Co-ordinators and other persons as required.
- k. All other fire safety matters as required by the Office of the Principal

2.5 Heads of Schools/Units,

- a. Responsible for the implementation of the University Fire Safety Policy in premises where their staff are located. This should be done through a 5 year Action Plan which will identify processes which will allow continuous improvement in fire safety.
- b. Produce local fire safety arrangements to implement the objectives of the fire safety policy.
- c. Ensure that recommendations contained within the 'fire risk assessment action plan' are addressed within a reasonable timeframe.
- d. Responsible for nominating staff to carry out fire safety audits as instructed by Director EHSS
- e. Co-operate and co-ordinate with other Heads/Directors relevant to shared buildings/facilities.
- f. Notify EHSS of fires and false alarms and other fire related incidents.
- g. Implement arrangements for the testing of fire alarms and associated fire safety measures.
- h. Ensure that at least two fire evacuation drills are carried out per annum (one per semester).
- i. Responsible for the appointment of suitable numbers of fire wardens, fire marshals, PEEP 'buddies'.
- j. Ensure that suitable records are maintained and held within the fire safety management system
- k. Ensure that all staff complete fire safety awareness training on induction and every 2 years throughout their employment.
- l. Ensure that contractors comply with all University fire safety measures.
- m. All other fire safety matters as required by the Office of the Principal

2.6 Directors of Estates and RBS

- a. Responsible for the implementation of the University Fire Safety Policy in premises where their staff are located or where they have responsibility for specific activities (eg Estates being responsible for building maintenance). This should be done through a 5 year Action Plan which will identify processes which will allow continuous improvement in fire safety.
- b. Produce local fire safety arrangements to implement the objectives of the fire safety policy.
- c. Ensure that recommendations contained within the 'fire risk assessment action plan' allocated to their department are addressed within a reasonable timeframe.
- d. Responsible for nominating staff to carry out fire safety audits as instructed by Director EHSS
- e. Co-operate and co-ordinate with other Heads/Directors relevant to shared buildings/facilities.

- f. Notify EHSS of fires and false alarms and other fire related incidents.
- g. Implement arrangements for the testing of fire alarms and associated fire safety measures.
- h. Ensure that at least two fire evacuation drills are carried out per annum (one per semester).
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- j. Ensure that suitable records are maintained and held within the fire safety management system
- k. Ensure that all staff complete fire safety awareness training on induction and every 2 years throughout their employment.
- l. Ensure that contractors comply with all University fire safety measures.
- m. All other fire safety matters as required by the Office of the Principal

2.7 Staff and Students

- a. Staff and students will take responsibility for their own safety and that of other persons who may be affected by their acts or omissions.
- b. Comply with all fire safety instructions including the fire safety policy, arrangements and procedures
- c. Report fire safety defects or omissions to their line manager/tutor/head of school etc.

3.0 Legislative and Regulatory Framework

This policy document has been produced to comply with the following general legislation

- Fire (Scotland) Act 2005
- Fire safety (Scotland) Regulations 2006
- Building (Scotland) Act 2003
- Building (Scotland) Regulations 2004 as amended
- Building Standards Technical Handbook (Scotland) for Non-Domestic and Domestic Properties
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999

There are many other legislative fire safety requirements. It is important that all fire safety work has been properly assessed and appropriate controls in place. Advice on such matters can be obtained from Environmental, Health and Safety Services.

The University Health and Safety Policy requires that fire risk assessments are undertaken on all University buildings. These are highly specialised and will be done by EHSS staff. It is the Head of School/Unit who is responsible for managing staff within their School/Unit.

4.1 Relationship with existing University policies, procedures and regulations.

As is noted throughout this policy, compliance with the conditions set out here will on occasion also require compliance with other University policies and procedures. Guidance on other areas of fire safety can be found on the [Publications Page of the EHSS Website](#).

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