



**Dumfries and
Galloway College**

One step ahead

FIRE POLICY

Responsibility: Director of Estates and Sustainability

Issue Date: 21st February 2024

Equality Impact Assessment: 14th February 2024

Version: 3



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Fire Policy

1. Purpose

The purpose of this policy is to set out the College’s approach to fire safety across its premises, ensuring the College complies with its legal and statutory duties in relation to Fire Safety.

2. *Scope*

This policy applies to all staff, students and visitors when on College campuses.

3. *References*

- 👉 Fire (Scotland) Safety Act 2005
- 👉 Fire Safety (Scotland) Regulations 2006
- 👉 Management of Health and Safety at Work Regulations 1999

The following procedures have been developed to support the Fire Policy:

- 👉 Fire Evacuation Procedure (Appendix 1)
- 👉 Health and Safety Policy
- 👉 Risk Assessment Policy
- 👉 Testing of Portable Appliances
- 👉 Contractors Safe System of Work Procedure
- 👉 Personal Emergency Evacuation Plan

4. *Definitions*

Not applicable for this policy.

5. *Responsibility*

The Principal has primary executive responsibility for building management and is therefore the responsible person within the meaning of the Regulatory Reform (Fire Safety) Order 2005.

The Director of Estates and Sustainability is the nominated deputy and is responsible for overseeing fire safety arrangements in the building.

6. Policy

6.1 Policy Aim

The College is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of all College employees, students and any other persons who may work on, visit or use these premises, or who may be affected by its activities or services.

The College will ensure that fire safety is a priority in all areas under its control. The risk of fire will be managed in compliance with the Fire (Scotland) Safety Act 2005, the Fire Safety (Scotland) Regulations 2006, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation.

The policy is relevant to all staff, students and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

The aim of this policy and relevant guidance is therefore to provide a fire safety framework which will be implemented to protect lives and College assets. To achieve this the College hereby makes the following commitments:

- ▶ To carry out (and review regularly) a fire safety risk assessment to identify the potential for fire to occur in the workplace and cause harm to employees and other persons in, or in the immediate vicinity of, the premises.
- ▶ To ensure, so far as is reasonably practicable, the safety of their employees from harm caused by fire in the workplace and take reasonable measures to ensure their safety and that of others there, or in the immediate vicinity. These measures should be aimed at avoiding or reducing any risk identified.
- ▶ To provide clear, appropriate information and instruction (and training where necessary) to employees and anyone else working on their premises in relation to any risks identified and fire safety measures provided.
- ▶ To ensure there is a record of fire safety risk assessment.
- ▶ To carry out (or review) a fire safety risk assessment before employing anyone under the age of 18, considering their youth and inexperience, and the particular risk they may be exposed to in the workplace.
- ▶ To ensure that the premises are equipped to an appropriate level, with means of escape (ensuring these can be safely used), means of detecting fire and

giving warning in the event of fire, means of fighting fire, and arrangements for action to be taken in the event of fire.

- To ensure that the premises, and any fire safety facilities, equipment and devices are maintained in good working order.
- To cooperate with anyone else who has fire safety responsibilities for the premises and take all reasonable steps to coordinate fire safety measures regarding the premises.

6.2 Fire Safety Guidance

6.2.1 Fire Prevention

Fire kills and therefore it is vital that people are aware of the serious consequences of fires. Fire requires an ignition source, a fuel and oxygen – removal of any of these will stop a fire. The fire safety precautions are all based on removal of some part of these requirements for a fire.

It is vital that all staff, students and visitors, where it is reasonably practicable, actively try to remove either ignition sources or fuel for fires by good housekeeping procedures and report any concerns they may have to the Estates Team Leader.

All people occupying or using the building at any time have duties:

- Under the above legislation and associated official guidance.
- In accordance with the arrangements described in this statement.
- According to College policy

6.3 Electrical Equipment in Offices

All appropriate electrical portable equipment that is powered by mains electrical supplies must have been PAT tested as per the College Testing Portable Appliances Procedure and a certificate for this testing will be available for inspection by the Scottish Fire and Rescue Service as required.

6.4 Fire Safety Inspections

Fire safety inspections will be conducted on a regular basis across the College to ensure:

- There is good housekeeping

- 👉 Fire escapes, including corridors/stairways (inside and out), are not blocked and are clear and hazard free
- 👉 There is no excessive amount 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 and clear and hazard free
- 👉 All general fire provisions are checked and inspected
- 👉 Emergency lighting system is checked monthly
- 👉 Fire alarm testing takes place every week at both Campuses

7. Distribution

- 👉 Repository
- 👉 All Staff

8. Revision Log

Revision Log		
Date	Section	Description
December 2021	5 - Distribution	Changed Quality Manual to Repository
31.03.22	Responsibility	Changed from Head of Corporate Services to Director of Estates and Sustainability
14.02.2024	Format	Updated to reflect current Document Control Template and EIA
14.02.2024	Appendices	Removed and replaced with single new procedure

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Fire Policy	Head of Corporate Services	1	04.09.20	
Fire Policy	Director of Estates and Sustainability	2	31.03.22	
Fire Policy	Director of Estates and Sustainability	3		

Appendix 1: Equality Impact Assessment

Document:	Fire Policy
Executive Summary:	The Fire Policy will have a positive impact for all protected characteristics. The Policy will ensure that the College complies with all legal and statutory duties under fire safety which also cover certain protected characteristics.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Age	The policy should have a positive impact in ensuring fairness in the event of any fire incidents.
Disability	
Gender	
Gender Based Violence	The policy provides a positive impactive for those with disabilities, providing clear guidance on how those with disabilities will be supported in the event of a fire evacuation.
Gender identity/ reassignment	
Marriage/civil partnership	This policy will provide a positive impact for pregnant persons, provide support and guidance in the event of a fire evacuation.
Pregnancy/maternity	
Religion or Belief	
Race	
Sexual Orientation	

Additional Considerations

Care experienced	The policy should have a positive impact in ensuring fairness in the event of any fire incidents.
Carers	
Mental Health	
Socio-economic status	
Veterans	
Human Rights*	The Human Rights to Privacy and Family Life, Education and Employment are advanced by this procedure.

Lead Officer:	Director of Estates and Sustainability		
Facilitator:	Director of Estates and Sustainability		
Date initiated:			
Consultation:			
Research:			
Signature	Billy Currie	Date	14.02.24



**Dumfries and
Galloway College**

One step ahead

FIRE EVACUATION PROCEDURE

Responsibility: Director of Estates and Sustainability

Issue Date: 21st February 2024

Equality Impact Assessment: 13th February 2024

Version: 1

Fire Evacuation Procedure

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Fire Evacuation Procedure

1. Purpose

This procedure gives guidance to employees of Dumfries and Galloway College in the event of campus building being evacuated during daytime working in the event of a suspected fire. It should be read in conjunction with Fire Marshal Guidance (Appendix 1).

2. *Scope*

The procedure applies to evacuating both Dumfries and Stranraer campuses during business operating hours in the event of a fire emergency situation.

3. References

- 👉 The Fire (Scotland) Act 2005
- 👉 Fire Policy
- 👉 Health and Safety Policy

4. *Definitions*

4.1 **Fire Alarm Call Point**

Fire alarm call points are red, wall mounted devices located at strategic points around the campus. In the event of a fire, they are activated by pressing the black dot which sets off the fire alarm and the Fire and Rescue Service are alerted.

4.2 **Designated Assembly Point**

These are muster points where people evacuating the premises must assemble. They are positioned away from the building and marked by posts bearing a green and white sign. Each area of the building has a specific muster point with the location marked on Fire Action Notices displayed in each room, in corridors and in stairwells.

4.3 **Fire Action Notices**

These notices give information on what to do if there is a fire and the alarm sounds. They also give the location of the fire assembly points.

4.4 **Fire Marshal**

A fire marshal is a designated person allocated responsibilities to help support the ongoing management of fire safety, by contributing to the safety of people in the event of a fire evacuation (Appendix 1).

4.5 **Refuge Point**

These are temporary places of relatively safe waiting areas for short periods of time for people needing assistance to evacuate the building and any person accompanying them.

There are 10 located throughout the college in stairwells and are signposted by a green and white sign.

Operate the 'press when occupied' button on the front of the station. Operating this button will alert the reception staff via the panel at reception. The reception staff will communicate via the phone which is linked to each of the wall-mounted devices. The reception staff will put in place arrangements to safely evacuate you if required*.

*There may be times when the alarm activation is non-fire related i.e. malicious activation and does not present any danger to the persons in the refuge point. If this is the case, the decision may be to stay put.

4.6 Evacuation Chairs

Evacuation chairs are provided to assist mobility impaired persons to descend stairs quickly and safely in an emergency evacuation.

There are nine evacuation chairs which can be found in the stairwells at the refuge points.

Evacuation chairs will not be suitable for all wheelchairs users i.e. those that cannot safely transfer without specialist assistance. Suitable arrangements will be made at the time the Personal Emergency Evacuation Plan (PEEP) is completed.

4.7 Personal Emergency Evacuation Plan (PEEP)

This is a bespoke 'escape plan' for individuals who may not be able to reach a place of safety unaided or within a satisfactory time in the event of an emergency. The plan is prepared in consultation with the person concerned and tailored to their individual need. A PEEP may be required for individuals with impairments (mobility, sight, hearing, cognitive), medical conditions or short-term injuries/illnesses.

4.8 **Fire Evacuation Record**

This is a checklist document detailing all locations within each campus building. It allows the Senior Manager in Charge to record that each area has been checked for personnel, on receipt of a verbal report from the fire marshal for that area.

5. *Responsibilities*

5.1 **Senior Manager in Charge (SMiC)**

The SMiC is responsible for ensuring completion of an orderly evacuation. They will liaise with the Fire and Rescue Service and any other emergency services. The SMiC completes the fire evacuation record from verbal reports from fire marshals. They will oversee re-entry to the building, informing staff to re-enter the building first via entry points controlled by fire marshals, followed by students by the sound of an air horn (one sound for staff to re-enter and two for others to re-enter).

5.2 **Reception Staff**

Reception staff will monitor the refuge point control panel responding to contact from any individuals at the refuge point (s) via the panel at the reception desk.

5.3 **Fire Marshals**

Designated fire marshals are responsible for searching their designated area and checking rooms, toilets etc. They will report to the SMiC whether their area is clear or not. They will ensure no-one re-enters the building until they have been given the all clear by the SMiC – either by two-way radio or air-horn.

5.4 **Evacuation Team**

The evacuation team consists of Estates staff and their primary function is to locate the source of the alarm activation. They will check the alarm panel and go to the zone displayed on the alarm panel to establish if it is a fire or a malicious or accidental activation. They will pass this information on to the SMiC/Fire and Rescue Service.

They are trained in the operation of evacuation chairs and when notified by reception staff, will arrange assistance for persons waiting in refuge points.

The evacuation team are responsible for testing the fire alarm system from a different manual call point weekly and recording this. They are also responsible for checking fire exits are kept clear.

5.5 **Academic Staff**

Staff in charge of a class are responsible for ensuring that all the students in their class exit the building via the nearest safe exit and proceed to the designated fire assembly point as per the fire action notice. They must report whether any of their students are unaccounted for.

5.6 **Managers**

Managers are responsible for ensuring their staff members are made fully aware of this procedure and their own responsibilities within it. They are responsible for ensuring that new staff members are comprehensively briefed during their induction. Managers must liaise with the Health and Safety Advisor to ensure that any required PEEP's are developed and implemented for any staff appointed to their department.

5.7 **Staff**

Staff members are to evacuate the building and report to the appropriate fire assembly point. Staff members are to escort any visitors they have to the appropriate fire assembly point. If visitors are to be left unaccompanied, even for short periods, staff must explain and show their visitors the relevant fire evacuation procedure.

6. *Procedure*

6.1 **Fire Alarm Testing**

6.1.1 Tests on the fire alarm system are carried out on a weekly basis to ensure that the system is operational and that doors fitted with hold-open devices and other security devices operate as required on activation of the alarm. No one is required to evacuate during a fire alarm test.

6.1.2 Fire alarm testing will usually take place between 11:00 and 12:00 on the Wednesday of each week during term time. Out with these times, fire alarms will be tested before the start of normal working hours. At the start of a new academic

year, to familiarise staff and students, fire alarm soundings will take place daily at 1100hrs the first week that classes commence. During each test, the alarm will last for a maximum of 30 seconds then cease. When scheduled exams are taking place, the fire alarm test will be conducted before the start of normal working hours to avoid disruption.

6.1.3 The fire call points are tested on a rotational basis and records are kept up to date by the evacuation team.

6.2 **Fire Drill**

6.2.1 The fire drill is the method of practising the evacuation of the college for a fire or other emergency. These are held at least twice a year and records are kept.

6.2.2 During the fire drill, the fire alarm will sound for more than 30 seconds, indicating that the building must be evacuated. All persons must proceed to their fire assembly points and designated staff members carry out their fire evacuation duties. The lifts must not be used when the fire alarm sounds.

This will include a simulation of a PEEP evacuation.

Evacuation debriefings will take place at reception after each practice fire drill to evaluate the efficient or otherwise of the evacuation procedures.

6.3 **Fire Evacuation**

When the fire alarm sounds for more than 30 seconds and is continuous then this is not a test, and the alarm is indicating that an evacuation is required. The lifts must not be used when the fire alarm sounds.

6.3.1 The SMiC will take up position at reception – if safe to do so. For evenings at Dumfries campus this will be the Janitor on duty alongside the Reception staff.

6.3.2 The evacuation team will identify the location of the fire from the control panel. They will go to the location indicated on the fire control panel, assess the situation, and take appropriate action.

If it is a 'real' fire, they may fight it if they can do so without placing themselves or others in danger. Alternatively, they will evacuate the area immediately and inform the SMiC/Fire and Rescue Service.

UNDER NO CIRCUMSTANCES SHOULD THEY PLACE THEMSELVES AT RISK

If it is a 'false' activation they will inform the SMiC/Fire and Rescue Service.

6.3.3 Staff in charge of a class will direct students to proceed to their designated fire assembly point via the nearest safe exit.

In Dumfries, there are 3 assembly points marked A(Car Park)/B(Turning Circle)/C(Greenhouse)

In Stranraer, the assembly point is clearly marked in the main car park.

6.3.4 Other staff, students not in class, visitors and contractors should proceed to the nearest available exit and the designated fire assembly point.

6.3.5 Staff or students with a PEEP must proceed to the nearest suitable fire exit or refuge point as stated in their PEEP.

6.3.6 Designated fire marshals, wearing their high visibility vests, will check the areas for which they are responsible for and report back to the SMiC. They will then proceed to the allocated fire assembly point.

6.3.7 As designated fire marshals check in, the SMiC will complete the fire evacuation record.

6.3.8 Once an evacuation has started it must be completed even if it is obvious that it is a false alarm.

6.3.9 In the case of a real fire or false alarm, only the Senior Fire and Rescue Officer on site can authorise the alarm to be silenced and reset and the building to be re-occupied.

6.3.10 In the case of a fire drill, the evacuation team will silence the alarm and authorise re-occupation of the building after liaising with the SMiC.

6.3.11 All staff must follow this procedure to evacuate the building. Failure to do so may result in disciplinary action.

7. Distribution

- Repository
- AdminNet
- LearnNet

8. Revision Log

Revision Log		
Date	Section	Description
09.02.2024	Throughout	New procedure incorporating previous procedures (Fire Evacuation Dumfries/Stranraer, Daytime/Evening). Revised to cover business hours at both college campuses.

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Fire Evacuation Procedure	Director of Estates and Sustainability	1	21.02.24	

Appendix 1 – Equality Impact Assessment

Document:	Fire Evacuation Procedure
Executive Summary:	The Fire Evacuation procedure will have a positive impact for all protected characteristics. The procedure will ensure that in any instance the procedure is required to be implemented, no characteristics will be impaired as a result. The Procedure details specifics on how those with impaired abilities will be protected during a fire evacuation process to ensure their safety.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Age	The procedure should have a positive impact in ensuring fairness in the event of any fire incidents.
Disability	
Gender	The procedure provides a positive impactive for those with disabilities, providing clear guidance on how those with disabilities will be supported in the event of a fire evacuation.
Gender Based Violence	
Gender identity/ reassignment	
Marriage/civil partnership	This procedure will provide a positive impact for pregnant persons, provide support and guidance in the event of a fire evacuation.
Pregnancy/maternity	
Religion or Belief	
Race	
Sexual Orientation	

Additional Considerations

Care experienced	The procedure should have a positive impact in ensuring fairness in the event of any fire incidents.
Carers	
Mental Health	
Socio-economic status	
Veterans	
Human Rights*	The Human Rights to Privacy and Family Life, Education and Employment are advanced by this procedure.

Lead Officer:	Director of Estates and Sustainability		
Facilitator:			
Date initiated:	13.02.24		
Consultation:			
Research:			
Signature	B Currie	Date	13.02.24