

## **HEALTH, SAFETY AND WELLBEING POLICY**

### **Aim**

This policy sets out the broad principles of the University approach to the Health, Safety and Wellbeing of staff, students and visitors to the campus. The policy incorporates Fire Safety as a key aspect and should be read along with the related guidelines, procedures and protocols referred to below.

### **Scope**

This policy applies to all staff, students and members of Court.

### **Principles**

The University is fully committed to treating the health, safety and wellbeing of staff, students and visitors with paramount importance, ensuring that proportionate measures are taken to manage identified risks:

As part of our commitment, the University will:-

- Recognise that effective health and safety management will maximise the wellbeing and productivity of all University stakeholders and that this is best achieved through the involvement, commitment and competence of staff and students at all levels of the organisation
- Recognise that effective health and safety management is a legal obligation and that we are responsible for ensuring that this is fully integrated into the University's culture, values and performance standards
- Aim to achieve this integration through strong leadership, including the appointment of Health, Safety and Wellbeing Champions with the responsibility to support health and safety throughout the organisation and ensure that it is considered in planning and decision making processes
- Aim, not only to meet the legal requirements of health, safety legislation, but through review processes, to continually evolve the management systems to achieve best practice and ensure appropriate resources are applied to health, safety and wellbeing
- Ensure there are effective and legally compliant arrangements in place to manage fire risk including both reducing the likelihood of fires starting and spreading, as well as measures to safely respond to fires including regularly tested detection, alarms and evacuation processes.
- Aim to reduce the incidence rates of accidents and incidents arising out of the University's operations on or off of the University premises and ensure the provision and maintenance of safe plant and equipment as well as the safe handling and use of substances
- Encourage the continuous development of an evolving Health, Safety and Wellbeing Policy and Management Systems that meet the changing needs of the University
- Empower a Health, Safety and Sustainability Committee to consult with staff and students and monitor all aspects of health, safety performance and report to the governing body
- Will continually monitor health, safety, wellbeing performance at all levels within the University by receiving and considering reports from the University Health, Safety and Sustainability Committee, including an Annual Report of the work of the Committee.

## **Responsibilities**

The endorsement and upholding of the principles of this Policy Statement are the responsibility of the Court. The Secretary to Court is responsible for leading the activities within the University which fall under this Policy Statement.

## **Approval**

This Policy was approved by the Policy and Resources Committee on 7<sup>th</sup> June 2018

## **Monitoring and Review**

This Policy Statement and related guidelines, procedures and protocols will be reviewed as needed due to changes in legislation, standards or sector good practice or where a reorganisation changes ownership, responsibility or accountability.

## **Equality Impact Assessment**

A full Equality Impact Assessment was carried out in February 2018.

## **Related Guidelines, Procedures and Protocols**

Accident Reporting and Investigation	Access for Animals on Campus
COSHH Procedure	Disposal of Hazardous Waste Procedure
Display Screen Equipment Procedure	Field Working Procedure
Fire Warden Role and Responsibilities	First Aid Procedure
H&S Management and Inspection Procedure	Lone Working Procedure
Major Incident and Continuity Planning Procedure	Management of Contractors Procedure
Records Management Procedure	Risk Management Procedure
Routine Checks on Means of Escape	Short Guide to Fire Safety Risk Assessment
Smoke Free Protocol	Testing & Maintenance of Fixed/Portable Systems
The full list of related procedures is available from the Resilience and Safety <a href="#">intranet pages</a>	

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## Health, Safety and Wellbeing General Statement

The Principal and Vice Chancellor, and the Chair of the University Court of the University of the West of Scotland believe that the health and safety of our staff, students and visitors is of paramount importance, and we:

Recognise that effective health, safety management will maximise the wellbeing and productivity of all University stakeholders and that this is best achieved through the involvement, commitment and competence of staff and students at all levels of the organisation.

Recognise that effective health, safety management is a legal obligation and that we are responsible for ensuring that this is fully integrated into the University's culture, values and performance standards.

Aim to achieve this integration through strong leadership, including the appointment of Health, Safety and Wellbeing Champions with the responsibility to support health and safety throughout the organisation and ensure that it is considered in planning and decision making processes.

Aim, not only to meet the legal requirements of health, safety legislation, but through review processes, to continually evolve the management systems to achieve best practice and ensure appropriate resources are applied to this.

Ensure there are effective and legally compliant arrangements in place to manage fire risk including both reducing the likelihood of fires starting and spreading, as well as measures to safely respond to fires including regularly tested detection, alarms and evacuation processes.

Aim to reduce the incidence rates of accidents and incidents arising out of the Universities operations on or off of the University premises and ensure the provision and maintenance of safe plant and equipment as well as the safe handling and use of substances.

Encourage the continuous development of an evolving Health, Safety and Wellbeing Policy and Management Systems that meet the changing needs of the University.

Empower a Health, Safety and Sustainability Committee to consult with staff and students and monitor all aspects of health, safety performance and report to the governing body

Will continually monitor health, safety, wellbeing performance at all levels within the University by receiving and considering reports from the University Health, Safety and Sustainability Committee, including an Annual Report of the work of the Committee

In carrying out its responsibility, the University will also ensure that it takes cognisance of the Equality Act 2010 to ensure that it supports staff with protected characteristics and ensure reasonable adjustments are made, and risks are managed when carrying out risk assessments and making safety provision.

**Signed:**



**Professor Craig Mahoney**  
Principal and Vice-Chancellor

**Date:** 25<sup>th</sup> June 2018

**Signed:**



**Waiyin Hatton**  
Chair of the University Court

**Date:** 25/6/18

## **Appendix 2**

### **2.0 Arrangements**

The University has a wide range of procedures addressing various Health, Safety and Wellbeing related issues. An overview of some of the key areas is detailed below with the full list available from the Resilience and Safety [intranet pages](#). Employees without access to the University intranet can ask their manager, the Resilience and Safety Team or trade union representative for further information. This information is included as part of the employee induction process.

In addition to the Health and Safety at Work Act 1974, the University approach to Health and Safety is informed by two key documents. These are the HSE Managing for health and safety (HSG 65) guidance and the sector specific HASMAP (Health and Safety Management Profile), which is accepted by Universities and Colleges Employers Association (UCEA) as a valid scheme for measuring health and safety management performance in the Higher Education sector.

#### **2.1 Accident Reporting and Investigation**

The University has an accident/incident and near miss reporting and recording procedure which applies to all schools and departments.

Where accidents are reportable to the Health and Safety Executive (HSE) under the RIDDOR Regulations this will be reported by the Health and Safety Manager.

All accidents/incidents and near misses are initially investigated by the Line Manager or Tutor responsible, and a report raised through the online system. The online reporting form can be found [here](#).

The Resilience and Safety Team shall also investigate accidents/incidents and near misses as required and where necessary recommend remedial actions to prevent a reoccurrence.

#### **2.2 Fire Safety**

The University has a range of measures in place to manage the risks associated with fire. These include comprehensive detection and alarm systems, a weekly testing regime, regular fire drills, trained Fire Wardens, processes to manage contractors (see 4.1), periodic fire risk assessments in all University buildings, and a dedicated Fire Safety Officer to provide competent advice. Appendix 5 outlines the University approach to Fire Safety in more detail.

#### **2.3 First Aid**

The University operates a First Aid system in compliance with the Health and Safety (First Aid) Regulations. First aiders are trained to the standards required and are on duty across all University campuses and within student accommodation. First aiders are issued with a standard first aid box and a mobile phone.

First aid is requested through calling UWS Security on 2222 from any internal phone or 0141 848 3505 from any external or mobile phone. Communication points located at refuge points on stair landings may also be used to contact UWS Security.

The person making the call should give their name, location of the injured person – campus, building, room number and request an ambulance if required.

#### **2.4 Health, Safety and Wellbeing Advice**

In accordance with the Management of Health and Safety at Work Regulations 1999, the University has fully qualified and competent health and safety practitioners who are able to offer advice on all aspects of Health, Safety and Wellbeing.



## 2.5 Risk Assessment

Schools and department are responsible for assessing their health and safety risks and where significant risks are present, carrying out a formal risk assessment to determine appropriate control measures. Risk assessments can be for a particular activity, piece of equipment, or person centred to cover a specific situation or hazard. All risk assessments must be completed using the recognised University of template and guidance.

## 2.6 Training and Information

Health, Safety and Wellbeing training and information will be provided to employees via:-

- Induction training from both line managers and via the POD events;
- Formal training courses covering general Health, Safety and Wellbeing awareness;
- Specified E learning courses;
- Learning events covering job specific topics e.g. manual handling;
- Publications such as policy documents, manuals, leaflets, and factsheets;
- The University's Resilience and Safety intranet pages.

All staff are required to undertake, as a minimum, health and safety induction and fire safety training. This will generally be delivered via elearning, with alternative delivery arrangements made for colleagues that do not routinely use computers. All staff are required to undertake refresher training every three years.

Health, Safety and Wellbeing training needs will be identified by managers during employees 'My Contribution' session, via training needs analysis or identification of job specific need. Managers must ensure that appropriate training is provided and that those identified as in need of training participate fully in it. Further information can be found on the [UWS Training Portal](#).

## 2.7 Consultation and Communication

The Health, Safety and Sustainability Committee advises the University Court on all matters relating to health and safety in the University and is the formal consultation route for health and safety matters and policy.

It includes representatives from Schools, Departments and recognised Trade Unions. The health and safety management system escalates from each area of the University's local Health, Safety & Wellbeing Committee as appropriate via designated Champions and the Health and Safety Manager to this Committee. The HSSC remit includes:-

- discuss and comment on reports concerning health, safety and wellbeing matters
- promote an evolving and proactive Health & Safety culture within the University,
- approve or comment on, and oversee the implementation of relevant policies, procedures, guidance or codes of practice.

## 3.0 Audit and Monitoring

The University recognises the importance of regular audit, monitoring and review of the health and safety policy and its Health, Safety Management System (HSG65) and supporting documents.

Audits will be carried out by the Resilience and Safety Team across all Schools, Departments and Campuses in accordance with the HASMAP audit standards, and the findings reported to the relevant Dean or Director/Head of Department. Support will then be provided in creating an action plan to address any findings as appropriate.

The Resilience and Safety Team will review the overall management of Health, Safety and Wellbeing at planned intervals to ensure its continuing suitability, adequacy and effectiveness.

Reviews will consider opportunities for improvement or other changes to the management system, including the Health, Safety and Wellbeing policy, and will include:-

- regular liaison with each School and Department
- recommendations from monitoring and audit;
- sickness absence/accident/incident/near miss data;
- annual School/Department Health and Safety returns
- Health, Safety & Wellbeing Champions trimester returns to the H,S&SC
- oversight from, and consultation as necessary with, the H,S&SC
- staff survey results.

## **4.0 Information for Contractors**

### **4.1 Contractors**

#### **Contractor responsibilities are summarised in section 5.10**

All contractors are issued with UWS safety information and instructions before work commences which includes requirements for site specific risk assessments and method statements. These instructions must be followed at all times.

Contractors must also ensure that any employee or sub-contractor under their control is made aware of the appropriate arrangements for health and safety. For further information please see the Management of Contractors procedure, available from the Resilience and Safety [intranet pages](#)

### **4.2 Partner Organisations**

Through a robust selection process, the University will ensure, so far as reasonably practicable, the Health, Safety and Wellbeing policies and procedures of partner organisations are harmonised with the University to maintain consistent standards.



## Appendix 3

### 5.0 Roles and Responsibilities

This section of the Health, Safety and Wellbeing policy sets out the roles and responsibilities of key stakeholders within the University. It also outlines the organisational expectations of those who are not employees e.g. students, partner organisations, contractors, visitors and members of the public, where these people have contact with the University. This policy applies to those working on all campuses of the University, including within residential properties and to work carried out in places other than within the University grounds (e.g. fieldwork, consultancy, work based placement learning, University vehicles) in accordance with the Health and Safety Management System (HSG65). *Please read alongside section 8.3 which outlines specific Fire Safety Responsibilities.*

#### 5.1 The Principal and Vice Chancellor and the Chair of the University Court

The Principal and Vice Chancellor and the Chair of the University Court are the ultimate Responsible Person(s) for Health, Safety and Wellbeing within the University. This responsibility is formed by the employers' legal duties to ensure corporate policy is implemented and legal requirements are met for the discharge of statutory duties.

#### 5.2. Vice Chancellors Executive Group (VCEG)

The VCEG is accountable to the Principal and Vice Chancellor for the support and promotion of positive Health, Safety and Wellbeing culture within their executive areas of responsibility.

This includes the implementation of, and compliance with, the University's policies and standards by ensuring that they:-

- are familiar with, and understand the requirements of, the relevant legislation;
- maintain an effective Health, Safety and Wellbeing management system within their areas of responsibility;

This includes ensuring that sufficient personnel, systems, equipment and any other resources are in place to address the following areas:

##### People

Ensure that occupational health provision is in place and accessible for employees.

For further information please see [Occupational Health](#) or for employees without access to the University Intranet please ask your line manager, Human Resources Business Partner or trade union representative.

##### Estates

- plan, organise, control, monitor and review the arrangements for safety including the arrangements for Estates appointed visitors and contractors;
- raise issues that may affect the wider University community with Resilience and Safety

##### Supply Chain

- suppliers of goods and/or services are comprehensively evaluated for their health, safety and welfare provision and meet University standards;
- goods and/or services conform to University's requirements.

#### 5.3. The Secretary to Court

In addition to, and without detracting from, the general responsibilities of VCEG, the role of the Secretary to Court is to:-

- Chair the Health, Safety and Sustainability Committee or appoint a person to do so;
- take responsibility as the responsible person for Health Safety and Wellbeing on behalf of the Principal and Vice Chancellor;
- present an annual management review of University Health, Safety and Wellbeing performance;
- ensure that the Health Safety and Wellbeing policy, procedures, arrangements and guidance have been implemented effectively;

#### **5.4 Deans of School and Directors or Heads of Departments**

All Deans of School and Directors or Heads of Departments are responsible for ensuring the promotion and sustainability of positive Health, Safety and Wellbeing behaviours. This includes on University campuses but also when staff or students are on University business at other sites such as work trips, external placements or study abroad programmes. This requires the successful implementation of policy, standards and procedures as well as active monitoring of performance. In general this will require to:-

- understand the Health, Safety and Wellbeing legislation, and UWS policies, procedures and practices that apply to their school or department;
- ensure all accidents/incidents (including acts of violence or aggression), near misses and incidents of loss and damage are recorded, investigated and reported appropriately and that any preventative or corrective action is implemented in a timely manner and communicated to all parties;
- ensure that employees have received all relevant induction, information, instruction, supervision and training (including emergency procedures and response) in order that they may carry out their duties safely;
- nominate an appropriate member of staff to act as the School/Department Health, Safety and Wellbeing Champion and ensure they chair/attend the relevant health, safety and wellbeing committee/forum as prescribed below. The Champion should be enabled to dedicate sufficient time and resources to carry out their duties
- ensure that appropriate risk assessment(s) in their area are carried out; with significant findings recorded and shared; and necessary control measures implemented;
- ensure that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to UWS Occupational Health and, where required, attend sessions for health surveillance. (Health surveillance is a system of ongoing health checks that may be required depending on the type of work each employee undertakes);
- ensure that staff and students receive suitable training, resource, advice, support and supervision;
- plan, organise, control, monitor and review the arrangements for project safety including the arrangements for School/Department appointed visitors and contractors, taking into account co-ordination and co-operation with other departments e.g. Estates and Resilience and Safety; For further information please see the Management of Contractors procedure, available from the Resilience and Safety [intranet pages](#)
- seek support from the University's Health and Safety Manager to inform decisions.

#### **5.5 School/Department Health, Safety and Wellbeing Champions**

The Health, Safety and Wellbeing Champion, usually a management role is responsible for:-

- acting on behalf of, and with, the Dean of School/Director or Head of Department in the implementation of a health, safety and wellbeing management system;

- discussing and formulating effective service health, safety and wellbeing arrangements which include safe working practices, health, safety and wellbeing active monitoring;
- ensuring appropriate management and employee awareness about relevant health, safety and wellbeing issues in all working environments where the school/department is represented;
- ensuring unresolved health and safety issues are either addressed or referred back to the Dean of School/Director or Head of Department for action;
- Chairing the School or Department Health, Safety and Wellbeing Committee and attending the University Health, Safety and Sustainability Committee (HSSC) and/or any associated local forum. (Which group Champions attend is dependent upon the size and level of risk associated with departments, following consultation with Resilience and Safety);
- ensuring that appropriate reports/information is submitted in advance of each HSSC meeting, or relevant other forum;
- ensuring that health, safety and wellbeing objectives are integrated into relevant planning activity;
- monitoring uptake of health, safety and wellbeing training programmes;
- ensuring that all local Trade Union Safety representatives and any other representative of employee safety are effectively consulted on health, safety and wellbeing; and
- ensuring that all relevant health, safety and wellbeing information is communicated to all school/department areas.

## **5.6 Managers**

- For the purposes of this policy, the term “manager” refers to anyone working at the University who guides or controls research, teaching, budget, workspace or people (staff or visiting researchers). Managers are expected to support the implementation of health, safety and wellbeing policies and procedures within their area of control, escalating any issues which require additional support or training to address.

## **5.7 Employees, Students, Volunteers and People on Work Experience in the University**

As well as the responsibility that the University has as an employer, everybody also has a responsibility to keep themselves safe, by cooperating with safety measures and not putting themselves or others in danger. The University reminds all employees, students and others engaged in activities on its behalf of their own health and safety responsibilities; which are to:-

- take care of their own safety and that of others who may be affected by their activities;
- cooperate with the University on Health, Safety and Wellbeing matters so as to enable it to carry out its own responsibilities and comply with relevant legislative requirements;
- not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or wellbeing and to inform staff of any dangerous situations;
- Report accidents/incidents, near misses and acts of violence or aggression to their line manager and complete an accident/incident reporting form in order that remedial action may be undertaken where necessary with a view to preventing recurrence.
- raise any issues of non-compliance or concern through their line management structure or with a member or staff as appropriate.

## **5.8 The Resilience and Safety Team**

The Resilience and Safety Team is the institutional lead, and support for Schools and Departments on all aspects of Health and Safety. Reporting to the Secretary to Court, the team:

- take a lead role in developing a credible, robust and proportionate Health and Safety culture and level of performance;
- provide advice and guidance to managers regarding Health and Safety risks, and maintaining compliance with relevant legislation;
- support managers to identify training requirements and wherever possible deliver suitable training to meet those needs;
- report any significant issues which potentially put individuals or the University at risk directly to the Secretary of Court ;
- review and improve the Health and Safety policies, procedures and working practices across the University, undertaking audits and inspections to ensure they are being appropriately applied and maintained;
- maintain and review a robust health and safety management system;
- prepare reports and recommendations for the HSSC on the overall performance of the health, safety and wellbeing management system,
- maintain information on all accidents and monitor all accident and incidents that are reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR);
- undertake timely investigation of all serious incidents (including accidents, dangerous occurrences and near misses) and work related ill health investigations, liaising with relevant stakeholders as appropriate;
- provide general advice regarding radiological safety, biological safety and hazardous waste, liaising with specialist colleagues as appropriate;
- promote and support the role of Health, Safety and Wellbeing Champions to ensure that all school/departments have adequate health and safety representation and engagement;
- manage and co-ordinate the Employee Wellbeing Group;
- keep up to date with legislation by maintaining contact with local, national, and sector specific, organisations such as the Health and Safety Executive (HSE) and University Safety and Health Association (USHA);
- co-operate and consult with safety representatives (trade union and non trade union) on all work-related health and safety issues and safe systems of work.

## **5.9 Trade Union Representatives**

The University recognises certain Trade Unions to represent the wide range of employee members. Recognised Trade Unions are invited to be represented on the Health, Safety and Sustainability Committee on behalf of its membership

Trade Union Health and Safety Representative(s) have the same responsibilities as other employees. However, in addition to these responsibilities they also have rights under the Safety Representatives and Safety Committees Regulations 1977 including:-

- carrying out Health, Safety and Wellbeing inspections;
- assisting with accident investigations;
- receiving information from the employer regarding matters of health and safety; and
- being involved in the consultation process on health and safety policies and procedures.

## 5.10 Contractors

University staff that appoint contractors are responsible for informing contractors of relevant foreseeable risks (e.g. by consulting with the University Asbestos Register via Estates) and agreeing arrangements for site entry and induction. Particularly for larger or complex projects, the stages of work should be planned with regular reviews with relevant stakeholders. *The Management of Contractors procedure is available from the Resilience and Safety [intranet pages](#).*

- The contractor is responsible for the provision of relevant documentation to the UWS Supervising Officer, e.g. risk assessments and method statements, and ensuring all work is carried out in accordance with these documents;
- The contractor must not begin works on University premises without first being inducted;
- All contractors must be familiar with and adhere to University Contractor Site Rules;
- Certain work activity will require a permit to work, which must be granted by the University Estates team prior to commencement;
- All control measures identified within the permit to work must be adhered to by the contractor at all times.

## Appendix 4

### 6.0 Health, Safety & Wellbeing Reporting Flowchart





## Appendix 5

### 7.0 Fire Safety

#### 7.1 Introduction

The University will manage the risks from fire by maintaining compliance with The Fire Safety (Scotland) Act 2005 & The Fire (Safety) Regulations 2006. This will ensure that University activities can take place without significant risk of a fire or fire related injury taking place.

Everyone has a responsibility for fire safety. All staff, students, contractors and visitors are required to follow established fire safety procedures to ensure the safe use, storage and disposal of hazardous/combustible materials.

Fire is one of the most significant hazards to which staff working in University premises could foreseeably be exposed. It can break out anywhere and be life threatening in a matter of minutes. Fire damage to buildings and property may have a devastating effect.

#### 7.2 The Duty Holder

The Duty Holder, within the Fire (Scotland) Act 2005, is legally recognised as being the Employer. This legal responsibility cannot be delegated however the functions relating to it may be.

#### 7.3 Responsibilities

Ultimately the Vice Chancellor and Principal, and the Chair of the University Court are responsible for Fire Safety, however for operational reasons this is cascaded to Deans, Directors and Heads of Departments to ensure that they act on the recommendation and requirements of the significant findings of Fire Safety Risk Assessments.

They must ensure that effective management arrangements for fire safety are in place and that these are regularly monitored and reviewed, including all fire escape routes within their area of responsibility being kept clear and free of obstructions.

##### **Secretary to Court**

The Secretary to Court has been delegated these duties by the Principal and University Court to oversee the management of health and safety, including fire safety, within the University.

The Secretary to Court is therefore responsible for ensuring compliance and that robust fire safety arrangements are being put in place to ensure that:

- Competent Fire Safety Advisor and sufficient Fire Wardens are appointed and given the necessary information, instruction, training, and resources to carry out their duties.
- A procedure for assessing the risk of fire occurring in the University premises is established and implemented.
- Appropriate advice is given to Estates Solutions during the construction and maintenance of buildings to reduce the risk of fire occurring and minimise fire spread.
- Appropriate fire systems and equipment are in place for the safety of staff and other persons working or visiting University buildings.

##### **School/Departmental Health, Safety and Wellbeing Champions**

Champions work in conjunction with the Dean of School/Director or Head of Department in promoting a safe environment at a local level. This includes ensuring that fire safety precautions and prevention measures are in place and are working as they are intended as part of their day to day duties. The Fire Safety Officer is able to provide support and advice as required.

## **Fire Safety Officer**

The University Fire Safety Officer is part of the Resilience and Safety team and is responsible for conducting fire safety risk assessments, the provision of advice and training, as well as monitoring and auditing the Fire Safety Policy.

Staff, students and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required. Failure of staff and students to comply with such instructions may lead to disciplinary action being taken.

## **Estates**

Contractors working on behalf of, or on property owned or occupied by, the University must comply with the University's "Contractors Rules" (available on request from [Estates](#)) and obey all instructions given to them in regard to fire safety. They must also ensure that all personnel for whom they have responsibility are adequately trained and instructed in fire safety procedures and arrangements.

Where it applies to building structure, Estates is responsible for the implementation of control measures arising out of Fire Safety Risk Assessments, developing an action plan in line with the recommendations and requirements identified.

All building works undertaken on University premises must ensure the integrity of passive fire protection where there are gaps or penetrations in building fire compartment walls and floors, including where Mechanical & Electrical (M&E) services are installed.

When new buildings, or alterations to existing ones, are being planned the Project Manager shall ensure that the requirements of relevant fire safety legislation and recognised standards are fully considered and that the proposed buildings and facilities meet these requirements. Details of the proposals shall also be sent to Resilience & Safety who will advise on compliance with fire safety legislation, standards and good practice.

In all circumstances Project Managers must provide provisional arrangements for works (no matter how minor) including mechanical & electrical, building & construction, and data cabling to ensure adequate fire stopping is provided or maintained as part of, or on completion of the works.

University Fire Safety Management is developed by Estates and Resilience and Safety.

## **Residence Manager**

The student residence accommodation management team are responsible for carrying out a fire awareness briefing with all new students when they first take up residence. Regular room and premises inspections are carried out and records of these are kept. Fire drills are carried out at least every term and are coordinated with the Fire Safety Officer. The Residence Manager shall support the Fire Safety Officer when Fire Safety Risk Assessments are completed and reviewed annually.

## **General Fire Safety**

Personnel with management responsibility shall ensure that all local procedures and precautions are followed and that persons under their responsibility are trained and given adequate instruction in the actions they should take in the case of fire.

Staff must report any observed shortcomings in fire precautions to their local management or direct to the Fire Safety Officer.

## 7.4 Fire Safety Risk Assessments

These are undertaken by the University Fire Safety Officer and help identify risks that can be removed or reduced. This informs the nature and extent of the fire precautions required for the premises.

The Fire Safety Risk Assessment pays particular attention to those at special risk, i.e. people with disabilities and those with additional support needs, and must include consideration for emergency evacuation, and any dangerous substance liable to be on the premises.

The Fire Safety Risk Assessment should be reviewed on a regular basis at the following intervals:

a) Sleeping Accommodation	-	Annually
b) High Risk Buildings	-	Annually
c) Moderate Risk Buildings	-	Two Yearly
d) Low Risk Buildings	-	Three Yearly

## 7.5 On discovering a fire

- Operate the nearest fire alarm "Break Glass" call point
- Dial 999 to call the Fire & Rescue Service
- Attack the fire with a suitable fire extinguisher, but only if you have had suitable training and it is safe to do so.
- Your primary responsibility is to raise the alarm and safely exit the building.
- Do Not re-enter the building

## 7.6 On hearing the alarm

- Exit the building quickly and calmly
- Do not stop to collect personal belongings, unless they are within reach
- Close the door behind you
- Use the nearest Emergency Exit
- Report to the designated assembly point
- Do Not re-enter the building
- Do Not use any lifts

Any instructions given in an emergency evacuation by nominated staff e.g. Fire Wardens, must be followed and breaches of these procedures will be considered serious and may be dealt with under the University's Disciplinary Procedure.

## 7.7 Evacuation for People with Temporary or Permanent Disabilities

Each individual that may have difficulties evacuating a building unaided should have a Personal Emergency Evacuation Plan (PEEP) which sets out the arrangements for the individual to follow in the event of an evacuation.

The Fire Safety Officer is responsible for creating and reviewing the suitability and effectiveness of PEEPs, and will offer guidance, training and support to Staff and Students where required.

Resilience & Safety will keep a copy of all PEEPs electronically with a signed copy kept by the individual. The arrangements agreed within the PEEP will be shared in confidence with appropriate staff as required.

## 7.8 Building Evacuation

- The control of the building evacuation will rest with Security, who will attend and await the arrival of the Fire and Rescue Service
- Each Fire Warden as they leave the building will report to the Security personnel in attendance, stating that their area is clear or otherwise.

- Security will inform the Fire and Rescue Service of any persons missing (if known)
- Security will remain available, until the building is handed back to the University by The Fire and Rescue Service
- A suitable de-brief shall be carried out immediately after a fire event by the Resilience & Safety team to determine success/problems with evacuation or services affected etc.
- Anyone in the building must follow the process outlined in 7.5 or 7.6 as appropriate. Any breaches of this will be considered serious and may be dealt with under the University's Disciplinary Procedure.

## **7.9 Duties of Teaching Staff**

Teaching staff will ensure that all students are informed of the emergency evacuation procedures at the beginning of each trimester.

In all teaching rooms, laboratories etc., the lecturer is responsible for the safety of students. This responsibility includes advising them of the actions to be taken in the event of a fire, or fire alarm, including the location of the alarm (if necessary), emergency exit routes and the location of the appropriate Assembly Point.

Staff and Students should familiarise themselves with the fire procedure; if necessary teaching staff will conduct students through a simulated evacuation.

- Upon hearing the fire alarm, all activities will cease and the lecturer or trainer will direct students to the nearest escape route and to assembly points as indicated on the fire action notice
- Staff supervising laboratories, workshops and service areas will ensure that all power and gas supplies directly involved in activities are made safe before closing the door as they leave the room.
- Once outside, lecturers should, as far as practicable, assemble the class at the assembly point.
- All staff have a responsibility to encourage the movement of people away from the University Buildings to the assembly points
- No one will be allowed to re-enter the building until directed to do so by an authorised member of University staff.

## **7.10 Fire Wardens**

Fire Wardens are volunteers, sought by Deans of School and Directors/Heads of Departments to assist in the safe evacuation of all staff and student from all areas of the building involved and implement the Emergency Fire Action Plan (see signage posted throughout the campuses, "Fire Action").

In large buildings where numbers of people are significant, it is not practicable to have a roll call or to keep a formal fire register. All but the smallest of premises will require Fire Wardens, and sufficient numbers should be appointed to ensure that no individual has to check an area greater than it would take around one minute to cover. Training is provided for this role by the Fire Safety Officer with refresher sessions provided at regular intervals.

## **7.11 Response Team**

Suitably trained staff are available to assist anyone that may have difficulties evacuating a building unaided in an emergency. As agreed in each PEEP, the individual will inform Security, using the communication provided at the Temporary Waiting Area (TWA), of the level of assistance required. Security will then pass this information to the response team. More detailed information is contained in the Emergency Evacuation of People with Disabilities procedure.

## **7.12 Fire Drills**

The Fire Safety Scotland Regulations (2006) require the University to conduct fire drills in its premises. The drills are designed to monitor the effectiveness of local evacuation procedures and identify if any proportionate improvements can be made. Fire drills will be carried out twice a year in each University building.

Fire evacuation drills will be carried out by The Fire Safety Officer assisted by competent staff and must be recorded in the Fire Log for that building.

Staff students and visitors must follow the evacuation procedures outlined in 7.6 during any drill. Any breaches of this will be considered serious and may be dealt with under the University's Disciplinary Procedure.

### **7.13 Fire Safety Precautions**

Fire doors must be kept closed at all times (unless they are held open by a magnetic system linked to the fire alarm, and close automatically).

Fire doors maintain compartmentation of the building and prevent the spread of fire and/or toxic smoke. All doors are subject to a planned maintenance inspection managed by Estates.

Corridors, stairways, landings and escape routes must be kept clear at all times of any combustible material which would allow a fire to develop, cause obstruction or impede an emergency evacuation.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All firefighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable firefighting equipment must not be removed or repositioned without authority from the Fire Safety Officer (or other member of Resilience & Safety in their absence).

Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment must be reported immediately to the Fire Safety Officer (or other member of Resilience & Safety in their absence).

### **7.14 Training**

- i) All new members of staff shall undertake a mandatory e-learning module on fire safety induction, which can be accessed through the [UWS Training Portal](#).
- ii) All staff must undertake fire safety refresher training every three years.
- iii) Fire Wardens within the University must attend a face to face training session provided by Resilience and Safety and periodic refresher training.
- iv) Response Teams will receive regular refresher training from Resilience and Safety. This will cover moving and handling of persons with a disability. Safe use of Evac-Chairs will be included as part of this training.
- v) Residential students will receive fire safety instruction at the beginning of term one along with literature relating to fire safety. Within specific residences students will be advised of relevant precautions and procedures and also made aware of the dangers and penalties associated with tampering with fire safety equipment.
- vi) Student Accommodation appoint 'Res Life' wardens within all residences, and receive specific instruction on fire safety procedures involved in this role. 'Res Life' wardens will visit accommodation blocks at regular intervals, giving advice on preventing false fire alarms, as directed by the residences management.
- vii) When appropriate, Fire Safety sessions will be delivered to new students, as arranged by their School or Dept.
- vii) The Evacuation Procedures and Assembly Points shall be displayed on Fire Action Notices located at strategic points throughout all University Buildings.

## **7.15 Fire Log Book**

A dedicated fire log book must be kept for all Residences and Campus Buildings. The log book will be located in the residence manager's office or at the security office of each campus. The Fire Log Book will include;

- Record of fire drills
- Record of fire alarm tests
- Record of emergency lighting tests
- Record of inspections of means of escape
- Testing/Maintenance portable firefighting equipment
- Testing/Maintenance of dry risers
- Testing/Maintenance of fire hydrants
- Inspection of Fire Doors
- Record of Staff training
- Incident report form (copy)

## **7.16 Reporting and Investigating Fire-Related Incidents**

This will include all fires (no matter how small) along with false fire alarms, misuse and vandalism of fire related equipment. An on-line Fire Incident Report form must be completed in all cases, with a copy of the report inserted into the fire log.

When appropriate, a member of the Resilience and Safety shall carry out an investigation and make recommendations to reduce the likelihood of a recurrence.

Data provided by completed incident forms and subsequent investigations shall be analysed by the Resilience and Safety team to identify trends and make recommendations. Appropriate reports shall also be provided to Health, Safety and Sustainability Committee and other bodies as required.