

## Board of Management

### Finance & Physical Resources Committee

<b>Date of Meeting</b>	<b>Wednesday 7 December 2022</b>
<b>Paper No.</b>	<b>FPRC2-I</b>
<b>Agenda Item</b>	<b>4.1</b>
<b>Subject of Paper</b>	<b>Health and Safety Report Quarter 1 1st August 2022 to 31st October 2022</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben, Executive Director People and Culture</b>
<b>Date of production</b>	<b>28 November 2022</b>
<b>Action</b>	<b>For Discussion</b>

#### 1. Recommendations

The Committee is invited to note the report and discuss any matters as appropriate.

## 2. Purpose of Report

The purpose of this paper is to update the Committee on the standards of the College's health and safety performance and to provide a platform for the Committee to demonstrate their ongoing commitment to the effective management of health and safety. The health and safety reporting process involved a production of detailed monthly reports for SMT and the Health and Safety Committee, a quarterly health and safety report to be presented to the Health and Safety Committee and to the Finance and Physical Resources Committee. This report is produced from data covering August, September, and October 2022.

## 3. Key Insights

### 3.1 Executive Summary

The report aims to provide an overview of management arrangements and give assurances on the adequacy of health and safety measures in place to fulfil the college statutory obligations. It reviews activities that have taken place over the quarter of August, September and October 2022 as the college continues to welcome the return of staff and students in a much more significant scale since the COVID-19 pandemic.

The report aims to set out key control measures and systems in place to demonstrate the organisations approach to minimising risk and ensuring compliance. In addition to the health and safety report to the Committee, this paper is inclusive of COVID-19 absence data.

This quarterly report will provide information on the following:

- Key Health and Safety Activities
- Inspections and Investigations
- Audits
- Risk Assessments
- Fire Safety
- Health and Safety Training and Development

- Accident and Incident Data
- First Aid
- Covid-19 absence data

## 4 Impact and Implications

### 4.1 The reporting process

The reporting process provides College Senior Management, the Health and Safety Committee and the Board with information on standards of reactive and active health and safety performance. This allows Senior Management to make appropriate management decisions whilst taking health and safety implications into consideration. It also provides the Board of Management with information on the College's health and safety performance and will help them to determine if health and safety is being managed appropriately and effectively. Full detail of the Health and Safety legal obligations are provided within **Appendix A**.

## 5 Health and Safety Activities

In addition to the reactive measures undertaken to respond appropriately to COVID-19, the Health and Safety team have been active in improving health and safety over the past quarter. Some of the key activities are summarised here.

### 5.1 Inspections and Investigations

#### 5.1.1 Investigation Bakery Fire Incident

In the evening of 24th October 2022, the SFRS attended the campus due to smoke actuating the fire alarm as a result of food left in oven and the oven not switched off.

The Health and Safety Team conducted a comprehensive investigation alongside the faculty the findings are summarised below:

The **immediate cause** of the incident is due to human error with scrap food being left in the oven as well as ovens not being switched off.

The **root cause** of the incident is the lack of an appropriate kitchen management system, safe systems of work and ultimately clear communication within the faculty.

The following actions are recommended:

- Written systems of work are reviewed and updated by the faculty. This system of work should expressly specify that no food or other products should be left in the ovens overnight to dry out or bake off.
- All appliances should be physically checked to make sure they are empty; any items discovered inside will be taken out.
- At the end of each day's business, it is physically checked that all gas and electrical appliances have been turned off, via the master switch.
- The H&S team will consult, review, and approve the checklist.
- Update of risk assessment for new safety controls for kitchen shutdown.
- Checklists for kitchen closedowns must be kept on file and scanned into Teams channels once per month.
- All staff will be informed of the new work system and checklist. A sign-off form serves as notice that the work system has been understood.

The Health and Safety Team will continue to engage and support the faculty to develop, implement and monitor the effectiveness of the action plan and control measures.

### **5.1.2 Stonemason Investigation**

The Health and Safety Team investigated the Construction area of Nautical & STEM due to concerns raised by our external maintenance provider FES (FM) relating to Respirable Crystalline Silica (RCS) which is when dust is created when materials containing silica are cut, ground, drilled, sanded, polished or otherwise disturbed.

FES (FM) raised concerns in 2 specific rooms relating to the containment of this dust.

The Health and Safety Team conducted a thorough review with the assistance of FES (FM), the faculty and our colleagues in Estates, which included:

- A review of the Local Exhaust Ventilation (LEV), which is used to contain and remove this dust. Control measures relating to testing were identified and have been implemented by the faculty.
- A COSHH assessment for RCS is in draft and being worked on by a team including H&S and Local Management.
- The PPE for this area was reviewed and inspected with improvements identified, shared and implemented.

## 5.2 Audits

The college received the full report from Henderson Loggie this quarter, who conducted the Health and Safety audit in July 2022. It was noted that there was a significant improvement and progress made since the audit in 2019. The grading of this report was 'Satisfactory'.

The Health and Safety Team continue to work through the 6 areas noted for improvement. Progress is summarised below:

Action	Status	Additional Comment
Health and Safety Policy not updated	Closed	Health and Safety Policy updated, signed and published.
Incomplete accident forms	Closed	Accident Forms Updated. Accident Spreadsheet Updated
Filing of completed risk assessments	Closed	New Risk Assessment tracker and publishing system implemented

Fire Safety Policy & Procedure review	In progress	Policy in draft, updated in line with college structure. Fire Procedure in draft. Schedule of training to be completed for Emergency Fire Action Plan
Improvement required on Near miss reporting	In progress	Near miss awareness campaign communications in draft. H&S added to Operations Desk for reporting once awareness campaign launched.
Temporary nature of the H&S team a concern	In progress	Vacant post for Health and Safety Advisor and Fire Safety Advisor in recruitment process.

### 5.3 Health and Safety Policies and Procedures

The Health and Safety Policy was updated, signed and published this quarter in line with the actions from the Health and Safety Audit. This quarter the Health and Safety Team have reviewed:

- Fire Safety Policy is currently under review by the Health and Safety Team. Policy has been updated to reflect changes to college structure.
- COSHH policy currently under review, guidance documents and substance register page in draft format.
- Risk assessment procedure is in final draft. Risk assessment procedure has been updated to reflect recommendations following Henderson Loggie Audit.

### 5.4 Risk Assessments

The Health and Safety Team continue to support faculties and departments in their completion of risk assessments. Support has been provided to Hospitality & Leisure faculty and Creative Industries faculty to create a risk assessment database and tracking system with the view to centralise generic risk assessments information and remove duplications.

The number of risk assessments reviewed by the Health and Safety team this quarter are summarised below:

Faculty/Department	Number
Creative Industries	8
Education and Humanities	4
Hospitality and Leisure	4
Nautical and STEM	15
Student Experience	5
Corporate Services	7
World Skills	5
<b>Total</b>	<b>48</b>

As part of an action from the Henderson Loggie Audit, The Health and Safety Team have developed and implemented an improved risk assessment tracker and publishing page. This allows for an easier process to identify risk assessment owners and dates for renewal.

## 6. Fire Safety

### 6.1 Fire Risk Assessment

The college welcomed James Hackett from Fire Safe Assessment in the month of August to conduct a fire risk assessment on the following premises.

- City Campus
- Riverside Teaching Block
- Engineering Workshop
- Marine Skills Centre
- Riverside Accommodation
- St Luke's Accommodation

Full detailed reports and action plans were shared in September. The Health and Safety Team created a 'Fire and Emergency Arrangements' Teams communication

channel where the fire risk assessment documentation was shared, owners of actions were identified, and a working live document was created to monitor progress of completion.

A full executive summary from Fire Safe Assessment can be found in **Appendix B**. General feedback from the external consultant was positive, however the FRA highlighted the necessity for an update to the college Fire Policy and Emergency Fire Action Plans.

This quarter the following Fire Risk Assessment action progress is summarised below:

Fire Risk Assessment Action Completion Totals	
City Campus	23 actions – 1 complete – 11 in progress
Riverside Campus	18 actions – 4 complete – 5 in progress
Engineering Block (Riverside)	19 actions – 1 complete – 6 in progress
Marine Skills Centre	11 actions – 6 in progress
Halls of Residence	21 actions – 7 in progress
St Luke’s Halls of Residence	17 actions – 2 in progress

All actions that were deemed as ‘High Risk’ have been completed.

## 6.2 Fire Evacuation Interim Arrangements

As the college welcomed an increase of staff and student numbers in August, a review of the college interim fire evacuation measures took place. In September the college adopted revised interim arrangements. This includes a daily Fire Warden rota which indicates responsibilities for level and zonal clearance in the event of an evacuation.

These interim measures are in place to ensure there is sufficient cover while implementing a hybrid working approach. However, these interim measures whilst they ensure compliance, the Health and Safety Team have reviewed a more long-term strategy. This involves a review of the previous Emergency Fire Action Plan and a



schedule of training for individuals with specific roles. The interim Fire Evacuation arrangements were in place in advance of the planned fire drills.

### 6.3 Fire Evacuation Drills

Both campuses and halls of residence were subject to fire evacuation drills in the month of October. Full detailed reports were conducted following all fire drills. Overall general feedback was positive surrounding the new interim arrangements. However, the fire evacuation drills highlighted the recommendation from the fire risk assessment that a full review of the fire policy and procedure should take place.

Fire Evacuation Drills Action Completion Totals	
Halls of Residence – 1 <sup>st</sup> October	7 of 8 complete
City Campus – 5 <sup>th</sup> October	10 complete, 10 in progress – 29 total
Riverside Campus – 12 <sup>th</sup> October	4 of 8 complete

### 6.5 Engagement with Scottish Fire and Rescue Service

The Associate Director, People and Culture and Health and Safety Manager met with Fire Safety Officer Representatives from Scottish Fire and Rescue Service (SFRS) to discuss general college fire safety. The meeting was positive, with SFRS happy that the college have an appropriate plan for fire safety moving forward. Plans are in motion for SFRS to attend both campuses and halls of residence to conduct a proactive pre-planned audit. This audit will allow:

- The Health and Safety Team to gain further information, advice and guidance on actions and recommendations from the Fire Risk Assessment.
- Revision of our Emergency Fire Action Plan.
- A review of the fire door located at level 2 at City Campus, Core C. SFRS indicated that they could not see why the door could not be locked via the college maglock system. However, as this was a recommendation by our previous Fire Safety Officer, a full inspection of the area and capacity will take place.

## 6.6 Fire Policies and Procedures

In line with recommendations following the fire risk assessment and actions following the fire evacuation drill, the Health and Safety Team have revised and prioritised the Health, Safety and Fire workplan.

Throughout this quarter there has been a review of:

- The Fire Safety Policy
- Update of information surrounding roles and responsibilities
- The Emergency Fire Action Plan
- Step by step guidance for Emergency Fire Action Plan training
- Inspection and replacement of items in all core safes, spreadsheet created for future monitoring of safes

The Health and Safety Team plan to arrange a number of training sessions in relation to the revised Emergency Fire Action Plan. Priority roles have been identified as the Person in Charge and the Fire Evacuation Team. A full training schedule will take place from November.

## 6.7 Personal Emergency Evacuation Plans (PEEPs)

As the number of staff and students have increased on campus, as has the number of PEEP referrals. This quarter the Health and Safety Team received 49 PEEP requests for new students, priority was given to students requiring the most support. The Health and Safety Team were able to issue 33 PEEPs within the reporting quarter. The college currently has in total 110 individuals who require a PEEP, this includes staff and refresher PEEPs for returning students.

The Health and Safety Team collaborated with Student Support and IT to review how communication can be improved for identifying new students who require a PEEP. Due to the high number of referrals a tracking system has been created by the Health and Safety Team to monitor progress. However, there are increasingly more requests for those who need a PEEP. Collaboration continues with IT, and the college Enquirer system will create a reporting mechanism to highlight new students who need a PEEP,

prior to their first week on campus. The Health and Safety team expect this to be live to include students who want to enrol in the college in January.

## 7. Health and Safety Training and Development

City of Glasgow college offers comprehensive health and safety training via e-Learning (Workrite and MyCity), in house delivered courses and externally accredited courses. Training is coordinated by the Health and Safety team and the Organisational Development team. New staff are required to undertake mandatory health and safety modules, fire safety and evacuation and display screen equipment assessments. The Health and Safety Team have collaborated with the Organisational Development Team during the development of the mandatory health and safety modules for the new Learner Experience Platform (LXP).

Departments and Faculties can request training relating to their own needs, the Health and Safety team regularly meet with faculties and departments to provide training relating to tailored risk assessments, general health and safety and fire safety awareness.

### 7.1 Summary of Health and Safety e-Learning Training Q1 2022/2023

Course	Type of Course	Number of Staff Completed
Introduction to Health and Safety at Work	Online	12
Fire Safety and Evacuation	Online	12
Assessrite Display Screen Equipment – Homeworking	Online	27
Assessrite Display Screen Equipment	Online	28
Manual Handling Awareness	Online	20
Working at Height Awareness	Online	20
	<b>Total</b>	<b>119</b>

### 7.2 Summary of delivered Health and Safety training Q1 2022/2023

Course	Type of Course	Number of Staff Completed
Tailored Health and Safety Training	In person	38
Emergency Fire Action Plan – Train the Trainer Evac Chair	In person	3
Emergency Fire Action Plan – Evac Team Refresher	In person	3
Tailored Risk Assessment Guidance	In person	3
Ladder Training	In person	14
Anaphylaxis Refresher Training	In person	5
First Aid Training & Refresher	In person (external)	2
	<b>Total</b>	<b>68</b>

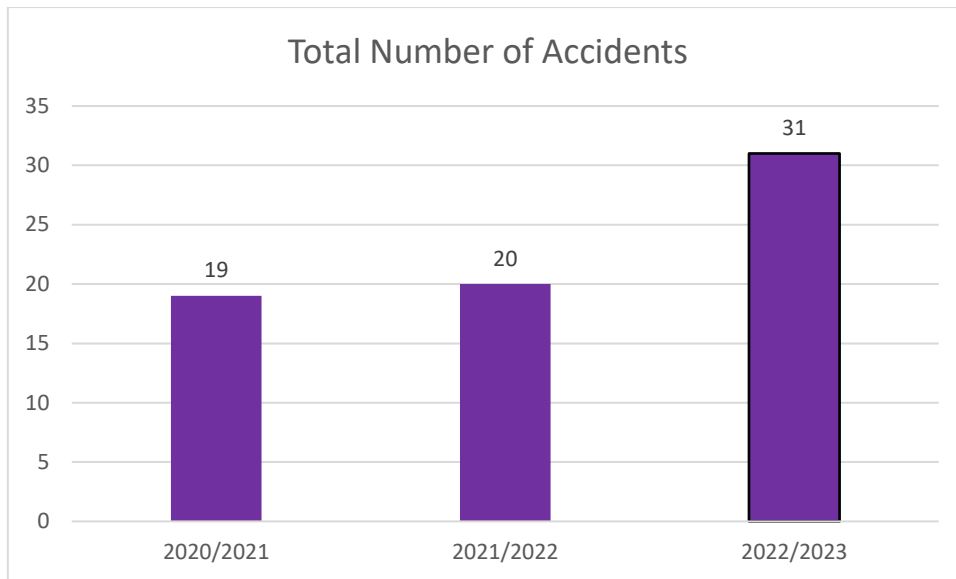
## 8. Accident and Incident Statistics

The City of Glasgow College evaluates performance based on several health and safety performance indicators. While every endeavour has been made to provide comprehensive accident and incident data, the data for 2020 / 2021 / 2022 must be interpreted in the context of the pandemic situation. As the college was not operating at full capacity on campus, the accident data pre-pandemic cannot be fully compared to data from 2020 to current day due to differences in staff / students on campus and the differences in activities being carried out.

Below is a summary of the main health and safety data monitored and reviewed by the Health and Safety team this quarter.

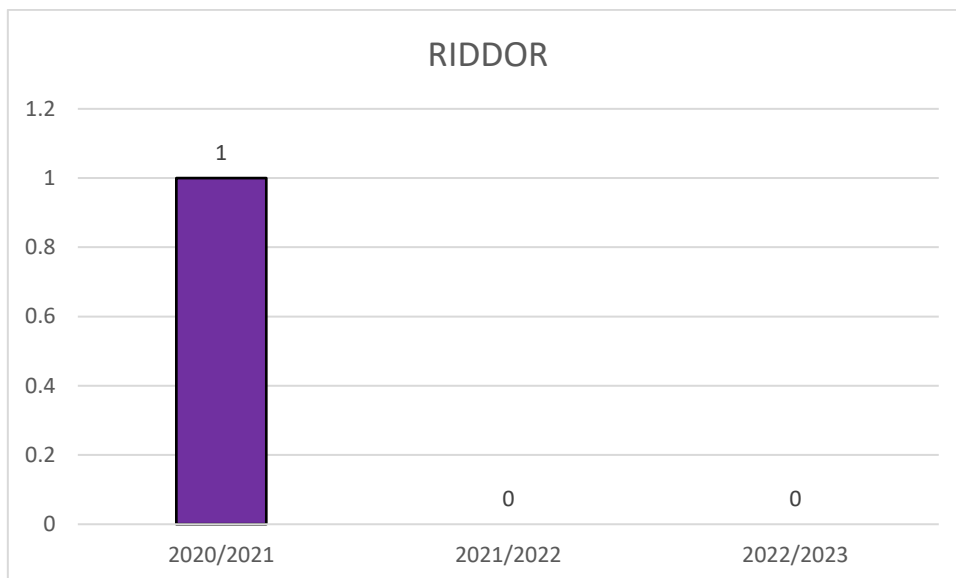
### 8.1 Accident/Incident Data – Comparison Charts

There were 31 accidents recorded within this quarter. These figures are consistent with the fluctuation expected due to the pandemic where the college had a varying capacity during the last three reporting years.



### 8.2 RIDDOR Reportable Accident and Incidents

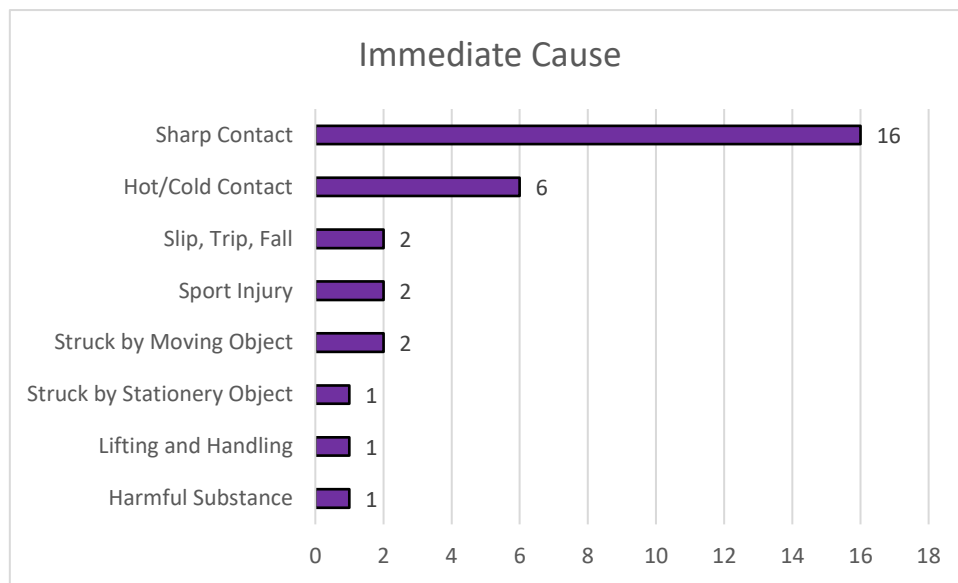
City of Glasgow College had no RIDDOR reportable accidents this quarter. This is consistent with previous recording quarter in 2021/2022, this highlights an improvement compared to 2020/2021 reporting quarter.



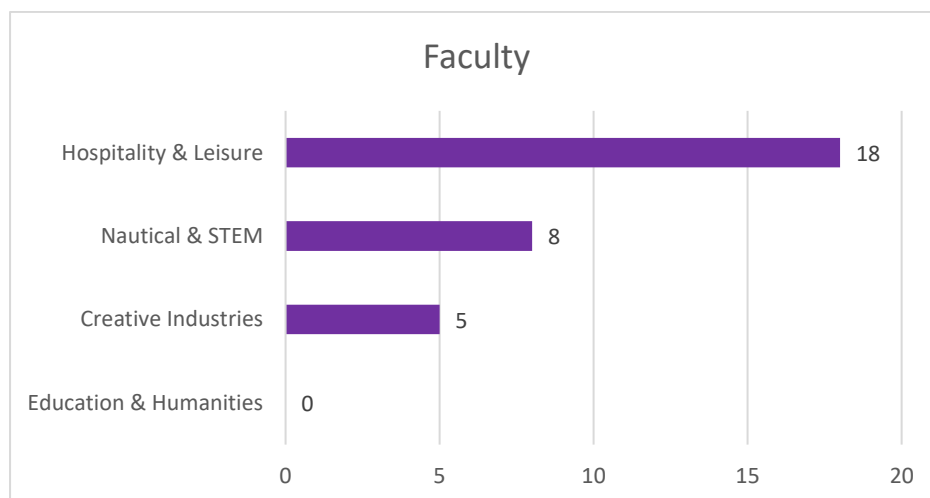
### 8.3 Number of Accidents and Type

On review of the type of accidents which are based on the Health and Safety Executive (HSE) categories the following observations can be made:

The two most common types of accident were sharp contact and accidents involving hot or cold contact. Due to the practical nature of activities in the college these statistics reflect the beginning of the academic session where students are unfamiliar industry standards and best practice. Accidents in this area were spread across all areas of the organisation and work processes, with various causes including, improper use of equipment in practical lessons, to lapse in concentration and judgement.



The Health and Safety team supported the areas ensuring that suitable remedial actions were taken. Remedial actions from these statistics include revision of control measures within risk assessments, increased instruction and supervision and further training requirements.



It is anticipated that the numbers reported in the next reporting year will rise as we welcome more students and staff onto campus. However, the Health and Safety team

will endeavour to support faculties and departments in their transition to on campus learning and any health and safety concerns they may have.

## 9. First Aid

Hybrid Working has highlighted the additional challenge of ensuring the College has adequate First Aid cover in place. To address this, additional First Aiders have been identified as being required. Considerable risk areas in practical workshops were identified, with additional First Aid training now completed to our colleagues at the Engineering workshop at Riverside. However, there is still a significant gap in the number of first aiders who are on campus each day.

There are 25 First Aiders in place throughout the college, however this number is cover for both campuses as well as early morning individuals.

First Aiders	
City Campus	7
Early Morning First Aiders (0600 – 0900)	3
Riverside	7
Security Team – both campuses	8
<b>Total</b>	<b>25</b>

The Health and Safety Team continue to seek support from Faculties and Directorates to identify gaps in First Aid provision for their areas.

The reporting quarter has highlighted a significant increase in the number of first aid calls. However, more than half of the calls did not merit a first aid intervention. Calls ranged from individuals with ongoing medical issues to injuries sustained out with the college several days before. In light of the findings, the Health and Safety Team are preparing a first aid awareness campaign to highlight what does, and what does not merit a first aid call. It was highlighted to the Health and Safety Team that some staff were unsure of the process for first aid. Following this feedback, the team have developed 'How to obtain a first aider' and 'Defibrillator Locations' information cards, which can be placed in staff ID lanyards.

**HOW TO OBTAIN A FIRST AIDER**

**MONDAY - FRIDAY**

**CITY CAMPUS**  
Reception Level 2 - Dial 5437 or 5439

**RIVERSIDE CAMPUS**  
Reception Level 0 - Dial 5433 or 5434

**PROVIDE THE FOLLOWING INFORMATION:**

- The location of the casualty.
- If possible the nature of the injury/illness of the casualty.
- However, if it is an obvious medical emergency e.g. **life threatening** or **suspected broken bones** then Dial 999 directly.

**CITY OF GLASGOW COLLEGE**

Front

**DEFIBRILATOR LOCATIONS**

<b>CITY</b>	Level 2	First Aid Room
	Level 0	by entrance
	Level 1	Construction Rm156
	Level 3	lifts stairway D
	Level 4	lifts stairway D
	Level 5	lifts stairway D
	Level 6	lifts stairway D
<b>RIVERSIDE</b>	Level 8	lifts stairway D
	Level 10	lifts stairway D
	Level 0	Reception
	Level 0	First Aid Room
	Level 0	Engineering W'shop Rm088
	Level 5	Training Room Rm012
	Level 0	Marine Skills Centre

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## 10. Health and Safety Committee

The Health and Safety Committee have moved to pre-Covid-19 arrangements and are meeting Quarterly, unless an interim meeting is required. The Health and Safety Committee met in September and discussed the following points:

- The Health and Safety Policy, was shared with the committee for comments prior to agreement to be signed off and shared with the performance team for publishing.
- Results from the external Health and Safety Audit were shared with progress noted regarding three of the six recommendations being complete, with the remaining three in various levels of progress.
- The Fire Risk Assessment Reports were shared with the committee, with information provided on the Teams channel that has been set up to allow for working live action plan documents to be completed.
- The Health and Safety Team reported on the Q4 report for 2022 as well as the monthly report for August. The committee agreed that three monthly reports will follow to the committee, in line with reporting to SMT. The Quarterly report



shared with the FPRC will also be shared with the Health and Safety Committee.

- The Health and Safety Team reported to the committee the rise in the number of first aid calls and how resources for first aid are stretched. Faculties and Directorates were asked to completed a first aid needs analysis for their areas and seek volunteers for first aid training. The Health and Safety Team reminded the committee of the importance of a timely completion of accident/incident forms, in line with RIDDOR regulations requirements.
- Fire evacuation plans were discussed at the committee with interim arrangements in place with the use of Fire Wardens. The Health and Safety Team are revising the Fire Safety Policy and Emergency Fire Action Plans. The rise in the number of PEEPs was noted at the committee. The Health and Safety Team are prioritizing individuals based on the levels of support required.
- The committee agreed at the meeting the use of an updated risk assessment template which is available for download on the Health and Safety intranet page.
- The initial results of the EIS-FELA Workplace Culture Survey was shared with the committee. An additional meeting between our EIS-FELA colleagues and the Associate Director of People and Culture to discuss these results in more detail was actioned following the committee.

## 11. Positive COVID Cases

Although all COVID rules and restrictions have been lifted in Scotland, the college remains urging everyone to use 'COVID sense' to protect themselves and others. Lateral flow test kits are still available from reception both at City and Riverside and staff are urged not to come on campus if they are displaying any COVID related symptoms. The number of positive cases recorded this quarter were:

COVID Statistics	
Quarter Total	147
Staff	76

Students	71
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## 11. APPENDIX A

### Health and Safety Legal Implications

The Health and Safety at Work etc. Act 1974 (HSAWA) sets out the general health and safety duties of the College as an employer to ensure the health and safety of our employees and those persons not in the employment of the College that could foreseeably be affected by our work activities, so far as is reasonably practicable. The Fire (Scotland) Act 2005 (FSA) places a similar duty on the College as an employer in respect of premises which we occupy. Failure to comply with the provisions of health and safety and fire safety law can ultimately lead to enforcement action which can include improvement and prohibition notices; criminal prosecution leading to fines and publicity orders and individual prosecution leading to fines and / or custodial sentences as well as significant reputational damage. Failures in health and safety management can also pose a risk of civil action against the College as an employer.

If a health and safety offence is committed with the consent or connivance of, or is attributable to a neglect of a duty on the part of any director, manager, secretary or other similar officer then that person or persons (as well as the organisation) can be prosecuted under the HSAWA and FSA.

The Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006 set out specific legal duties which support compliance with the HSAWA and the FSA respectively, including assessing risks and making appropriate arrangements for the effective planning, organisation, monitoring, control, and review of the preventive and protective measures.

The Corporate Manslaughter and Corporate Homicide Act 2007- Under this Act an offence will be committed where failings by the senior management of the College are a substantial element in any gross breach of a duty of care owed to the College's employees or members of the public, which results in death.

The Health and Safety Offences Act 2008 allows for fines up to £20,000 per offence in the lower courts for individuals and corporate bodies. Higher courts are able to apply fines without limit. In addition, for most health and safety offences, the Act allows lower courts to imprison individuals for up to one year and higher courts to imprison for up to two years. This can be in addition to any fine imposed.

## 12. Appendix B

# Health and Safety Committee

<b>Date of Meeting</b>	<b>7/12/2022</b>
<b>Paper No.</b>	
<b>Agenda Item</b>	
<b>Subject of Paper</b>	<b>Fire Risk Assessment Report</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben</b>
<b>Date of production</b>	<b>29/11/2022</b>
<b>Action</b>	<b>For Noting</b>

## 1. Recommendations

The Health and Safety Committee is invited to note the report and discuss any matters as appropriate.

## 2. Purpose of report

The purpose of this paper is to provide the Board of Management, ELT and Health and Safety Committee with an Executive Summary on the Fire Risk Assessment conducted in August by external consultant Jim Hackett.

## 3. Content



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### **Executive summary**

#### **City of Glasgow College Glasgow**

Main Campus Cathedral St

Riverside Main Teaching Block

Riverside Engineering Workshop

Riverside Marine Engineering

Riverside Halls of Residence

St Luke's Halls of Residence

### **Assessor**

Separate Fire Risk Assessment Surveys were carried out on the above buildings during the week beginning 15/08/22 by Jim Hackett, Graduate of the Institute of Fire Engineers and Institute of Fire Engineers Approved Assessor, of Firesafe Assessment Ltd. Mr Hackett is an ex Fire Service officer, and currently a fire safety consultant with over 40 years' experience in the public and private sector

### **Premises**

The premises surveyed included 2 multi storey teaching blocks, 2 halls of residence and 2 smaller teaching premises. The number of persons who people resort to the various premises vary from 7000 to less than 50 with up to 550 persons resident in the Halls of Residence

Fire precautions within the premises may include fire engineering solutions, sprinklers, dry rising mains, fire lifts, fire shutters, SHEV systems, Gas suppression systems on communication rooms and cooking ranges (both educational and commercial).

### **Findings**

In general, the same findings were made in each assessment indicating that similar shortfalls were evident throughout the entire site. I intend to summarise the findings in the same layout as in the separate assessments

### **Electrical.**

Electrical maintenance risks are well managed by the PPM (Planned Preventative Maintenance) program in place and managed by FES Facility Management and inhouse maintenance

Housekeeping around electrical risks was acceptable.

Defective personal electrical appliances were found in residents' rooms in the halls of residence.

### **Smoking.**

A comprehensive smoking policy is in place. No major breaches of policy were observed

### **Heating and Cooking.**

There is considerable gas equipment on site and this is inspected by competent Gas Safety engineers on an annual basis.

All cooking ranges throughout the college have fire suppression systems fitted within the ducting which also covers the cooking range. All of these systems are regularly maintained.

All extract ducting systems are regularly deep cleaned.

### **Deliberate Fires.**

No record or evidence of deliberate fires. All premises are covered by CCTV and have 24/7 security.

### **Fuel sources.**

Considerable amount of upholstered furnishings were damaged in the common living areas of the halls of residence which reduces their intended fire resistance.

### **Waste.**

Waste is well managed and regularly disposed of.

### **Highly Flammable materials.**

There were many hazardous substances stored throughout the premise and used by the many departments. There was no full comprehensive list available for inspection by the assessor or for use by the Fire Service.

Hi flamms cabinets are in use throughout the premises.

## **Persons at risk**

The existing College Fire Safety Policy and Plan was devised in August 2018 and should be reviewed to take into account the current specific requirements in regard to fire safety requirements and persons with responsibility to any fire safety measures should be specified by role within the new policy.

Personal Emergency Evacuation Plans (PEEPS) are available.

Refuge points, emergency voice systems and evac aids are provided and maintained.

Contractors and visitors sign in.

Students log in with ID card.

## **Fire Detection and Warning**

Manual systems with break glass units throughout.

Some detectors were intentionally covered by the room occupant in halls of residence.

BS 5839 type L1 Automatic Fire Alarm and Detection systems with a combination of smoke and heat detection are fitted in all buildings.

Fire alarm panels are live with adequate zone plans

Existing 2 stage alarm system in larger buildings is acceptable and appears to be operating well.

Systems are tested and maintained by FES and inhouse maintenance.

Testing and maintenance records are in order.

Evacuation drills are carried out regularly and recorded.

## **Fire Doors**

Some self-closing fire doors were wedged open or did not close fully onto their rebates or together.



## **Fire Suppression/ Sprinklers**

Sprinklers are fitted throughout the larger buildings. Regularly tested and serviced by FES.

Inert gas fire suppressions are fitted in Comms rooms and Data Centre.

Some inert gas fire suppression control panels are showing Fault/Disabled.

## **Means of Escape**

Combustible materials in some staircases and corridors designated as a means of escape.

Some fire exit doors were obstructed or difficult to open.

## **Emergency Lighting**

Some emergency lighting units appeared to be defective.

No record of regular testing and maintenance available.

## **Signage**

Some additional fire safety signage was required

## **Staff Training**

Content of staff training to be reviewed. Refresher training is overdue

## **Executive Recommendations**

In general, the fire safety regime within the college buildings is very good.

The vast majority of the findings identified can be expected to occur at some time in buildings of this size and complexity due to the wear and tear on the buildings and the large number of persons resorting e.g.

Defective fire doors

Difficult to open final exits

Defective inert gas suppression systems

Defective emergency lighting units

Damaged or missing signage

Defective personal electrical appliances

Damaged upholstered furnishings in halls of residence

These faults can be identified and rectified at an early stage by reviewing the content and the frequency of the existing fire precautions check list to ensure that all fire precautions are regularly checked and reported by staff.

In areas of higher risk (sleeping accommodation) it is essential that fire doors onto stairways and final exits are checked daily and results recorded.

In halls of residence a personal electrical appliances policy should be considered

Some findings can be rectified by the use of discipline measures against the persons responsible e.g.

Covering of smoke detectors

Wedging open of fire doors

The existing College Fire Safety Policy and Plan was devised in August 2018 and should be reviewed to take into account the current specific requirements in regard to fire safety requirements and persons with responsibility to any fire safety measures should be specified by role within the new policy.

Copies of the emergency plan, site plans, location of services, vulnerable persons, PEEPS and any other hazard information should be available in the Premises information boxes throughout the site

Current staff training packages should be reviewed to take into account the current specific requirements in regard to fire safety requirements with the emphasis on

specific training for that building's occupants as opposed to generic training packages.

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