



FIRE AND EVACUATION PROCEDURE

Policy

The West Highland College is a responsible employer and we take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. These include the provision of a safe place of work where foreseeable fire risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

Health & Safety Law

It is a requirement under the Fire Safety (Scotland) Regulations 2006 to ensure that every workplace or place of assembly has suitable and sufficient access and egress in an emergency, that the potential risks from fire have been mitigated and controlled, and that an assessment of the fire risk and precautions is undertaken, recorded and maintained.

General Duties

It is the duty of every person to ensure his/her own health and safety and that of others by their acts or omissions and it is also the responsibility of every employee to cooperate in any duty placed by law on the employer. All staff and visitors are expected to cooperate fully in complying with any procedure that may be introduced as a measure to protect their safety and the prevention of fire.

Communications

Fire and evacuation instructions will be posted throughout buildings and will be included in inductions for all staff and visitors.

Procedure

It is the responsibility of all members of staff and visitors to acquaint themselves with the location and operation of fire alarms and the means of raising the fire alarm in an emergency.

Fire Action

If you discover a fire:

- Raise the alarm – by shouting **FIRE!**
- Operate the nearest call point.
- Contact a senior member of staff and notify the situation (even for false alarms).
- Attack the fire (only if trained and safe to do so) using the appropriate fire extinguisher; or evacuate the building by the nearest fire exit and report to the designated assembly point.

On hearing the fire alarm:

- All personnel will evacuate the building by the nearest exit and report to the assembly point.
- Only if safe to do so - close all doors and windows behind you but do not take risks.
- Do not return to the building or re-enter a building unless instructed to do so.
- Disabled staff will evacuate in accordance with their personal emergency egress plan.
- Disabled visitors will be accompanied to a place of reasonable safety (refuge) by the person they are visiting where assistance to evacuate to a place of total safety (designated assembly point) will be provided by fire wardens, if this is required.

Designated Fire Assembly Point - As identified at each location

Estates and Facilities Manager:

- Will be suitably trained and competent to perform the duties required
- Ensures that fire fighting equipment is of an appropriate type for any fire hazard likely to occur and that the equipment is located correctly as indicated by a fire risk assessment
- Organises replacement fire fighting equipment as and when required
- Ensures appropriate systems, procedures and documentation is in place
- Ensures fire drills are undertaken (minimum of 2 per year)

Fire Coordinator: (where applicable)

- Will be suitably trained and competent to perform the duties required
- Liaises with the emergency services during any incident
- Wears a high visibility jacket and carries a mobile phone to assist with communications
- Coordinates and accounts for the safe evacuation of all personnel from buildings

Fire Wardens: (where applicable)

- Will be suitably trained and competent to perform the duties required
- Ensures the safe evacuation of all personnel by checking designated areas
- Once areas are checked, reports to the fire coordinator at the designated assembly point.
- Checks temporary refuges and provides additional assistance if required (top floor level)
- During an evacuation, wears a fire warden badge for identification.
- During an evacuation, carries a mobile phone to contact the fire coordinator

Evacuated Personnel:

- Personnel evacuated to a designated assembly point **must** comply with instructions given by the person in charge (normally the fire coordinator or other senior person) and will not return to buildings until the all clear is given and the alarm has stopped sounding

Fire Alarm Testing:

- Fire alarm systems will be tested weekly
- At Fort William, the fire alarm will be tested every **Tuesday** between **09.00 and 09.15** and at designated times at other locations
- Fire alarms will be sounded for approximately **5 seconds** and will then be cancelled
- Call points will be tested in rotation and records kept
- The correct procedures for testing fire alarms will be followed

Issue No.	Date	Summary of Amendments
1	10.03.2011	Approved Copy



FIRE WARDENS – FORT WILLIAM

<u>Role</u>	<u>Warden</u>	<u>Back-up</u>
Fire Coordinator:	Leah Whyte	Yasmin Yildiz
Top floor old building: (including temporary refuges)	Rachel Stewart	Angela MacLellan
Bottom floor old building:	Jane Ollerenshaw	Brian Gunn
Top floor new building: (including refuges)	Alan Ashworth	Isla Mann
Bottom floor new building:	Louise Penny	Miriam Iorwerth
Annex/Construction:	Georgina Morrison	Adam Robertson

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PROCEDURE FOR TESTING THE FIRE ALARM

FORT WILLIAM

- 1 Before activating a fire alarm, ring the **ADT Call Centre** on telephone number **0844 800 1999**, give them the contract number **15100131**
- 2 Ask the Call Centre to put the College off fire cover for **1-HOUR** to test the fire alarm system
- 3 Go to the fire alarm call point you are testing, make a note of the number and insert the black key, this should activate the fire alarm (old building and new building fire call pints are slightly different).
- 4 When the fire alarm is activated, go to the fire alarm panel which is situated in-between the front doors at the main entrance and insert the **SMALL CHROME KEY** into the slot at the bottom left hand side of the panel and turn
- 5 Press the button marked **SILENCE** and then the button marked **RESET**
- 6 In the Fire Safety Log Book, log the test on the page marked 'fire alarm record of tests' and record the call point number
- 7 ADT will automatically put the college back on cover after 1-hour

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