

# Service Level Agreement for Fire Safety Adviser Resource

## 1. Introduction

There are two qualified part-time Fire Safety Advisers based within the Health & Safety Team. These advisers are able to provide advice and guidance to the University on how to maintain compliance with the current Scottish Fire Safety Regulations and Guidance. The demands on the Fire Advisers' time have continued to rise, especially relating to demands from Property & Facilities (projects, maintenance, student accommodation), as well as ongoing changes to fire legislation which affect the whole university.

Due to this increased demand, a Service Level Agreement requires to be implemented, which will enable us to prioritise and ensure compliance in key areas with the resources available.

The Fire Safety Advisers can provide key advice to all university partners when considering what actions departments may take which impact on the life safety/fire safety of people within our premises.

### 1.1. Fire Safety Adviser's responsibilities

#### Responsibilities include :

- Completion of statutory Fire Risk Assessments to ensure University compliance with the Fire (Scotland) Act 2005. This requires an intensive manual detailed inspection and assessment of all parts of a building on an ongoing basis with documented assessments and associated action plans. This includes all campuses and student accommodation.
- Input and advice on any refurbishment/new builds
- General advice/guidance on all aspects of fire safety, including internal/external events, room capacities, signage and storage issues etc.
- Assessment of detailed plans and provision of guidance in accordance with current legislation and best practice
- Scheduled/unscheduled fire evacuations
- Audit of all unwanted fire alarm signals
- Fire safety surveys and audits
- Fire investigations
- Liaison with consultants/contractors
- Liaison with the Fire & Rescue Service re follow-up Fire & Rescue Service inspections
- Personal Emergency Evacuation Plans (PEEPs)
- Advice and guidance on PEEPS requirements
- Advice on any changes or amendments to premises fire strategies

- Monitor, control and implement the introduction of new fire safety legislation relevant to the university sector
- All staff fire safety training, student training, extinguisher training and evacuation training
- Reacting to all unplanned events affecting the fire safety within the university
- Attendance at any major fire event on university premises to provide liaison with the Fire & Rescue Service
- Attendance at any 'out of hours' events in response to any university resilience strategy

## **1.2. Annual inspections and fire risk assessment compliance**

Due to the complexity and size of the campuses, the number of student accommodation facilities and the required timescale/resources available to carry out the assessments/audits, assistance may be required to assimilate some parts of the formal fire risk assessment.

A responsible person within the relevant school/service may be required to assist the Fire Safety Adviser during the fire safety assessment/audit. This is to provide the Fire Safety Adviser with any relevant information regarding the assessment/audit process.

## **1.3. Fire Risk Assessment outcomes and action plans**

Any action plans resulting from the fire risk assessment/audits should be agreed and signed off by the appropriate school/service and returned to the Health and Safety Office within the agreed timescales.

## **1.4. Early involvement for major projects/refurbishment**

The Fire Safety Adviser is able to provide sector specific advice and guidance on all major projects and refurbishment works and is able to act as an auditor regarding the submissions by consultants/contractors. For this advice to be effective it is essential that the advisers are given early notification of planned works at the design stage. Potential issues should be identified and addressed prior to works taking place on site. This would reduce the additional expense of alterations during works or after completion and result in a more timely and efficient handover of projects to the university.

To achieve this the Fire Safety Advisers must be provided with a set of suitable and sufficient marked up plans (A1 size) as per current guidance and as deemed suitable and sufficient by the Fire Safety Adviser. Any existing fire strategy documents should also be submitted.

**1.5. Any works proposals that may affect structural safety, means of escape, existing fire strategy (fire precautions and procedures) and storage of hazardous materials**

If any works will or may affect the above then early consultation with Health and Safety is essential e.g. alterations, installations or change in processes by schools and/or services.

If you require further clarification or assistance please contact the Health and Safety Team.

## 2. Notification Procedure

To enable an effective advice and information service to be provided to all interested and relevant stakeholders, it is proposed that all requests for advice should be submitted in writing using the prescribed form and within the indicative timescales as detailed in the table below. It is necessary for the requests to be documented as this provides an audit trail of decisions and variations made to the fire strategy for university premises.

Alterations to any premises may affect the existing fire risk assessment and its legal standing, therefore a review of the fire risk assessment will be necessary.

<i>Category</i>	<b>GENERAL FIRE SAFETY ADVICE</b>
<i>Preferred Notice period</i>	<b>1 WEEK</b>
Examples of what falls within this category Note: - This is not an exhaustive list	Information that can be given over the phone, with minimal time spent: <ul style="list-style-type: none"> <li>- Extinguisher types for certain areas (this does not include the layout and number, only type of extinguisher required)</li> <li>- What type of sign would be advised in a certain area, etc.</li> <li>- Provision of fire log books</li> <li>- Small cabling and ducting works</li> <li>- Obstructions and compromised means of escape (storage in corridors, etc.)</li> </ul>

<i>Category</i>	<b>ADVICE FROM DETAILED PLANS</b>
<i>Minimum Notice period</i>	<b>4 WEEKS</b>
Examples of what falls within this category Note: - This is not an exhaustive list	This would cover looking at the fire strategy for small alterations: <ul style="list-style-type: none"> <li>- Change of use</li> <li>- Alterations to rooms</li> <li>- Installation of new fire doors</li> <li>- Alterations to means of escape</li> <li>- Alterations to work practices</li> <li>- Major cabling and ducting works</li> </ul>

<i>Category</i>	<b>INVESTIGATIONS</b>
<i>Notice period</i>	<b>IMMEDIATELY IF LIFE THREATENING - OTHERWISE 4 WEEKS</b>
Examples of what falls within this category Note: - This is not an exhaustive list	Potentially complex and the requirement to produce reports and also potentially to deal with the Fire & Rescue Service and other external agencies – Insurers, Police and HSE e.g.: <ul style="list-style-type: none"> <li>- If a fire has taken place</li> <li>- A failure in a fire safety component</li> <li>- A near miss occurrence</li> </ul>

	<ul style="list-style-type: none"> <li>- Following an accident or injury</li> <li>- As a result of a Fire &amp; Rescue Service attendance</li> </ul>
--	--

<i>Category</i>	<b>PROJECT WORKS</b>
<i>Minimum Notice period</i>	<b>LEAD-IN TIME FOR INITIAL ADVICE 4 - 6 WEEKS</b>
<p>Examples of what falls within this category</p> <p>Note: - This is not an exhaustive list</p>	<p>Any alterations within a building will require a complete review of the fire risk assessment. (Please note: to do this the Fire Safety Adviser must have sight of suitable and sufficient marked up plans as per current guidance and as deemed suitable and specified by the Fire Safety Adviser).</p> <ul style="list-style-type: none"> <li>- This is where major changes are required to the fire strategy and fire risk assessment</li> <li>- Projects which are going to cause disruption to the means of escape</li> <li>- Major refurbishments of areas/complete building</li> <li>- New projects where construction and alteration to the building will cause disruption and which affect means of escape etc.</li> <li>- Provision of/alteration to the fire safety management plan for the building/development</li> <li>- Carry out the pre occupation Fire Risk Assessment. Assistance may be required for the general inspection of areas to allow the Fire Safety Adviser to compile the formal fire risk assessment (as in student accommodation).</li> </ul>

### 3. Where this agreement would not apply

The only time this would not apply would be if an emergency situation was to arise:

- Building or parts of building becoming unsafe
- Compromised fire exits/failure of supplies (lighting/loss of power etc.)
- Following a fire where extensive damage has been caused and an inspection by the Fire & Rescue Service will take place, an immediate internal investigation requires to be carried out

### 4. Application for Fire Safety Adviser Resource

A form has been produced for requesting assistance and to give the Fire Safety Adviser background information on any proposals. The recommended notice periods for a formal response will be as detailed within the table in section 2.

- a) Request for a fire safety resource **must** be made using the formal “**Request for fire safety resource**” form (see appendix A) and a hard copy returned to the Health & Safety Office, 7.B.34 Sighthill Campus.
- b) The notice period will only commence on receipt of full information and suitable and sufficient plans/documents by the Health & Safety Office.
- c) A formal acceptance email will be issued by the Health & Safety Office notifying the appropriate timescale for the fire safety resource requested.

## 5. Formal Response

The Fire Safety Adviser will formally respond to any notification within the published timescales, unless otherwise agreed. The formal notification will be in writing using the prescribed form.

Health & Safety Team  
Edinburgh Napier University  
7.B.34 Sighthill Campus

T: 0131 455 6377

E: [safetyoffice@napier.ac.uk](mailto:safetyoffice@napier.ac.uk)

March 2015