

Health & Safety Policy

Summary – Fire Policy and Fire Safety Management for Edinburgh Napier University Premises



[Full Policy Document](#)

Fire safety is of paramount importance for Universities. They have within them many areas that can be considered and managed effectively. They also have large concentrations of people, many of whom may be unfamiliar with the buildings that they will be occupying, for example visitors, members of the public and conference delegates.

The abundance of combustible and flammable materials imposes high fire loads within buildings and there are many ignition sources.

The complexity of a university in terms of organisation and the need for free movement of individuals provides additional difficulties with regard to fire safety in relation to the clarity of roles and responsibilities. This complexity affects both the management of fire safety and the operational response.

These factors need to be considered in developing a strategy for fire safety management, which shall be a fundamental requirement for successful premises management with the commitment to enable full legal compliance of the Fire (Scotland) Act.

This policy covers the following: -

- Fire Safety Management Plan
- Statement of Intent
- Legislative Framework
- Summary of Duties
- Fire Safety – Aims
- Organisation (Roles and Responsibilities)
- The University Court
- Principal & Vice Chancellor
- University Leadership Team (ULT) Members
- Campus Principals
- Deans of Schools and Directors of Services
- Supervisory Staff
- Health and Safety Committee
- Safety Officer
- Health & Safety Team
- Director of Property & Facilities
- Property & Facilities Services
- Security Staff
- Senior Fire Co-ordinators
- Fire Wardens
- School/Service Safety Co-ordinators
- Safety Representatives
- Staff

- Students
- Individual Responsibility
- General Procedures
- Procedure
- Fire Risk Assessment
- Introduction
- Fire Risk Assessment
- The 5 steps of a fire risk assessment
- Fire Prevention
- Faulty Electrical Appliances and Leads
- Prohibitions
- Fire Fighting Access
- Disabled Persons
- Reduction in Unwanted Calls
- Audit and Review
- Student Accommodation
- Buildings Undergoing Refurbishment
- Events
- Fire Protection and Support Services
- Active Fire Protection
- Passive Fire Protection
- Fire Fighting Equipment
- Fire Safety Signage
- Means of Escape Doors
- Fire Practice And Training
- Hazardous database
- Records And Reporting Of Incidents
- Records
- Reporting of Incidents
- Emergency Procedures (Including Evacuation)
- Local Emergency Plan
- University Fire Precautions and Procedures for staff and students



Further information and related links

[Full policy document](#)

Edinburgh Napier University – [Fire Precautions & Procedures booklet](#)

Health & Safety Executive – <http://www.hse.gov.uk/fireandexplosion/index.htm>

Fire Scotland Act - <http://www.legislation.gov.uk/asp/2005/5/contents>