



Notes to Form – Fire Risk Assessment:

General Outline Procedure:

Fire Risk Assessment Inspections as required by the Fire (Scotland) Act 2005 and Fire Safety Order 2006 are carried out by the Fire Safety Unit personnel under the supervision of the University Fire Safety Adviser.

All University buildings are split into 4 groups. Group 4 are the buildings considered High Risk and are subject to Annual Inspection. The remaining groups are medium or low risk buildings and are subject to inspection on a three yearly repetitive basis.

A Fire Risk Assessment Summary form is completed at the time of inspection. This form indicates the general conditions found at the time of inspection and identifies weaknesses in the Fire Safety arrangements for the building. A model of this Fire Risk Assessment Summary form is available for reference purposes.

Once the weaknesses have been identified a full Risk Assessment Report on the building is produced identifying the action required to correct the problems found. This report is prioritised 1 to 5 according to the severity of weaknesses highlighted. Priority classification information is provided below.

Copies of both the summary form and full risk assessment report are sent to the relevant responsible persons, i.e. Heads of Schools, Estates and Buildings etc.

The Fire Safety Unit "Follow-up" priority 4 and 5 requirements usually within a six-week period from the date the report is issued.

More detailed information can be obtained from the University Fire Safety Adviser on 651-3050.

Risk Assessment Priority Grading Criteria:

This section contains guidance information on the implementation of Fire Safety measures required in a building after a Risk Assessment Inspection has been completed.

Priority 1

Fire Precaution problems within a building which present a significant risk to Staff, Students, Visitors or members of the public who work in the building.

Priority One is work that requires immediate action to ensure the safety of personnel. Examples include:-

Means of Escape

- Excessive travel distances
- Unprotected escape routes
- Dead end situations

Fire Warning Systems

- Buildings that require Fire Warning Systems but none are provided.
- Extension of existing systems where alterations have taken place.

Emergency Lighting

- Extension of existing system where alterations have taken place.

Priority 2

Fire Precaution problems in a building that require attention to upgrade the premise to present Fire Safety Standards.

Priority Two is work that can be included in the refurbishment programme of buildings by Estates and Buildings. This work should be completed within a three year time period. Examples include:-

Means for securing the Means of Escape

- Protection of corridors leading onto escape routes.
- Provision of fire stopping
- Provision of smoke stopping in corridors
- Separation of probable risk areas

Fire Warning System

- Upgrading/replacement of existing system
- Fitting of electro-magnetic devices

Emergency Lighting

- Upgrading/replacement of existing system

Priority 3

Routine Fire Precaution measures required to maintain the present standard of Fire Safety.

Priority Three is work that can be included in the routine maintenance programme of estates and buildings. Examples Include:-

Means for securing Means of escape

- Maintenance of self-closing devices and doors
- Maintenance of smoke stopping doors

- Maintenance of door stops

Fire Warning System

- Repair on sounders or BGU

Emergency Lighting

- Repair on any unit.

Priority 4

Fire precautionary measures required to maintain a standard of Fire Safety.

Priority 4 is immediate action that is required by the occupier of the building.

Examples include:-

- Obstructions or Hazards on escape routes
- Proper use of fire doors and self-closers
- Training of personnel and maintenance of records
- In house risk assessment
- Fire alarm testing and recording

Priority 5

Fire precautionary measures, which fall within the remit of the University Fire Safety Adviser.

Examples include:-

- Provision of training
- Provision of fire logbooks
- Provision and maintenance of extinguishers
- Provision of fire action notices
- Provision of emergency signs

For further information or advice on fire safety matters please contact the Fire Safety Unit, Fire@ed.ac.uk