



Post COVID-19 Fire Safety Arrangements

It is apparent that schools and departments will be returning to University buildings in a different way to what is regarded as the norm in the near future. With regard to fire safety requirements it is likely that alternative arrangements may require to be considered in a number of areas that are impacted post Covid-19 pandemic.

1. FSU Departmental Considerations

Fire Risk Assessment programme

The fire risk assessment programme will continue as proposed. Where restrictions impact on the review programme priority will be given to student accommodation buildings and other recognised high risk buildings. The cancellation of the FRA review programme for a fixed term effectively moves all premises review dates for an agreed period of time, it is unlikely that the FSU will adopt this process, however, it is something that can be considered if necessary.

FRA reviews could still be completed in real time from desk top to ensure significant risks have been identified from previous FRA and a definitive update sought on the risk through local intelligence links and discussions with building managers. This is not a preferred option but would merely serve as a temporary solution which would require to be followed up post restriction.

Provision of additional PPE

All FSU staff will comply with any Scottish Government guidance in regard to PPE requirements and any local arrangements at school/research level.

Fire extinguisher maintenance programme

The fire extinguisher maintenance programme will continue as long as Scottish Government guidance permits. Where there is any delay incurred as a result of government imposed restrictions a catch up could be initiated on return to normal work, whereby, student accommodation will be given priority. If restrictions were to last for a significant period, arrangements would require to be initiated to sustain FFE maintenance in occupied buildings.

General Risk Assessment

A general risk assessment (RA1) has been completed for FSU staff to cover on campus activity associated with general Fire Safety Unit roles and functions. A copy of this assessment is available on request.



2. Departmental/School Considerations

Availability of fire stewards

It is anticipated that a reduced number of stewards will be available in each occupied building due to the impact of hybrid working arrangements. It is likely that any reduction will have a negative impact on current fire safety strategy arrangements within University buildings. The options to overcome the shortfall are:

- Seek additional volunteers to adopt the role of fire steward
- Review minimum numbers within each building
- Review the role of stewards to incorporate wider geographical responsibility
- Review or prepare a paired down bespoke fire steward course for these circumstances that can be delivered online

Availability of fire coordinators

As in the case of fire stewards it is anticipated some building may not have a fire coordinator or deputy available at the time of occupation. Some considerations in this respect should include the following:

- It must be recognised that the fire coordinator has a key role in incident support and is integral to the fire safety function for the building
- Each occupied building requires to have a nominated person who is appropriately trained as a fire coordinator and fully understands the role
- Consider utilising mobile coordinators from known resources such as servitors who may manage a number of buildings (ref: response team model)

Fire Safety tests and checks

Completion of weekly test routines within University buildings should be agreed with all stakeholders and may require further consideration where key safety functions cannot be achieved, such considerations may include:

- Engage contractors for weekly alarm tests
- Engage with Estates colleagues such as Security and Servitors
- Arranging and agreeing temporary arrangements for alarm tests and weekly safety checks with Schools
- It is imperative that weekly fire safety tests and checks are completed in all occupied buildings



Requirement to review/amend training content (FW & FC)

As a result of restricted access and social distancing arrangements it is anticipated that the availability of fire wardens and fire coordinators will be limited.

- Review emergency procedures which rely on fire warden evacuation strategy
- Review numbers of fire stewards and availability
- Consider central resource for fire coordinator availability such as Estates Servitors
- All staff to complete Cardinus fire awareness before returning to work
- Consider sign in/out strategy for occupation accountability in lieu of fire wardens
- Consider utilising servitors as fire coordinators
- FC & FW training is now available on line

3. Student accommodation

The FSU understands there was a significant number of students in University accommodation during the restriction periods so fire safety management regimes were maintained during this period and this will continue as long as residents are present. The FSU will continue to assist ACE colleagues in all matters related to fire safety provision.

Where accommodation has not been used during the restriction period it would be prudent to follow the guidance detailed below in re-occupation checks before occupation.

4. Initial building re-occupation checks/tests

Following a period of closure it is advisable that any building that has been closed as a result of COVID-19 restrictions undergoes a review of its life safety systems to ensure that the building is safe from a fire safety perspective. It is the responsibility of the Head of School /College or Department for ensuring that any building they occupy is safe. This responsibility may be delegated to an appropriate person e.g. Fire Coordinator, School Health & Safety Adviser, Estates or Facilities Manager, as determined by the School, College, Department concerned.

Below is a checklist of the items that must be reviewed/tested prior to any occupation. If any items fail the review then advice should be sought from the University Fire Safety Unit. An entry should be made in the Premises Fire Safety Log Book confirming that these checks have been undertaken.

Any identified issues should be reported in the normal manner through Estates Helpdesk. Furthermore, the Fire Safety Unit is available to discuss and provide advice as required.



5. Summary

Post COVID 19 Fire Safety Arrangements		
1	Fire Safety Unit - considerations	Fire Risk Assessment options review FFE maintenance programme delay Safety Risk analysis/assessment
2	School/Dept/Occupiers - considerations	Weekly fire safety tests Availability of fire coordinators and stewards Review training options
3	Student Accommodation	No known issues
4	Re-occupation considerations	Means of Escape checks Fire Warning System tests Life Safety Systems (where fitted) Electrical General Fire Safety



Re Occupation and weekly checklists

Means of escape	Yes (Y) or No (N)	Comments
Are all means of escape free from any storage and clear/available?		
Are all final exit doors unlocked and available for use?		
Are all internal escape doors unlocked?		
Are all doors with magnetic locks operating correctly?		
Are all door opening devices operating satisfactorily?		
Are all external routes clear/free from storage and lead to a place of safety?		

Fire Warning System	Yes (Y) or No (N)	Comments
Is the fire alarm panel free from any fault warning lights?		
Has the system been tested to ensure functionality prior to occupation of the building?		
Does the connection from the fire alarm to the security control operate		



when the alarm is activated?		
Are all operating points unobstructed and ready for use?		
Are all operating points free from any obvious damage?		
Are all devices (detectors; sounders) free from damage?		

Fire Extinguishers	Yes (Y) or No (N)	Comments
Are all fire extinguishers in position?		
Are all security pins and seals provided?		
Are all pressure gauges (where fitted) showing green?		

Life Safety Systems (where fitted)	Yes (Y) or No (N)	Comments
Are the fire curtains operating correctly and been tested?		
Is the smoke extraction system operating and been tested?		
Are the Evacuation Lifts operating correctly?		



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Have the Temporary Waiting Space communication points been tested and operating?		
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Electrical	Yes (Y) or No (N)	Comments
Is the power supply to the building operating correctly?		
If the building has been powered down for a period are the emergency lighting units fully charged and operating?		

General Fire Safety	Yes (Y) or No (N)	Comments
Has the building fire plan or occupancy changed?		
If so, do all staff and students know the amended fire action procedure?		
Are there or will there be a satisfactory number of Fire Stewards and Fire Coordinators available to manage any fire evacuation?		



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