

FIRE SAFETY AND EVACUATION POLICY

1. Scope of Policy

The College acknowledges that emergency situations may arise and that it has a responsibility to ensure that all individuals are evacuated safely from its buildings. Special arrangements may be required for those with disabilities.

To comply with the Fire Scotland Act 2005 and other relevant legislation, Newbattle Abbey College will adopt this policy and associated procedure to minimise the risk of injury to staff, students and visitors.

The College will:

- Make available general information concerning facilities and procedures to assist in the emergency evacuation of people with a disability.
- Make reasonable adjustments wherever possible to facilitate safe access and egress.
- Undertake regular inspections of access and egress points to ensure they are clear from obstruction, open easily and are well lit.
- Regularly test the fire alarm within all its buildings so that staff and students can be alerted quickly in the event of an emergency
- Will undertake a bi-annual review of the Fire Risk Assessment
- Will undertake fire drills at least twice yearly within all its buildings.
- Will appoint staff members as Fire Wardens and Fire Marshalls and provide them with the necessary training to complete this role.
- Will inform any visitors, contractors or new staff of the emergency evacuation procedures and where to assemble.
- Will complete a Personal Evacuation Escape Plan (PEEPs) for those staff and students that require one.
- Will provide escape assistance through use of an Evac Chair or other similar device for those who require it and provide training for a dedicated team to use it.

2. References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999, as amended

3. Key Legal Requirements

- Adopt an appropriate policy
- Assess the risks posed to staff and others
- Implement appropriate control measures to bring risks identified down to an acceptable level
- Provide staff with information, training and supervision

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Fire Safety and Evacuation Policy
Lead Officer:	Estates and Facilities Manager
Date last reviewed	December 2024
Next Review date:	December 2027
Approved By:	SMT
Date first approved:	March 2004