

Building Your Future

SAFER



Emergency Evacuation Policy Statement

The Board of Management and the Senior Management Team (SMT) at Forth Valley College recognise and accept in addition to the general provision of responsibilities under the Health and Safety at Work (etc.) Act 1974, their specific responsibilities as an employer to employees and provider of service to non-employees, under the Fire Scotland Act 2005.

Forth Valley College will, so far as is reasonably practicable, ensure the safety of staff, students and others who may be affected by fire or any other emergency in the workplace, which may result in a building evacuation.

Fire Safety is our primary objective as the preservation of life is the utmost goal. Effective fire safety management can also contribute to organisational performance by eliminating or reducing unnecessary risk and liabilities. To facilitate this, we will create and promote a positive fire safety culture that secures the commitment and participation of all staff and students to help achieve high standards of fire safety within our buildings.

Forth Valley College will:

- Undertake a comprehensive fire risk assessment process to identify fire risks;
- Implement suitable control measures to reduce fire risks as far as reasonably practicable;
- Ensure there is adequate means of fire detection and raising the alarm;
- Ensure there is an adequate and suitable supply of emergency escape lighting and emergency escape egress;
- Ensure there is adequate safety information notices and signs for escape;
- Ensure there is a schedule for the testing and maintenance of these key emergency provisions and adequate practice drills to test the arrangements;
- Ensure there are appropriate arrangements to fully evacuate all persons from our building in the event of an emergency;
- Provide suitable appliances, to fight confinable fires, to protect a persons escape or extinguish a person on fire; and
- Provide adequate information, instruction, training and supervision so that staff, students, and others contribute positively to the fire safety strategy and are aware of the action to take in the event of an emergency.

Specific health and safety responsibilities are included in job profiles, as appropriate to each post. In addition, all employees, learners and others on FVC premises have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. However, overall responsibility for effective implementation of health and safety management systems, within Forth Valley College, lies with the Principal, supported by the Senior Management Team on behalf of the Board of Management.

The Emergency Evacuation Policy Statement and its implementation will be reviewed at least annually by the SMT and the College Health & Safety Committee to ensure that account is taken of any applicable legislative changes, new guidance or best practices and to identify and correct any deficiencies. The policy will be brought to the attention of all employees at all campuses via the health and safety notice boards and on the staff intranet. All employees must co-operate with the College in fulfilling it's statutory duties and aims of this policy.

Signed by the College Principal

Date 19-2-18

Chair of the Board of Management

Date: 19-2-18

NOTE

The detailed Health, Safety and Welfare Policy and associated procedures are available on the College intranet or from the Health and Safety Department.