



Royal Conservatoire *of* Scotland

Fire Prevention Policy

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1. Policy Statement

The Royal Conservatoire of Scotland will manage the risk from fire in accordance with the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and other applicable health and safety, building standards and fire safety requirements.

The Royal Conservatoire of Scotland is committed to providing a safe environment for its staff, students and visitors and, alongside this primary goal, seeks to protect the built environment to a high standard.

It is recognised that fire is a major threat to the people who work in and around Royal Conservatoire of Scotland premises and to research and teaching activities. An outbreak of even a small fire creates risk to personal health and safety and damage to property. A more serious fire may result in loss of life, serious property damage, major disruption to our research and teaching commitments and reputational damage to the Royal Conservatoire of Scotland.

The Royal Conservatoire of Scotland's overall aim is to avoid any fire incidents through a well-developed system of fire risk assessment and fire safety management and to establish procedures to mitigate the effects of any incident that may occur.

Protection of human life is paramount and will always be the primary consideration above all other goals that may exist. It is recognised that large numbers of people use Royal Conservatoire of Scotland buildings, many of whom will be unfamiliar with them.

1.1. Aims/Objectives:

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the Scottish Fire and Rescue Service where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

The Conservatoire will ensure that fire safety risk assessments are carried out on all its premises to determine the general fire precautions, preventive and protective measures needed to comply with the requirements imposed under the Regulations.

The Conservatoire will ensure that appropriate competent persons are appointed to assist with the implementation of fire safety arrangements and the undertaking and review of fire risk assessments.

The Conservatoire will make and give effect to such appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventive and protective measures. See section (2) below.

The Conservatoire will implement such general fire precautions to ensure, so far as is reasonably practicable, the safety of its staff, contractors and visitors on its premises. These general fire precautions will be implemented on the basis of the following principles:

- a) avoiding risks.
- b) evaluating the risks which cannot be avoided.
- c) combating the risks at source.
- d) adapting to technical progress.
- e) replacing the danger with the non-dangerous or less dangerous.
- f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.
- g) giving collective protective measures priority over individual protective measures.
- h) giving appropriate instructions to staff

These general fire precautions will include:

- (a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.
- (b) measures in relation to the means of escape from the premises.
- (c) measures for securing that, at all material times, the means of escape can be safely and effectively used.
- (d) measures in relation to the means for fighting fires on the premises.
- (e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.
- (f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including measures relating to the instruction and training of staff and measures to mitigate the effects of the fire.

See the 'Arrangements' (section 3) below for details of The Conservatoire's general fire precautions / 'preventive and protective measures'.

2. Fire Prevention Policy - Organisation and Roles

2.1. The Principal

The Principal has overall responsibility for ensuring the implementation of this policy and for all Health and Safety matters within The Conservatoire.

RCS as employer is the duty holder and the Principal holds overall accountability.

2.2. The Health, Safety and Wellbeing Committee

The Health, Safety and Wellbeing Committee have the primary responsibility for consulting on and reviewing the policy on fire prevention and fire safety matters.

Responsibility for the fulfilling of the policy responsibility rests with the HSW Manager and Head of Estates. They will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed as required. They will obtain competent advice on fire safety matters as required to be able to provide advice to Directors, the HSW Committee and the Infrastructures Committee.

A Governor will be invited to attend the Health, Safety and Wellbeing Committee which reports to the People and Culture Committee.

2.3. The Health, Safety and Wellbeing Manager

- a) Acts as a competent adviser on fire safety matters and provides advice on fire safety legislation, fire risk management and implementation of this policy.
- b) Works with the Head of Estates to develop and review policy to enable compliance with fire safety legislation.
- c) Ensures fire risk assessments are carried out in conjunction with relevant people, ensuring any actions required are completed and reporting outcomes to the Health, Safety and Wellbeing Committee
- d) Ensures Fire Safety Audits are conducted regularly including ensuring that buildings are kept clear of rubbish build up, particularly in and around fire escape routes and exits.
- e) Designs, develops and implements general fire safety training for staff, students and Governors.
- f) Report on the implementation of the fire safety policy and procedures to relevant people as required.
- g) Liaises with the Estates Department on fire safety matters including fire safety implications in building construction and refurbishment projects.

2.4. The Head of Estates

- a) Works with the HSW Manager to develop and review policy to enable compliance with fire safety legislation.
- b) Has operational responsibility for the management and maintenance of premises-related fire safety arrangements and systems.
- c) Ensures all new infrastructures/buildings and alterations to buildings are designed and built in accordance with Building Regulations, current

Environmental, Health and Safety legislation and relevant British Standards in respect of fire safety.

- d) Liaises as necessary on fire safety design implications for construction and refurbishment projects with architects, principal designer and building control.
- e) Ensures all buildings are maintained in accordance with Building Regulations, current Health and Safety legislation and relevant British Standards in respect of fire safety.
- f) Ensures the management, maintenance and testing of fire detection systems, firefighting equipment, emergency lighting and other fire devices in accordance with applicable Scottish Building Standards, relevant British Standards, manufacturers' requirements and other applicable technical guidance, ensuring systems are operational at all times and that any issues are quickly resolved.
- g) Ensures all contractors appointed by the department comply with current contractor policies and procedures.
- h) Ensures the provision of technical expertise on fire detection and firefighting e.g. equipment.
- i) Ensures there are sufficient Trained Fire Team Members across all RCS campus.
- j) Ensures contingency plans are put in place when life safety systems are out of order.
- k) Arranges training and drills in conjunction with the HSW Manager and Client Services Manager.
- l) Maintains Fire Safety related records.
- m) Liaises as necessary with contractors to provide fire safety information, manages contractors' fire safety and supervises contractors' fire safety performance etc.
- n) Arranges for weekly testing of the fire alarm systems in each building.
- o) Arranges for their staff (and themselves) to provide general assistance at fire drills and evacuations including resetting fire alarm panels.
- p) Ensures furniture and fixings are suitable for the risk and are purchased to comply with the current Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
- q) Liaises with the HSW Department on fire safety matters including fire safety implications in building construction and refurbishment projects.

2.5. Managers and Management Representatives

- (a) Are responsible for fire safety within their premises/ department/ work area.
- (b) Ensure that suitable and sufficient risk assessments are carried out in all areas and for all Conservatoire activities. Conduct reviews of risk assessments and ensures required actions are progressed timeously.
- (c) Implement actions arisen from institutional Fire Risk Assessment in a timely and appropriate manner, and that completion of actions is reported to the HSW Manager.
- (d) Ensure that action plans, fire precautions, policies and procedures are implemented and adhered to and that control measures for controlling fire risk are maintained.
- (e) Ensure that staff, students and others who may require assistance during an emergency evacuation are made aware of the available assisted evacuation

arrangements and that a Personal Emergency Evacuation Plan (PEEP) is developed where an individual's needs cannot be adequately met through the general emergency evacuation arrangements.

- (f) Ensure good standards of housekeeping are maintained within their area of control to limit fire risk, ensure evacuation routes are kept clear and fire equipment visible and accessible.
- (g) Ensure staff and where relevant contractors are properly inducted in the fire emergency procedures.
- (h) Ensure all staff, contractors and visitors within their area of responsibility participate in emergency evacuations.
- (i) Oversee that new staff fulfill the safety (including fire safety) induction arrangements within two weeks of commencing employment.
- (j) Arrange for regular safety inspections of their areas which includes aspects of fire safety hazards, defects and fire risk assessment control measures.

2.6. Fire Team members

- (a) RCS will appoint adequate fire team members to support the fire evacuation procedures.
- (b) Fire team members will be allocated roles in the event of a fire.

2.7. Fire Team Coordinators (are located at reception)

- (a) The Client Services member of staff at reception will act as the Fire Team Coordinator
- (b) Will instruct each Fire Team member in their duties; provide hi-vis vests (if they do not already have one) and a task sheet. Encourage occupants to move promptly to the nearest fire exit and then to direct them to the nearest assembly point as required.

2.8. Responsibilities of individual members of staff

- (a) All new staff are required to have been inducted in fire safety by their Manager/ Supervisor
- (b) All staff are required to direct visitors to the nearest exit and give directions to their assembly point. If not in charge of visitors, to assist the Fire evacuation organisers and instruct persons leaving buildings to move well clear of exits and not to re-enter buildings until the all-clear has been given by the Senior Fire and Rescue Service officer or a Client Services Manager/Supervisor.
- (c) All staff have a legal responsibility under Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety including fire safety matters.
- (d) Regulation 14 of the Management of Health and Safety Regulations (1999) requires all staff to bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety or welfare or that of their colleagues e.g. a fire risk situation.
- (e) In conjunction with the Fire Team members all staff should encourage occupants to move promptly to the nearest fire exit and then to direct them to

the nearest assembly point. A sweep of the building may also be conducted by Fire Team Members if safe to do so.

2.9. Fire Trained Client Services Staff

Will investigate the cause of the fire alarm activation (as detailed in the RCS Fire Evacuation Procedures).

3. Fire Prevention Policy – Arrangements

3.1. The provision and maintenance of the fire alarm system

All buildings are equipped with fire alarm systems and with automatic fire detection equipment (panels, auto-dialers, sounders, manual call points and automatic fire detection equipment). Heat and smoke detectors are installed throughout both buildings. The system is addressable (on the activation of a single detector an audible alarm will sound at the front desk, and the location of that detector can be determined from the panel located there). Certain areas of high risk within the Conservatoire are additionally fitted with sprinklers e.g. the Athenaeum stage area. These are also linked to the main fire panel and if activated an alarm will automatically sound.

There is also a VESDA system in the Server Room.

The fire alarm is a single stage operation. When activated the alarm sounds a constant siren throughout the building.

Visual alarm devices are provided in identified locations across RCS buildings to supplement the audible fire alarm system.

The Conservatoire's fire alarm system is monitored 24/7 by ADT staffed alarm receiving centre who have an onward direct link to the Scottish Fire and Rescue Service.

A maintenance contract is in place that provides a full check and service of the entire fire system. A sounder test is conducted weekly using a call point to initiate the test. A call point in a different zone is tested each week ensuring all call points are checked within the year.

The Athenaeum Theatre stage is fitted with a fire curtain and smoke vents above the stage. These are tested weekly by Client Services and the Venue technicians.

The smoke vents are opened in the event of a fire by the SFRS or during the annual service visit.

A smoke vent is also fitted in the escape stair next to the wardrobe department at Wallace studios.

3.2. System testing

The fire detection and alarm system is tested weekly by Client Services as per BS5839 normally on a Sunday or as directed by the Head of Estates.

Emergency lighting is tested in accordance with BS 5266.

Automatic detection is tested according to BS 5839.

3.3. The provision and maintenance of firefighting equipment

Fire extinguishers are provided throughout all buildings. An annual service contract is in force maintaining the fire extinguishers according to BS 5306-3. The Head of Estates is responsible ensuring any deficiencies identified are corrected and ensuring that any expired extinguishers are replaced immediately.

A Sprinkler system is also in place in some areas of Renfrew Street site. The sprinkler system is serviced and maintained twice yearly. The system pressure is checked weekly during the fire tests undertaken by the Client Services Staff.

3.4. The provision and maintenance of emergency evacuation routes

(including emergency lighting, fire exit route directional signage, other fire safety related signage, fire doors, and other parts of exit routes such as walls and ceilings etc.)

Emergency evacuation routes conform to Buildings Standards requirements on numbers of exits from rooms, travel distances, stair widths, stair numbers and alternative exits routes from all areas wherever reasonably practicable. Where it is not reasonably practicable to meet any exact specifications, supplementary features have been put in place to mitigate this such as AFD and/or vision panels and management controls. Routes are maintained as follows: The emergency lighting is checked and maintained according to BS5266. Fire door operation and conditions are checked by Client Services staff. All staff must report any defects and deficiencies in these items and areas, e.g. rubbish in exit routes - to Client Services or the Head of Estates or the Building Operations Manager or the Health, Safety and Wellbeing Manager. Signage is provided by the Estates department as required.

3.5. The provision of evacuation systems

RCS will maintain arrangements to support persons who may require assistance to evacuate safely in an emergency. These arrangements may include accessible escape routes, refuge areas, communication systems, visual alarm devices, vibrating pagers, evacuation equipment and assistance from trained personnel, as appropriate.

Staff and students should be provided with an opportunity to identify any evacuation assistance they may require. Where an individual's needs can be met through RCS's general emergency evacuation arrangements, these arrangements will be communicated to the individual.

Where an individual's needs cannot be adequately met through the general arrangements, the relevant Head of Programme, Head of Department or Line Manager will develop a Personal Emergency Evacuation Plan (PEEP) in consultation with the individual and, where appropriate, the Health, Safety and Wellbeing Department

3.6. The establishment of procedures for serious and imminent danger

This will include emergency evacuation procedures in the event of fire including planned systems of evacuation, fire drills and the designation of fire team members.

Fire Evacuation procedures are available on the staff and student Portal.

3.7. The provision of fire safety information to staff and students

RCS provides all new staff and students with a health and safety induction which includes fire safety. Refresher training is undertaken every three years. Fire action notices are posted in prominent locations within buildings.

Temporary staff working sporadically in the buildings receive Health and Safety information within their contracts which includes information regarding:

- Fire procedures
- Evacuation for people requiring assistance
- First Aid
- Accidents and near misses
- Electrical equipment
- Safety signs
- Security

3.8. The provision of information to visitors

Fire instructions are given by Client Services staff, if required, when they first approach the reception desk and fire action notices are posted in prominent locations within buildings.

The staff member being visited is responsible for the safety of the visitor and ensuring they know what to do in the event of a fire and ensuring they leave the building safely.

3.9. The provision of information to contractors

The Head of Estates is responsible for ensuring contractors (and visitors) understand what to do in an emergency. The Conservatoire's 'Contractors Standard' also contains fire prevention information for contractors and is issued by the Estates managers in charge of the contractor. Contractors should sign the final page to confirm agreement and understanding. This page should be filed by the relevant manager. A permit-to-work system for contractors engaging in 'hot work' etc. is in force where necessary.

3.10. The provision of information to the SFRS for use in an emergency

A file of relevant information including plans and details of the locations of hazardous substance areas (where applicable) is kept at the main reception desk of each site. The Fire and Rescue Service also has electronic layout drawings.

3.11. The provision of adequate training in fire safety procedures

All new staff and students are required to complete the online Health and Safety Induction programme which includes Fire Safety, and receives an in-person building tour. The training covers:

- Fire awareness and fire prevention
- The fire risks in the premises
- The fire safety measures and means of escape available.
- The action to take if a fire is discovered or upon hearing a fire alarm actuation.
- Evacuation procedures
- Assembly point locations

All line managers, Directors, Heads of Programme and Heads of Department are responsible for ensuring new and existing staff and students complete the Health and Safety induction and Fire Safety training. Completion of the course results in a notification of completion to the Health, Safety and Wellbeing Team for recording and monitoring. Note: First year students are offered a face-to-face induction during induction week but any who does not attend must complete the online training.

Refresher Fire safety training is undertaken online by all staff and students every three years.

RCS will undertake planned fire evacuation drills at appropriate intervals to test the effectiveness of emergency arrangements and maintain staff and student familiarity with evacuation procedures. As an organisational standard, a minimum of two evacuation exercises will normally be undertaken annually at each principal RCS campus, subject to the findings of fire risk assessment and operational requirements.

Fire training for staff and students at the Conservatoire varies according to levels of responsibility:

- 1) The Client Services Manager and the Client Services Supervisor will receive and maintain their Fire Marshal Train the Trainer course to deliver internal enhanced fire safety training to the Client Services and Estates staff who are Fire Team Members.
- 2) The Client Services Team, the Fire Team members, and the Audience Operations Manager will each attend internally delivered Enhanced Fire Safety training upon appointment by the Client Services Manager and a Client Services Supervisor. Annual refresher training will be delivered by the Client Services Manager or Supervisors.
- 3) All Client Services staff will undertake annual Evac Chair Training.

- 4) All staff and students will receive fire training at induction.
- 5) The Client Services Manager will maintain a log of all fire team member training and evac chair training.
- 6) The Health and Safety Administrator will maintain a log of staff who have completed fire training and ensure the relevant managers are informed if the training has lapsed and refresher training is required.
- 7) Training for Client Services staff falls into two sections:
 - a. Induction Training will be given to all Client Services staff in the use of the fire panel, the system for testing the fire alarm and evacuation procedures including the use of Evac Chairs. Staff will sign a declaration when they are satisfied with the training received. The Supervisor will countersign the declaration when he or she is satisfied with the competence of the member of staff under training. Refresher training will be provided on request or whenever necessary.
 - b. In addition, all members of Client Services staff will complete the enhanced fire training to allow them to manage and coordinate and take charge of the RCS Fire Evacuation Procedure.
 - c. Client Services staff who are required to investigate for the signs of fire will get fire warden training which includes the use of extinguishers.
- 8) RCS Fire Team Members will complete the enhanced fire training as follows:
 - a. The Conservatoire's Fire Procedures
 - b. Action on discovering fire
 - c. The location and use of firefighting equipment
 - d. How to raise the alarm
 - e. The location of escape routes
 - f. How to conduct an emergency evacuation
 - g. What to do at an assembly point
 - h. The use of the Evacuation chair
- 9) Ushers must undergo appropriate training, which is arranged and managed by the Audience Operations manager.

Training in fire procedures for ushers will consist of:

- a. An explanation of the Conservatoire's Fire Procedures
- b. Action on discovering a fire.
- c. The location and use of fire-fighting equipment (where required)
- d. How to raise the alarm
- e. The location of escape routes
- f. How to conduct an emergency evacuation from a venue
- g. How to deal with individuals with disabilities /disabled people during an emergency evacuation including the use of Evacuation chairs
- h. What to do at an assembly point

- 10) Ushers will sign a declaration when they are satisfied with the training received and a log of Ushers' training will be maintained by the Client Services and Audience Operations Manager who will ensure refresher training is undertaken annually.

3.12. The appointment of a competent person,

A competent person will be appointed, internally or externally, to assist with the undertaking of the preventive and protective measures including fire risk assessment and provision of competent advice.

3.13. The management of fire risks from dangerous substances on the premises

Heads of Department are responsible for compliance with the COSHH regulations for all chemical and flammable products stored and purchased within their area of responsibility. The aim is to eliminate if possible, the use of dangerous substances but where this cannot be achieved then the use of hazardous substances must be managed to reduce the risk.

Storage of quantities of flammable products such as those that may be used within the CPU and Estates departments, are infrequently used at each site. On the occasions where such products are used, the fire and explosion risks associated with such materials are required to be assessed by a suitably competent person. Controls are required to minimise risks e.g. purchase, storage, handling and disposal arrangements must be maintained. A risk assessment and COSHH assessment must be carried out in advance of the purchase and use of such products.

Where dangerous substances present a potential fire or explosion risk, those risks must also be specifically assessed and controlled in accordance with applicable dangerous substances and explosive atmospheres requirements.

3.14. The implications of the presence of any “young person” staff

Young people are less experienced in the world of work and may pay less attention to safety information than their more mature colleagues. The department manager/ supervisor / staff member is responsible for ensuring that the risks associated with staff/ students under 18 years of age are appropriately assessed as part of the risk assessment process. Work experience persons or students whose first language is not English are also required to be appropriately assessed.

3.15. Personal E-Vehicles on campus

Fires involving electric personal vehicles are becoming increasingly common due to defective and damaged lithium batteries, and secondary market charging equipment that is not regulated or safe for its intended use. Lithium battery fires release large quantities of highly toxic smoke and are difficult to extinguish. Such fires present a significant risk of harm to people and property.

The Conservatoire has decided to implement a ban of large lithium battery type vehicles which include e-Scooters, e-Bikes, e-Hoverboards, e-Skateboards and e-Unicycles inside any of our buildings. This is due to significant fire risk from these batteries, and the ban applies to students, staff and visitors. This is in line with the ban on many public transport providers as well as many universities across the country.

Personal electric vehicles found inside any Conservatoire buildings will be immediately removed. The owner may be subject to disciplinary proceedings due to the breach of this policy. All personal electric vehicles should be safely secured outside in areas such as the bike storage areas available on campus.

3.16. High Fire Risk Activities

High risk activities using ignition sources (e.g. naked flames) and those with high fuel loads (e.g. areas storing highly flammable materials) must be carefully managed. Where it is reasonably practicable, naked flames or other potentially high-risk ignition sources should be replaced by alternative means which do not pose a risk of fire.

Where this is not practicable, all hot work must be controlled by a 'Permit to Work' system. Contractors and Estates staff must get the appropriate 'Permit to Work' from Estates.

All other high-risk activities which involve ignition risks must be controlled by suitable and sufficient risk assessments and appropriate method statements.

4. Document Control Information

Author of Policy: Health, Safety and Wellbeing Manager

Accountability: Health, Safety and Wellbeing Manager

Department: Health, Safety and Wellbeing

Review requirements: Annual or as required due to operational changes, or changes to building layout or expansion.

Committee Requirements: Major changes must be approved by the Health, Safety and Wellbeing Committee, operational changes can be approved by Director of Human Resources and noted at Health, Safety and Wellbeing Committee

Current Version: 4.1

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Document Revision History

Version No.	Version Date	Prepared By	Approved By	Summary
1.1	20/04/2018	Lydia Demaison / Gary Brunton	Jackie Russell	Updated Job Titles and Training Information
2	20/04/2018	Lydia Demaison	Jackie Russell	Version 1.1. approved
3	07/06/2023	Lydia Demaison / Gary Brunton	HSW Committee	Update to training arrangements to reflect change in practice. Addition of E Vehicles Clarification of responsibilities
4	10/09/2025	Russell Brown Chris McGeever	HSW Committee	Change of responsible person. (PEEPs) should be created by HOP / HoD / Line Managers. Clarification of responsibilities.
4.1	09/09/2026	D Kennedy	HSW Committee	Minor amendments to update legislative references.