FIRE SAFETY UNIT
HEALTH AND SAFETY DEPARTMENT

The University of Edinburgh
13 Infirmary Street
Edinburgh EH1 1NP

Telephone 0131 651 1226
Fax 0131 651 4260
Email Fire@ed.ac.uk

www.ed.ac.uk/health-safety

12th June 2017

Dear Head of School,

Fire Awareness Training

Introduction

The University of Edinburgh is required to ensure that every employee receives information and training relevant to fire safety matters within the workplace. Following a review of fire safety training, a new web-based interactive training system is now available. All staff will be required to complete fire awareness training at a convenient point during their working day.

The content of the training relates to basic fire science and awareness and is not intended to replace any specific 'face to face' training currently provided in relation to specific risks or by the Fire Safety Unit in support of fire safety management strategies adopted throughout the University estate.

Arrangements

The web based option ensures all employees are given the opportunity to choose a time to complete the training that would be most convenient to themselves. Additionally it will ensure accurate data of training provision is available should the University be requested to provide such information.

The training will be supported through the LEARN platform and it is a requirement for every employee to complete the training once every 3 years. Full instructions on accessing the course are detailed below, however, due to the significant numbers of employees requiring access to the course there will need to be phased access to ensure it can be regulated consistently. Thereafter, the course should be undertaken every 3 years as a refresher session.

DIRECTOR   Alastair G Reid BSc CBiol CFIOSH FRSH
DEPUTY DIRECTOR   Karen B Darling BSc MSc CMIOSH

It is anticipated that Heads of School will engage in the management of the training process and ensure that all employees within their area of responsibility undertake the training as required. The term "Head of School" has been used to refer to those who have been formally appointed to the Head of School role, or to the equivalent role in the Support Groups, and to Heads of other management units such as Research Institutes.

The table below details the initial periods that each College should access the training course. However, should a need, through a risk assessment or otherwise, indicate that training requires to be implemented with immediacy, the training should be undertaken at that time.

College of Arts, Humanities and Social Sciences	June – Sept 2017
College of Medicine and Veterinary Medicine	Sept – Dec 2017
College of Science and Engineering	Dec – Mar 2018
University Secretary's Group	Mar – June 2018
Corporate Services Group	June – Sept 2018
Information Services Group	Sept– Dec 2018

No access to IT equipment

It is anticipated that there will be a small number of colleagues who have limited access to IT equipment resulting in the completion of electronic training incurring difficulty. Where such groups are identified 'face to face' training will be delivered by the Fire Safety Unit and such requests, from the Head of School, can be made to the University Fire Safety Adviser.

Where an employee has any difficulty with the current or proposed fire safety training requirements, they should discuss these matters with their line manager and where further advice or guidance is required the matter can be referred to the University Fire Safety Adviser.

Roll-out

The course can be accessed via the Health and Safety website at:

http://www.ed.ac.uk/health-safety/fire-safety/training/fire-awareness

The users will be asked to choose their appropriate College and then School/Department before being able to undertake the course. The course consists of an interactive video presentation, some further reading and guidance and a short quiz, which requires 80% to pass. The course and quiz can be completed any number of times until a pass is achieved.

To assist with the management of the attendance of this course, you can nominate local staff members who will be given the 'Marker' role within LEARN which will enable them to run reports to show which staff have undertaken the course. Please email the names of these staff members to safetyelearning@ed.ac.uk.

Your encouragement and support will be greatly appreciated in this initiative in full recognition of the statutory requirements the University is trying to uphold.

Andy Mackay MIFireE
University Fire Safety Adviser
Fire Safety Unit
0131 651 3051
Fire@ed.ac.uk