

The Glasgow School of Art

GSA FIRE SAFETY MANAGEMENT RESPONSIBILITY MATRIX

December 2014

Policy Control

Title	GSA FIRE SAFETY MANAGEMENT RESPONSIBILITY MATRIX
Date Approved	December 2014
Approving Bodies	Executive Group (December 2014) Occupational Health & Safety Committee (February 2015)
Implementation Date	April 2015
Supersedes	N/A
Supporting Policy	Occupational Health and Safety Policy
Review Date	April 2018
Author	Dr Craig Williamson, Registrar
Date of Impact Assessment	tbc
Benchmarking	

GSA FIRE SAFETY MANAGEMENT RESPONSIBILITY MATRIX

	FIRE SAFETY ELEMENT	Ref	GSA	Executive Group	Heads of Departments* & Programme Leaders	Estates	Estates Fire Safety Officer	Health & Safety Officer	NOTES
1.	Duty Holder		Owner	Lead					
	FIRE RISK ASSESSMENT (FRA)								
2.	Carry Out FRA	FRA1		Owner	Support 3	Support 1	Lead	Support 2	
3.	Review FRA	FRA2		Owner	Support 1	Support 2	Lead	Support 2	
	PROTECTIVE MEASURES (PM)								
4.	Structural/Passive Fire Protection	PM1			Support 2	Owner	Lead	Support 1	
5.	Fire Detection & Alarm Systems	PM2			Support 2	Owner	Lead	Support 1	
6.	Means of Escape	PM3a			Support 2	Owner	Lead	Support 1	
7.	Emergency Lighting	PM3b			Support 2	Owner	Lead	Support 1	
8.	Signs & Notices	PM4			Support 2	Owner	Lead	Support 1	
9.	Fire Fighting Equipment	PM5a			Support 2	Owner	Lead	Support 1	
10.	Fire Fighting Facilities**	PM5b			Support 2	Owner	Lead	Support 1	
11.	Maintenance	PM6			Support 2	Owner	Lead	Support 1	
12.	Fire Safety Records	PM7			Support 2	Owner	Lead	Support 1	
13.	Emergency Plans	PM8			Owner	Support 2	Lead	Support 1	
14.	Information & Instruction	PM9			Support 2	Owner	Lead	Support 1	
15.	Fire Safety Training	PM10			Support 2	Owner	Lead	Support 1	
	ENFORCEMENT (E)								
16.	Enforcement Liaison (e.g. SFRS***)				Support 2	Owner	Lead	Support 1	

* Academic and Professional Support

** Including Fire Mains/Fire Fighting Lifts/Fire Fighting Switches for HV Electricity)

*** Scottish Fire and Rescue Service

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