



PROPERTY RISK MANAGEMENT REPORT

Glasgow Kelvin College

12 February 2024

Property Risk Management Report



Member:

Description:

Survey Number:

Date of Survey:

Survey Contacts:

Date Report Issued:

Report Prepared by:



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Executive Summary

The college was formed in 2013 through the merger of three Glasgow colleges including Stow College, North Glasgow College and John Wheatley College. The college (2024) currently has three active campuses:

- Springburn Campus - 123 Flemington St
- East End Campus - 2 Haghill Road
- Easterhouse campus - 1200 Westerhouse Road
- West End campus was closed to students in 2023, the property is occupied by an estates member of staff and is subject to a full PPMP until the site is sold.

Annually over 12,000 students enroll in over 176 courses including nursing, engineering, hair and beauty, hospitality, media and social sciences etc.

The visit was positive, and UMAL would like to thank the staff for supporting the visits / calls. A limited number of recommendations were identified (these being mostly minor).

Risk Survey Ratings Summary

Property Fire Management Controls and Protection Facilities			
Risk Category	Current Survey Rating	Previous Survey Rating	Current UMAL Average
Special Perils	2	3	2.20
Hot Work Controls	2	2	2.49
Hot Work Controls	-	2	2.49
Electrical Systems Testing	3	2	2.56
Property Maintenance	3	3	2.48
Housekeeping	2	2	2.48
Housekeeping	2	2	2.48
Smoking Controls	3	2	2.18
Smoking Controls	3	2	2.18
Fire Detection Systems	3	3	2.20
Fire Water Supplies	3	3	3.00
Fire and Rescue Services	3	3	3.00
Automatic Sprinkler Systems	3	3	2.97
Fire Hydrants & Risers	3	3	3.00
Fire Hose Reels	3	3	3.00
Fire Extinguishing Systems	2	3	2.86
Emergency Action Training	3	3	2.87
Fire System Impairments	3	3	2.84
Fire Compartmentation	2	2	2.18
Audit and Inspection	3	3	2.76
Property Protection Procedures	3	2	2.35
High Risk Management & Protection	2	2	2.14
Disaster Planning	3	2	2.35
Security Systems	2	2	2.52

Rating Key

0	Serious issues , requiring urgent attention
1	Partial compliance , with procedures/fire protection requiring upgrading
2	General compliance , with some improvements recommended
3	Full compliance , in accordance with UMAL standards

Risk Recommendations

The following recommendations are submitted in the interests of improving property conservation. Fire protection equipment and systems should be installed to conform to standards approved by UMAL. All equipment and installers should be listed or approved by a recognised third party independent organisation. Specifications, Plans and Drawings should be submitted to UMAL for review and discussed well in advance of the start of any work.

Written feedback on the progress of these Risk Recommendations is requested within 3 months of receiving the report

Fire Compartmentation	
2022-01	
Observation	Ground floor corridor / refectory doors did not close completely (into the frames).
Recommendations	Fire Compartmentation - door closing
Comments	Fire door inspection programmes should ensure all doors (identified as fire doors), fit within door frames (with a gap of no more than 10mm). Self-closing devices should be adequately tensioned to ensure doors close fully.

Fire Compartmentation	
2022-02	
Observation	Wedged fire doors noted at Eastend, Springburn and Easterhouse, these compromising the fire compartmentation of the buildings.
Recommendations	Wedged fire doors - all campuses
Comments	Removal of wedges and education campaign on fire safety. For repeat offenders consider door guards etc. Consider the UMAL Red Alert bulletin to share with staff / add to notice boards.

Fire Compartmentation	
2022-03	
Observation	Fire blocking / stopping missing within the IT server room MO17.
Recommendations	Fire stopping
Comments	Fire stopping (intumescent caulk) should be completed for cabling runs through walls or ceiling to maintain fire compartmentation

Fire Compartmentation	
2022-04	
Observation	Fire blocking / stopping noted as being needed (room 411).
Recommendations	Fire stopping
Comments	Fire stopping (intumescent caulk) should be completed where cabling runs through walls to maintain fire compartmentation.

Housekeeping Management	
2022-05	
Observation	IT server room (LG304) and plant basement room noted with storage of redundant equipment and packing.
Recommendations	Housekeeping Easterhouse campus
Comments	Server / plant rooms should not be used for the storage of equipment / waste. The areas to be cleared and regularly monitored to prevent reoccurrence

Fire Extinguishing Systems	
2022-07	

Observation	A desktop fryer was noted in the café, no extinguishers noted in the café space.
Recommendations	Fire Extinguishing

Comments	A wet chemical extinguisher (class F) should be considered for the café to tackle deep fat fryer / oil fires.
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High Risk Management and Protection	
2022-10	
Observation	For the natural gas / compressed air burners, the hoses are secured with cable ties (Jewellery room / workshop).
Recommendations	Gas systems
Comments	Fittings should be secured with stainless-steel clamps, as the clamps don't pinch, provide a leak proof and robust fitting.

Documentation of Property Protection Procedures	
2022-13	
Observation	Poster / hazard warning signage noted as dated (room MG06).
Recommendations	Signage
Comments	Signage / posters for MG06 to be updated to reflect the CLP hazard pictograms.

Special Perils	
2022-14	
Observation	Faraday systems testing frequencies to be confirmed.
Recommendations	Lightning Protection
Comments	The Lightning Protection Systems maintenance/testing programme should be completed between 10 and 14 months, excluding 12 months, to ensure differing ground conditions are tested.

Rating:

2

Special Perils

Exposures to property can come from a variety of sources:

Sea, river or surface water flood

Juxta position of buildings

Lightning strikes, especially indirect strikes

Waste storage closer than 10 metres

Rating Key

0	Major exposure hazards exist no defence procedures in place
1	High risk exposures exist with poor defences in place
2	Exposures risks exist with recommendations for improvement
3	Comprehensive defences against exposure risks

Medium surface flood risk at West End, although topography means the campus is elevated above the surrounding land / residential areas reducing risk.

The basement gym (Springburn) has historically leaked, the area was re-tanked. No further concerns with water ingress post repair.

Buildings are mostly set back from road, with barriers, stairs for Easter house and Eastend etc. No history or recent near misses for vehicle accidents.

Faraday system testing to confirm frequencies reflects varying ground conditions.

1:500 risk.

Rating:

2

Hot Works Management

Hot Work for maintenance of buildings and equipment is the cause of many fires particularly after the work has ceased. Good management of hot work equipment in Campus workrooms and maintenance workshops is also vital. Typical risk management includes:

Hot Work Permit

Area pre-prepared for work including possible

temporary impairment of fire detectors

One-hour firewatch period

Check on adequacy of contractor PL Insurance

Regulators under 5 years old

Flashback arrestors fitted

Cylinders kept outside, or if inside, on trolley with chains

Safe storage of cylinders outside building

Fixed piped systems used where possible

Rating Key

0	No Hot Work controls in place
1	Poor Hot Work controls in place
2	Reasonable Hot Work controls in place but areas where improvements could be made
3	Comprehensive Hot Work controls in place

Permit system with hot work permits issued by the estates team. Permits have a one hour Firewatch period.

Electrical Systems Management

Rating: **3**

A large proportion of fires are caused by electrical systems and equipment and thus it is important to have good systems in place for the testing of such equipment. Testing should include:

Fixed electrical system testing at least once every five years

Thermographic electrical testing for 'hot spots' on electrical systems such as in distribution boards

PAT testing for portable and transportable equipment, including leased equipment

Rating Key

0	Poor electrical systems and maintenance
1	Reasonable electrical system but major issues in some areas
2	Adequate electrical system but minor issues in some areas
3	Electrical installation certified by an approved inspection agency to meet national standards, with adequate inspections conducted by qualified personnel

Fixed electrics are managed on a rolling 5 year program (contractor currently under appointment). For any findings (code 1, 2 and 3), these are actioned asap (code 1/2) with code 3 as finances allow. Thermographic testing is completed on an adhoc basis on distribution boards, or where concerns are raised.

Portable appliance testing is completed annually (third party contractor appointed via the APCU), this covers circa 60K items.

Housekeeping Management

Rating: **2**

Good housekeeping reduces the fire load in buildings and keeps fires from spreading along corridors, risers, or in stairwells. Plant rooms and electrical or service cupboards should also be kept clear. Combustible materials should be removed from empty buildings

Rating Key

0	Very poor housekeeping standards
1	Reasonable standards of housekeeping but with serious issues in some areas
2	Reasonable standards of housekeeping with minor issues in some areas
3	Excellent standards of housekeeping

Housekeeping was generally good (this includes workshops) over the four campuses, a few areas were noted where improvements could be made

- Easterhouse campus - IT server room (LG304) - storage of redundant equipment and packing.
- Easterhouse campus - basement plant room - storage of packaging / waste card/
- Westend campus - currently undergoing preparation / emptying for sale (and the ongoing staff auction). The remaining materials (house / dance studio) should be removed and these areas kept as fire sterile as possible (action pending - no recommendation needed).

Fire Detection

Rating: **3**

Fire detection systems should be installed for property protection with fire escape routes, adjacent rooms and higher risk rooms protected. Void areas over 800mm should also be protected.

Rating Key

0	No procedures informing UMAL of fire protection/detection systems being out of use or having alternative means of raising an alarm in lieu of the impaired detection system.
1	Ad hoc procedures in place for alarm or protection facility impairment
2	Good procedures in place but with minor improvements needed
3	Excellent documented procedures in place

L2 fire alarms noted (heat detectors for workshops / beams for atrium and void detection for Springburn).

Historic recommendations for the West End campus will not be reissued due to the closure and future sale of the campus.

All AFD subject to both PPMP and functional testing.

Fire Water Supplies

If there is a static or natural water supply, it should be capable of providing a minimum capacity of 67,500 litres (i.e. sufficient to supply three fire-fighting jets at a total of 1500 L/min for a period of 45 minutes). Water supplies must be accessible to the local Fire and Rescue Services

Rating Key

0	Serious issues concerning the provision of fire water supplies
1	Fire Water available but with major issues
2	Fire Water available but with minor issues
3	Excellent Fire Water supplies available

Hydrants are maintained by Scottish Water / Scottish Fire and Rescue. Recent press articles on low pressure (2022), highlights PPMPs introduced to include flushing of hydrants, flow test and static pressure tests.

The River Clyde is approximately 4 km from the Springburn campus and 1km from the West End campus. The Auchinlea pond is circa 1km from Eastend campus, these could be used as an emergency water supplies.

Fire & Rescue Services

Rating: **3**

There are Full Time and Retained Fire and Rescue Services available to fight fires. Many of the stations operate a Call Challenging system whereby the fire alarm must be verified before there is a response from the Service.

Local investigation times for verification of alarms should be kept to minimum with staff investigating fires trained in the safe use of extinguishers

Rating Key

0	Poor services available, possibly due to the number of false alarms
1	Full Time or Retained Fire & Rescue Service with adequate manpower and equipment with a response time of less than 30 minutes
2	Full Time or Retained Fire & Rescue Service with adequate manpower and equipment and a response time of less than 20 minutes
3	Full Time or Retained Fire & Rescue Service with adequate manpower and equipment and a response time of less than 10 minutes

Springburn campus response from Springburn Community (3.32 mins) and Cowcaddens Community stations (6.34 mins), both stations in house.

East End campus response from Calton Community (6.05 mins) and Cowcaddens Community stations (6.34 mins), both stations in house.

West End campus response from Maryhill Community (2.41mins) and Cowcaddens Community stations (7.59 mins), both stations in house.

Easterhouse response from Easterhouse community (3.02 mins) and Cowcaddens Community stations (10.58 mins). both stations in house.

The above response times reflect peak times, but not civil unrest / road closures or accidents.

Fire Training

There are legislative requirements to ensure those actively involved in fire safety should only include those thought to be 'capable' - the Fire Safety (Employees' Capabilities) (England) Regulations 2010, the Fire Safety (Scotland) Amendment Regulations 2010 and the Fire Safety (Employees' Capabilities) (Wales) Regulations 2012 and the Fire Safety Regulations (Northern Ireland) 2010. Fire training is important for all users of buildings to ensure there are:

Emergency procedures known to all Campus users

Safe use and storage of hazardous materials and equipment

Adequate numbers of Fire Wardens/Marshals

Safe use of extinguishers

Rating Key

0	No training programme in place
1	General training is provided or insufficient trained Staff
2	As below, but with no contingency provision
3	Sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures, and able to use the appropriate extinguishing equipment, so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences

All staff will undertake basic fire awareness training (through FireRite), additionally staff will be trained through inductions on fire evacuation procedures and fire drills. Some staff will be given additional 'Fire Warden' training and the Senior Management Team (SMT) act as the fire evacuation controllers. The controllers will assume control of the evacuation and coordinate fire responses (on call for out of hour events). Evacuations are completed twice annually over the academic year (although often more when false alarms are included).

Fire impairment procedures in place to include the UMAL impairment forms. Procedures includes inspections, fire watch and alternative methods of raising the alarm etc.

Fire Compartmentation

Rating: **2**

Compartmentation standards are based on:

LPC Design Guide for the Protection of Buildings 2000 and associated guides on Essential Principles, Compartmentation, Protected Zones and Protection of Openings and Services

May include use of a Cold Work Permit whereby any impairment of compartmentation for service pipes, cables and the like as well as fire door impairment due, for instance due to lock removal, is restored

Maintained hold-open devices that allow doors to close on activation of the fire alarm are acceptable

Rating Key

0	Serious lack of fire compartmentation for property protection
1	Compartmentation provided for property protection but with major issues
2	Compartmentation provided for property protection but with minor issues
3	Comprehensive fire compartmentation provided for property protection

Fire compartmentation over the four campuses was good, although a few areas for improvement were noted including:

- All campuses had wedged fire doors, these compromising the fire compartmentation of the buildings.
- Fire stopping missing within the IT server room MO17 (Eastend campus)
- Fire stopping missing within room 411 (Springburn campus)
- Door fit noted as poor for the ground floor / refectory (Springburn).

For the Westend campus, with spot heating and seasonal variations a degree of warping is expected, fire doors noted were effective.

High Risk Management and Protection

Rating: **2**

There are a number of high risks that exist on many Campus sites, such as solvent distillation or use of some forms of unprotected HID lights.

Some risks can arise from the use of flammable materials or hazardous processes. Risk management of flammable and explosive risks are assessed via DSEAR 2002 as amended and DSEAR (Northern Ireland) 2003 as amended.

There may be internal storage of flammable gas cylinders instead of use of substitute equipment or external storage

Server rooms and very low temperature freezers for research equipment are also at risk if there are no remotely monitored alarms.

Rating Key

0	Serious deficiencies in the risk management of special hazards that could lead to a significant incident
1	Some risk management is in place but there are some serious concerns
2	Some risk management is in place but there are some recommendations
3	Special hazards management risk management is adequate

Within the Jewellery room workshop (Springburn), for the natural gas / compressed air burners, the hoses are secured with cable ties (these don't normally provide an adequate / uniform seal).

Business Continuity

Plans should be regularly reviewed and exercised to ensure adequacy and currency. Good systems include:

Incident Management Planning

Disaster Recovery Planning

Business Impact Analysis

Specialist local Plans in Academic/Service areas

Emergency Control Rooms and Communications

Battle boxes

Rating Key

0	No planning in place
1	Some basic Incident Planning in place but no review process
2	Good Plans in place, in line with ISO22301 principles but with minor improvements needed
3	Comprehensive Plans in place in line with ISO 22301 principles

UPS noted for Easterhouse, Springburn and East end, the West campus is slowly being decommissioned. No active generators.

Data centre based in Springburn (main block), server room East end (just off main reception) and Easterhouse (although this is more a comms space with less equipment). The Springburn / East end campus have IG55 suppression, N+1 environmental controls, access control (swipe card) and CCTV covering entrance points. Humidity detectors for Springburn, some concerns with the lower ground server room (LG304) Easter house (equipment silage should be improved)

ICT plan stand alone, embedded within the with college BCP plan.

The data centre has onsite back up, this is supported by multiple back ups (the being a Springburn active / Eastend passive). The Eastend campus has a resilience link (internet). A cloud back up (immutable), covers the critical data / services.

Service shared via HEFESTIS, this includes both data protection and cyber security services, recent table top exercises (cyber security) include ransom wear / Phishing simulations through 365 in addition to recent penetration testing (2021/2).

Cybers essentials plus scheme obtained, multifactor authorisations for students now implemented.

Fire detection and secure rooms (card entry - century systems). Buildings secured outside of public spaces.

Developing area, traditional BIA 's don't fit well to a college environment, the college operates an emergency plan policy, this acts as a policy of what to what to do in incident. The incident management team / senior management team react to the emergency planning (this to include threats like flood gas / leaks, this includes training exercises and the risk committee (who meet four times annually).

Communication to staff is via alerts (this will include Martins law for 2024 and this include ACT training for security staff). Staff awareness days cover paperwork reviews

Emergency boxes include physical copies, supported by grab bags (plan / FA kit) in high visibility box in office (can't be missed).

Security

Security of valuable equipment and artworks etc is most important as is security against arsonists. Good physical security systems, intruder alarms, CCTV and cash handling are essential. The current intruder alarm standard is EN50131-1:2006 + A1:2009+A2:2017 in accordance with PD6662:2017. Grade 3 equipment is the minimum level to be installed with Grade 4 signalling; the installer should conduct a risk assessment when designing the system. Generally, Campus sites are low risk environments but there are some items that are highly attractive to thieves:

Server rooms

Apple Mac computers

Non-ferrous metals – pipework and roofs/downspouts

Artworks especially external bronze artwork

Rating Key

0	Serious security concerns
1	Security is provided but with major issues noted
2	Security is provided, but with minor issues noted
3	Excellent security provided

Intruder alarms noted for all buildings, these included a mixture of both PIR and contact systems, the systems use 4/5 G back up. The alarms (out of hours) are monitored by an alarm receiving centre (Chubb). Responses will be from Mite and C&M (security patrols at Springburn), and on call college staff (who respond if needed in pairs) for other campuses. Where notification (alarms) exceeds a single notification, then police are alerted for a response.

For Eastend the existing security arrangements are due to change, here suitable SSOW should be introduced to ensure staff are not vulnerable during both lock up / opening etc.

Access control systems are mixed, with a move towards Paxton swipe access (this being noted for Springburn, Easterhouse and Eastend), some areas remain on key controls. For class room spaces, workshops and labs these are secured outside of use. During the visit, with the exception of open access areas (common spaces / toilets / library / café) all areas had secure access.

CCTV at each campus, all cameras report back to the monitoring station, the footage is partially monitored, cameras noted at site

- 20 for Springburn campus.
- 10 Easterhouse campus.
- 12 East end campus.

Cameras are a mixture of both fixed units and 360 degree monitoring. Additional cameras are being considered for the Westend campus.

Facilities where higher value IT equipment is used / stored are secure and locked (this includes PC suites / labs and workshops).

Contractor Mite and C and M (Springburn, Easterhouse), Eastend / Westend this has daytime cover (estates staff) and ARC out of hours.

Security patrols (at the time of the visit this included day cover), are likely to move to just night cover with increased CCTV and enhanced monitoring (CCTV and mobile patrols).

There are no obvious emerging patterns for crime or attempted theft / ASB. Some historic issues at Easterhouse campus (windows smashed and tree vandalism). No concerns for remaining sites.

Largely cashless processes for college facilities and café. Any cash holding to reflect CoE conditions (cash figures suggested below safe limits for cafes).

Score Comparisons

