

FIRE SAFETY

Your responsibilities

The law says you:

- must not do anything that creates a risk to your building's structural safety
- must not do anything that creates a risk of causing or spreading fire in your building
- must not damage or remove any of your building's fire safety measures, such as smoke detectors, fire alarms, fire doors, and fire extinguishers
- must comply with the University and/or UPP's requests for information reasonably required to assess and manage building safety risks.

Fire doors

One of the key safety measures is fire doors. It is important that you keep these closed and do not damage or make alterations to fire doors within your flat. Ensure you keep them free of obstruction which may prevent them from closing.

- Fire doors must be kept shut when not in use.
- Residents or their guests must not tamper with the fire doors or self-closing devices.
- Residents must report any fault or damage immediately using the **HAH App** or by calling **0800 029 1984**.

If you see someone acting in a way that suggests they have not understood or remembered the building safety information you should remind them of it. If you are not comfortable discussing this you should report it as a building safety concern to the **Halls Hotline** on **0800 029 1984**.

Fire prevention, detection and management

We have a fire alarm system in every building.

- Every bedroom contains a smoke sensor.
- Every kitchen has a sensor which detects heat (not smoke).
- Flat and communal area corridors also contain smoke sensors.
- When a sensor is activated, this activates the fire alarm.
- Red manual call points are located next to each exit.

Buildings are compartmented which means that they are built in such a way to contain a fire within a single room or multiple rooms for a limited amount of time e.g. 30 or 60 minutes. This limits the spread of fire and smoke and so gives plenty of time for residents to safely evacuate the building and move to the evacuation point.

There are a range of devices that are designed to extinguish or slow down the spread of fire and remove smoke from the building, that may include:

- fire blankets
- fire doors
- automatic opening vents
- fire dampers
- dry/wet risers
- fire extinguishers (located in plant and boiler rooms only).

We also have preventative management measures in place including:

- conducting fire risk assessments on a regular basis
- regular checks and servicing of all fire prevention, detection, management and escape equipment
- regular checks and servicing of items which could cause a fire (such as electrical equipment)
- twice yearly fire drills for residents
- working with the local fire and rescue service to share important information about the building
- staff training.

Fire safety

Weekly alarm testing takes place between 09:30–13:00 on:

You will hear short bursts from the alarms during the test. If the alarm remains continuous, please treat as a real fire and evacuate immediately.

The Fire Alarm System is fitted to help **save your life**. False activations waste Fire Brigade time and could cost someone their life.

Action to take in the event of a fire

If you hear the fire alarm

- evacuate the building immediately
- go to the assembly point and wait for instructions from the person in charge. Follow any instructions given. Remain at the assembly point until told otherwise
- tell the person in charge if you believe someone is still inside the building
- never assume it is a false alarm
- never go back into the building until the person in charge says that it is safe to do so.

If you see a fire

- press the nearest red **BREAK GLASS** button
- do not fight the fire
- leave the building immediately and go to the assembly point outside
- tell the person in charge what you know about the fire.



To avoid a fire (or avoid setting off the fire alarm)

- never cover a fire alarm detector
- strictly no smoking (this includes conventional cigarettes, electronic cigarettes and all types of smoking equipment)
- don't use candles or anything with flames or burning action such as joss sticks
- only cook in the kitchen
- watch your cooking carefully, so it does not burn – never leave cooking unattended
- never use chip pans or deep fat fryers or deep fry in a saucepan
- keep all doors closed
- Close the door to your en-suite when you take a shower to prevent steam setting off the smoke detector
- don't spray deodorant or aerosols near fire alarm sensors
- when you shower, keep the shower door closed as steam can activate the fire alarm.
- Never use equipment designed to produce heat (e.g. heater, kettle, toaster, rice cooker etc) in bedrooms.

Disabled persons emergency evacuation

- If you have a disability ensure your General Manager is aware of this, we'll discuss with you if you need a Personal Emergency Evacuation Plan (PEEP) for living in hall. Your help in developing and following this is essential.
- If you have a visitor who is disabled, you are responsible for their evacuation.
- If any medical issues occur while you are living with us, that may affect your ability to evacuate your room in the event of an emergency, please inform the Halls Hotline on **0800 029 1984** as soon as possible.

Fire safety equipment

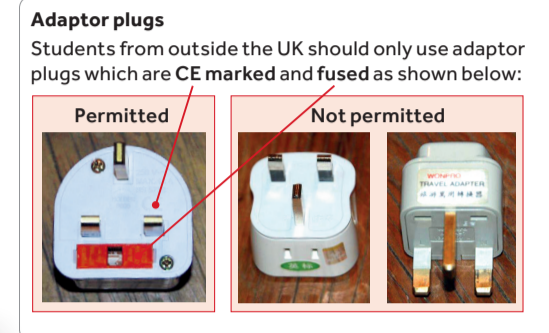
- Never set off a fire alarm unless you suspect a fire – the University has a zero-tolerance approach to malicious activations of fire alarms.
- Never cover, remove or tamper with smoke detectors.
- Never wedge open fire doors.
- Don't block or obstruct fire exit doors, routes, corridors or stairs.
- Do not tamper with fire safety equipment.
- Never use fire safety equipment (e.g. fire extinguishers, fire blankets) unless there is a fire.
- Abuse of any fire equipment will result in you having to pay a charge for damages and disciplinary action (normally a fine, but serious or repeat offences could lead to a 'notice to quit' being served).

Hazardous substances

For the safety of yourself, other residents and staff, you are not allowed to bring, or store hazardous substances in hall such as petrol, gas canisters, fireworks or any other substances that could present a hazard.

Electrical safety

Students from outside the UK should only use adaptor plugs which are CE marked and fused as shown below:



Staff have the right to remove any electrical equipment they suspect is not safe, this includes adaptors and extension leads.

The following items should not be brought into hall or used in your bedroom:

- electric heaters
- electric blankets
- mains powered Christmas/fairy lights (battery operated sets are acceptable)
- air conditioning units
- fridges/freezers/air conditioning units.

If you are not sure on what item not to bring, please contact your hall reception.

Electrical items that are for use in the kitchen must not be used in bedrooms. Examples include:

- kettles, toasters, rice cookers etc.

Battery powered/electric personal transporters, bikes and scooters are not allowed on campus roads, footpaths or in Halls of residence. The charging of these powered transporters is strictly prohibited.

Kitchen appliances

Please refer to the instruction manuals which are located within the kitchen.

Other building safety arrangements

Other items that may be present in the accommodation and have regular inspection and testing regimes include:

- gas appliance servicing and inspections
- emergency lighting checks
- water hygiene inspections (e.g. shower head cleans, water outlet temperature)
- asbestos checks (where present)
- portable appliance testing
- lightning protection servicing
- lift servicing and inspections
- fall arrest system inspections.

Residents may be asked to provide access to their flats/rooms for us to inspect and carry out the different types of safety inspections listed above or other ad hoc surveys/works such as undertaking fire and building safety-related maintenance. We will always provide prior notice of these.

Requesting more information

If you have any concerns or would like more information regarding fire safety, please call the **Halls Hotline** on **0800 029 1984**, or via the **Home at Halls app**, or visit your local Reception.

