

FIRE AND GENERAL SAFETY

Personal responsibility

Avoiding fire risks is your personal responsibility. You should be alert to fire and safety hazards at all times. Flammable liquids must be kept away from heat sources and aerosol cans kept from direct heat or sunlight. Linen, towels and other fabrics must be kept away from all electrical appliances. All forms of cookers, irons, candles, incense burners and oil lamps are strictly banned in bedrooms and, if found, will be confiscated. All residents must acquaint themselves with the location of their nearest fire exits and extinguishers. Fire doors must never be propped open, and exits and corridors must always be free of obstruction. Access to fire extinguishers must not be blocked. Please assist us with maintaining a safe environment in the hall by immediately reporting matters of concerns to reception, the Hall Management Team, or the Duty Senior Member.

Fire safety

Every study bedroom and all communal areas are equipped with smoke detectors. These provide excellent safety cover but can also cause false alarms. Aerosols, steam, talcum are all things which can set off a fire alert and cause the hall to be evacuated unnecessarily so we ask that you take care to avoid setting off an alarm unnecessarily.

Please do not leave rubbish, luggage, furniture, or your waste bin in the corridor: such items can block fire escape routes, impede access to fire-fighting equipment, and even help spread a fire down the corridor. Do not bring your bicycle inside the hall. Use the bicycle store instead. Any objects left in the corridor will be removed without notice.

Fire extinguishers

You should only use a fire extinguisher if you are competent in the use of, and it is safe for you to do so. If in doubt, evacuate the area and raise the alarm immediately.

Fire procedure

You must acquaint yourself with our fire procedure and be prepared to act accordingly. With the exception of fire alarm tests, you must leave the building immediately by the nearest exit when the fire alarm sounds. Do not use lifts. Hall staff and Senior Members may issue instructions during an emergency to facilitate the safe and speedy evacuation of the hall.

Fire drills and sounder test

Please acquaint yourself with the fire alarm procedure. Ensure that you know the locations of your nearest fire exits, fire extinguishers, and alarm call points. Whenever you hear the fire alarm, you must evacuate the building immediately. Fire drills will be held during the year and all rooms will be checked by a member of staff to ensure everyone has evacuated. You are expected to leave as quickly as possible by the nearest route, which may not necessarily down the main stairs and out through the main door, so please familiarise yourself with alternative escape routes. If the response is too slow, further fire drills will follow within a few days.

False alarms and tampering with fire safety equipment

Residents who trigger false fire alarms (deliberately or not) will be interviewed by the Warden and may be subject to the student disciplinary procedure.

Tampering with fire safety equipment is illegal in the United Kingdom and a very serious disciplinary offence within the University of London. Anyone who deliberately causes a false alarm, irresponsibly discharges fire extinguishers,

covers smoke detectors, interferes with fire exit signs, or who tampers with fire safety equipment in any way whatsoever, will be dealt with under the student disciplinary procedure and can expect to be ordered to leave the hall without delay. The matter will also be referred to their college.

As in all matters, residents will also be held responsible for the actions of their guests.

Electrical safety

To comply with the Electricity at Work Regulations, all electrical equipment owned by the University is regularly tested and recorded. If you wish to bring any electrical equipment into your room you must ensure that it is EU approved and British Standard kite-marked.

The electrical supply to your room is at the UK domestic standard 230 Volts \pm 5% AC (50 cycles/second). You must not, under any circumstances, add to or interfere with electrical circuits or installations in hall. You may use low wattage and domestic electrical appliances such as hi-fi equipment, computers, electric shavers, and hair dryers if they are properly wired, fitted with a suitably rated fuse or suppressor, and kept in a safe condition. It is the resident's responsibility to ensure that any electrical equipment is tested to ensure that it is safe. An electrician is available to advise and to check any problems.

If you need to use a multi-socket adaptor, please choose a bar adaptor on an extension lead instead of a block adaptor that plugs directly into the wall. Check the current rating of the extension lead before plugging appliances into it and be aware of its limit, most are rated at 13 amperes, but some are rated at only 10 amperes or less. (The rating should be clearly marked on the back or underside of the extension lead.) Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead as this could cause the plug to overheat and possibly cause a fire. Only use one socket extension lead per socket and never plug one extension lead into another.

Whilst the use of e-Cigarettes in the halls is banned you may charge them in your room, please follow these safety rules:

- Always use the correct charger and follow the manufacturer's instructions.
- Check your battery has overcharge/overheat protection.
- Never leave a charging battery unattended.



FIRE ACTION PROCEDURE

Any person discovering a fire:

RAISE THE ALARM:

Break the glass to operate the nearest fire alarm call point.

CALL THE FIRE BRIGADE:

Call reception (reception telephone numbers in Part 2 of this handbook) who will contact the fire brigade.

DO NOT TACKLE THE FIRE

On hearing the fire alarm:

EVACUATE THE BUILDING IMMEDIATELY:

Use the shortest escape route – follow the green lights.
Close (but do not lock) doors and windows behind you.
Meet at the assembly point.

Do not:

Do not take personal risks.

- Do not stop to pick up belongings.
- Do not use lift.
- Do not re-enter the building until authorised to do so

