

## Fire Safety

The risk of fire within University accommodation is an issue taken seriously by Accommodation Office. It is essential that all residents act in a responsible manner in order to:

- Prevent fires
- Keep any fire safety equipment in good condition
- Ensure swift and safe evacuations in the event of a fire alarm.

## Fire Evacuations

- It is imperative that fire evacuation instructions are followed in the event of a fire or fire alarm activation.
- Familiarise yourself with Fire Exits when you move into the property.

## Fire Drills

The University has a legal obligation to undertake fire drills at least once a year. This is to familiarise residents with the fire alarm and fire evacuation procedures, and allow staff to check that all fire alert mechanisms are working correctly. We do not give prior warning of these drills as they are aimed to simulate a real fire situation.

## Fire Prevention

- NEVER leave cooking unattended
- Cookers, ovens and grill pans need to be kept clean at all times
- Do not use chip pans or deep fat fryers or heat up a large amount of oil in any item
- Do not smoke within the buildings
- Candles and joss sticks are not permitted in University accommodation due to the fire risk they pose
- Never use electrical equipment that may be unsafe. Do not overload plug sockets.

## Fire Protection

- Fire doors must be kept shut
- You must not interfere with any fire safety equipment – this means not tampering with items such as smoke detectors, fire blankets or extractor fans
- NEVER purposely activate a fire alarm if there is not a fire – this is a criminal offence – the University will consider disciplinary action and impose a fine.
- Always keep fire escape routes and fire exits clear – bikes, refuse, ironing boards or any other items must not be put in hallways or corridors.

## Soft Furnishings

It is essential that any additional furniture brought into the building complies with the Fire and Furnishings Regulations 1988 and is labelled as such. Please do not bring any additional furniture into the accommodation without prior permission of the Accommodation Office.

We do not allow double beds to be brought into the accommodation. If unauthorised furniture is found within your accommodation you will be asked to remove it, usually within 48 hours. If this is not done then the University will arrange for its disposal and the disposal costs plus associated administration costs will be charged to your student account.

## Fire Action

- If you hear the fire alarm, you must leave the building immediately.

## Hazards in your Accommodation

**If you see something in your accommodation that you think is dangerous, report it as soon as possible to the Accommodation HelpZone, Porters Lodge or Security Staff.**

These are the main hazards in your accommodation:

### Fire Hazards

**Cooking** - Do not leave cooking unattended. Keep the hob, oven and grill clean and free from fat.

**Fire doors** - Keep shut at all times.

**Escape routes** - The hallway, corridors and stairs are your escape route – keep them clear at all times.

**Cigarettes** - All accommodation is non-smoking.

**Candles** - Do not use candles, joss sticks or other naked flames.

### Fall Hazards

**Stairs** - Use them responsibly and carefully.

**Floors** - Keep them clear e.g. free from trailing electrical cables.

**Windows** - Never remove window restraints.

### Electrical Hazards

**Sockets** - Do not overload. Use only fused, trailing extension leads.

**Appliances** - Do not use items where the cable is worn or frayed. Ensure your personal items have passed a Portable Appliance Test.

**Heaters** - Never cover electric heaters. Do not bring your own heater into the room.

**Light bulbs** - When changing light bulbs, switch off electricity and make sure you are standing on a firm surface. If you cannot reach to change the bulb easily, contact the Accommodation Office.

**Voltage** - If you are an international student you need to ensure that electrical appliances are suitable for use with 240V electrical supply. We strongly encourage you to use only electrical appliances purchased in the UK.

Misuse of fire safety equipment will result in a £250 fine plus the

Full cost of any repairs replacement cost incurred by the University. This may also result in formal disciplinary action and / or eviction. All fines and costs will be attributed to the individual if identified or the residential body collectively. This will include the activation of the fire alarm due to carelessness. Repeat and persistent offenders responsible for unwarranted alarm activation can ultimately expect to face a formal disciplinary which may result in eviction from halls of residence.

All students are expected to respond appropriately to all Fire Alarm activations at all times.

The University as a part of its Duty of Care under the Fire Regulatory Reform Order undertakes routine fire alarm drills.

Any student found to be failing to respond appropriately to a Fire alarm activation will be reported and may face formal disciplinary action.