

FIRE SAFETY

INFORMATION FOR GUESTS

The QMUL Fire Safety Policy and supporting procedures have been developed to minimise the risk of fire and its consequences. The policy and procedures are available at the following link:

www.qmhospitality.co.uk/contact/downloads/

The following guidance is intended to supplement the QMUL procedures.

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FIRE SAFETY GUIDANCE

IN THE EVENT OF FIRE

- If the alarm is not already sounding, raise the alarm by shouting 'FIRE'
- Activate a red break glass – there will be one at the fire exit from the flat or adjacent to the final fire exit door
- Leave the building immediately by the nearest available fire exit
- Where possible, close all doors behind you to prevent the spread of fire – do not lock them – but don't delay
- Do not use the lift – lifts automatically go to ground floor and will not operate when the alarm sounds
- Call the Fire Brigade from the nearest telephone – using **999** (if you are off campus) or dial **020 7882 3333** to report to the Security Service
- Report to the assembly point (The location can be found on the emergency action notice adjacent to the manual fire alarm call points or on the back of the room doors) and remain there until the all clear is given by the Security Service team

Additional information is provided on the fire action notices displayed on the back of room doors.

FIRE ALARM ACTIVATIONS

On hearing or becoming aware of any fire alarm activations all residents must:

- Leave the building immediately by the nearest fire exit
- Report to the assembly point and remain there until the all clear to return is given by the Security Service

The fire detection devices on the ceilings in the bedrooms can be activated by heat, steam or other mists. Guests should take the following precautions to avoid false alarms:

- Keep the shower door closed when showering in en-suite rooms and communal bathrooms
- Stay away from fire detector heads when using aerosols, hairsprays, hair dryers, curling and straightening tongs

All fire alarm activations are investigated and reported to the Director of Student and Campus Services.

FIRE FIGHTING EQUIPMENT

The fire extinguishers and fire blankets provided in the halls of residence are for use by persons who have received training in their use and operation. All other residents should refrain from using them and focus on raising the alarm and evacuating the building.

FIRE DOORS

Fire doors, including kitchen doors are fitted with door closers and smoke seals to prevent the spread of fire and smoke. The kitchen doors are alarmed and the alarm will be activated if the doors are left open. All residents must comply with the following fire safety instructions:

- Keep all fire doors shut – doors must not be wedged open
- Do not tamper with kitchen door alarms or related equipment
- Report all fire door faults to the Reception in France House

FIRE SAFETY GUIDANCE (CONTINUED)

FLAMMABLE SUBSTANCES

The use and storage of the following flammable substances and paraphernalia are prohibited in all parts of residences:

- Candles, hookah, shishas, incense sticks, including joss sticks

FIRE SAFETY IN KITCHENS

To minimise the risk of fire and avoid unnecessary fire alarm activations, please follow these guidelines:

- Never leave cooking unattended
- Keep oven, grill and hob clear of accumulated grease
- Open the window or run the mechanical extraction to clear cooking smoke
- Keep the kitchen door closed
- Chip pan, deep fat fryers or utensils holding large quantities of oil are not permitted

COMPLIANCE

The College Fire Safety Policy stipulates that arrangements and legal requirements for fire safety are considered very serious matters, dealt with in accordance with the relevant disciplinary or other procedures.

The following are examples of deliberate or reckless actions that will be regarded as non-compliance:

- Tampering or interfering with any part of the fire alarm system and fire safety equipment, including:
 - heat/smoke detectors;
 - break glass units (call points);
 - fire extinguishers and fire blankets;
 - fire alarm panels.
- Obstructing fire exits
- Holding fire doors open with wedges or other restraints

The Director of Estates and Facilities will report all such cases to the relevant QMUL authority for disciplinary action to be instigated against the offender(s). The incidents may also be reported to the Police.

HEALTH AND SAFETY

Health and Safety is about taking the right precautions in the halls of residence to provide a safe and secure environment for guests to live in.

Any concerns about Health and Safety should be referred to the Reception in France House in the first instance; further advice can be obtained from the QMUL Health and Safety Advisers.

The policy is available at:
www.qmhospitality.co.uk/contact/downloads/

SECURITY

The Security Service provides crime prevention 24/7 foot and cycle patrols throughout the campus and makes appropriate use of CCTV cameras to deter unauthorised access, protect property and provide reassurance, assistance and advice to students, staff and visitors.

You can help to maintain a secure and safe environment by taking some basic precautions:

- Secure any ground floor windows before leaving your flat
- Keep your bedroom, flat and hall doors locked
- Be aware of 'tailgaters' – unauthorised persons following you into your hall or flat

Any maintenance issues should be reported to Buildings Management as soon as possible.

In case of emergency the QMUL Security Service can be contacted on: **+44 (0)20 7882 3333**.

SMOKE-FREE ENVIRONMENT

QMUL has a Smoke-Free Environment Policy. The policy prohibits smoking including electronic cigarettes on all QMUL premises aside from designated smoking shelters. This applies to indoor and outdoor locations and within halls of residence and other buildings.

A copy of the Policy and more information on smoking are available at www.qmhospitality.co.uk/contact/downloads/

ELECTRICAL APPLIANCES

Guests are permitted to bring portable electrical appliances (except toasters) into halls of residence. Toasters are provided in all kitchens. The resident is responsible for ensuring that their appliances are maintained in a safe condition. The Electrical Safety Council do not recommend buying electrical equipment from abroad for use in this country. Any resident using such equipment must have the correct adaptor and/or electrical convertor. The standard domestic supply in the UK is 240 volts.

Some basic precautions can prevent fires and injury:

- Switch off electrical equipment when leaving a room
- Avoid using multi-plug adaptors
- Use suitable extension sockets
- Keep trailing wires off the floor
- Report all electrical defects to Buildings Management

WINDOW RESTRICTOR

A window restrictor is normally a metal tie bar fitted to the window to enhance safety and security, and to allow purge ventilation by opening or closing the window. The restrictor will stop the window opening beyond the point that has been determined the maximum safe opening distance; this safety device must not be removed. Regular inspections are carried out by Buildings Management and any evidence of tampering or removal will be fully investigated and charges made for repair.

HEALTH AND SAFETY (CONTINUED)

FOOD AND KITCHEN SAFETY

Food preparation areas, storage and cooking facilities are provided in the kitchen. No cooking is permitted elsewhere in the Halls of Residences. To maintain hygiene standards, please follow these guidelines:

- Report kitchen defects to the Reception in France House
- Defrost and clean fridges/freezers regularly
- Keep food preparation areas clean
- Dispose of waste in bins provided

REFUSE AND RECYCLING

QMUL is committed to the principles and practices of environmental protection and sustainability. Residents are required to use the appropriate recycling/waste facilities located in each kitchen. Recycling bins are located close to all the residential buildings and guests are requested to take large cardboard boxes, bottles and cans to the recycling bins on a regular basis. The waste is collected by the local authority on Thursdays.