



# Health and Safety Unit

## Fire Policy

*This is a sub-policy of UEL's main Health and Safety Policy Statement*

### 1.0. Introduction

The Regulatory Reform (Fire Safety) Order 2005 (R.R.O) is the primary legislation relating to fire safety matters and it covers all buildings occupied by UEL. To this end UEL seeks to ensure that the obligations placed upon it by the legislation are complied with as a minimum standard and exceeded where circumstances allow. In order to achieve this UEL will provide and maintain suitable and sufficient fire safety arrangements and these will be supported by the necessary training which will be provided to all staff who have a responsibility for fire safety matters.

UEL will also ensure that all relevant third parties are made aware of the necessary information they require in order to work safely alongside UEL operations. UEL will expect a reciprocal arrangement to enable it to make necessary arrangements to work safely alongside third parties.

This guide explains who is responsible for UEL fire related matters.

### 2.0 Definitions

**Relevant Person:** Anyone who is lawfully on UEL Premises.

**Responsible Person:** This is the employer/person who has control of the premises and resources relating to fire safety matters and in the case of the University of East London it is the Health and Safety Champion.

**Competent Person:** This is the Head of Health and Safety (HoHS, who is also Fire Safety Officer), for UEL and it includes any other persons/organisations who are engaged for maintenance/provision of fire safety matters at UEL. These persons must have the relevant skills, knowledge and experience to undertake their specific roles.

## **3.0 Responsibilities for Fire Safety**

### **3.1 Relevant Persons**

All persons who have a legitimate cause to use UEL premises will be expected to comply and cooperate with this policy and relevant fire safety arrangements. Specific training will be given to all staff as soon as possible after they begin work at UEL and thereafter at regular intervals. Inductions, which will include fire safety, must be provided for students by their School at the start of their course.

Fire Marshals will be appointed to provide additional assistance in relation to fire safety matters, specifically in relation to supporting safe evacuation of buildings.

### **3.2 Deans, Heads of School/Department, Directors of Service**

Though they may allocate aspects of implementation and monitoring duties to other staff, each Dean, Head of School/Department and Director of Service is personally responsible for ensuring, within his/her School or service, that: -

- When risk assessments are carried out they consider any fire hazards that might be generated by the activity and the control measures that are required;
- A formal system is in place to identify staff and students who have a disability that means they may require assistance to evacuate any UEL buildings in an emergency;
- They appoint a person (with the requisite skills) to develop a Personal Emergency Evacuation Plan (P.E.E.P) for any disabled persons who come under their responsibility and to assist them to acquire any necessary equipment to support these arrangements;
- They appoint a sufficient number of Fire Marshals to cover (at all times) all areas and activities under their management control. Where an area or a building is used by two or more schools and services the appointment of fire marshals should be managed in a complementary manner between the respective Deans, Heads of School/Department and Directors of Service. It is accepted that it is difficult to provide comprehensive fire marshal cover at all times and in all areas: e.g. outside normal working hours. Therefore, all staff will be trained via induction and refresher health and safety training in basic fire safety so that they can undertake the main duties in the absence of a designated fire marshal;  
(NB Covid virus restrictions mean that at present health and safety training for staff is conducted online. Induction training will revert

to face to face when circumstances allow.)

- All electrical equipment is inspected according to the UEL corporate policy to minimise the risk of fire. (See Electrical Safety sub-policy in the Health & Safety Handbook, available on the Health & Safety Unit's (HSU) intranet site);
- All escape routes and fire exits located in School, Department and Service areas are kept clear of obstructions and combustible materials. This will be supported by the building inspections undertaken by the Customer Services Team. General Assistants and/or cleaners may be asked to assist in keeping such areas clear;
- All contractors working on their behalf are fully aware of and co-operate with UEL fire safety arrangements, including the permit to work system;
- They inform the Maintenance Manager of Estates and Facilities if they are going to engage any contractor to carry out work which will, or might, result in the breach of compartmentation or raise fire stopping issues. They must also inform the Maintenance Manager if they are going to carry out such work themselves; i.e. "in house";
- Staff having responsibility for students (e.g. during a lecture or an examination) at the time of the fire alarm sounding are aware that they have a duty to ensure prompt evacuation and report any problems arising from the evacuation of a building to the Officer in Charge of the Fire Emergency Response Team. Visiting lecturers are provided with written guidance on their responsibility for their students, available from the HSU website;
- All staff attend a Refresher H&S/Fire Safety Awareness training course, at least once every two years.

### **3.3 Fire Marshals**

Any member of staff may serve as a designated fire marshal.

Members of staff appointed to serve as fire marshals (by a Dean, Head of School/Department or Director of Service) must have attended the Corporate Health and Safety Induction or refresher training before they can be deemed competent for the role.

Fire marshals should be familiar with the location of the nearest and alternative fire exits in their work area, the location of the fire extinguishers, the location and use of fire refuges and the location of designated fire assembly points. They should encourage evacuees to practice social distancing at assembly points. They should also be vigilant in respect of fire safety hazards and take

mitigating action to reduce these or escalate them for further action.

When the fire alarm is activated, it is the responsibility of designated Fire Marshals, without putting themselves in danger, to: -

- Wear the high visibility fire safety vests, so they are easily identifiable;
- Encourage people to leave the building by the nearest safe route and undertake a sweep of their immediate vicinity (for no more than one minute) to check that their assigned area/zone is clear of building occupants;
- Remind anyone refusing to leave the building that they are not only putting themselves and others at risk but also could be subject to disciplinary action;
- Assist mobility impaired persons to locate a fire Refuge and ensure the Officer in Charge is informed promptly;
- Check that doors and windows are closed, if it is safe to do so. When the nearest escape route is not available, direct persons to an alternative escape route;
- Direct people towards the designated Fire Assembly Point where social distancing should be practiced wherever possible;
- Report to the Officer in Charge/Security staff on site:
  - any evidence of the fire
  - progress of the evacuation
- Support Security staff by preventing re-entry by anyone until the area is declared safe by the Fire Brigade; or Security themselves if the Fire Brigade have not been called
- Report any issues arising during fire drills to the Officer in Charge and the HoHS.

In the absence of a fire marshal other staff should assume the key duties of this role in the event of a fire or evacuation. All staff will receive appropriate training to enable them to fulfil this task without jeopardising their own or any other person's safety.

### **3.4 Officer in Charge and Fire Emergency Response Team**

This team comprises staff from Security, Estates & Facilities Services: working under an Officer in Charge (from Security); supported by the designated Fire Marshals (where available). The team will manage a fire emergency until the arrival of the Fire Brigade.

#### **Officer in Charge of the Emergency**

The Site Security Supervisor will take command and control of the emergency and evacuation process until the emergency services arrive.

The Site Security Supervisor will wear a high visibility vest for ease of identification.

In the absence of the Site Security Supervisor a Security Officer will undertake the role of Officer in Charge of the Emergency.

### **Fire Emergency Response Team**

The team will implement the procedure detailed in Appendix 3, under the overall control of the Officer in Charge.

The details of action to be taken in the event of fire is in section 6 below.

### **3.5 Customer Services Advisors**

Customer Services Advisors (CSA) will undertake fire safety compliance inspections of all UEL buildings on a monthly basis. The inspection involves the CSA walking the circulation and escape routes of all UEL buildings.

The CSAs will be expected to report any defects or non-compliance using the template in (Appendix 9). Completed CSA inspection reports must be sent electronically to the Maintenance Helpdesk, the Safety Coordinator(s) for the relevant building and UEL's HoHS, within 24 hours of the audit having been completed.

### **3.6 UEL Head of Maintenance**

UEL has a planned preventative maintenance programme in place relating to all active and passive fire safety provisions within its buildings. These are controlled, coordinated and maintained by the Maintenance Manager at UEL.

Specifically the Maintenance department undertake full planned preventive maintenance of:

- Fire alarm systems;
- Emergency Lighting;
- Firefighting equipment;
- Dry risers;
- Fire ventilation systems;
- Fire hydrants;
- Electronic door release mechanisms;
- Refuge alarm systems;
- Fire shutters.

The Maintenance department retains all relevant records relating to the testing and maintenance of the above items/systems.

### **3.7 Safety Coordinators.**

Safety coordinators will be responsible for reviewing the fire safety matters within the areas of the buildings for which they have a responsibility and which are not covered by the Customer Services Advisors' compliance audit. The template (Appendix 9) provides a reporting framework that should also prove useful in this respect.

### **4.0 Fire Risk Assessments:**

Fire Risk Assessments are fundamental to underpinning compliance with the above legislation: Consequently all buildings occupied by UEL will be subject to a fire risk assessment undertaken by the HoHS. The fire risk assessment itself and the significant findings will be recorded on all occasions.

A fire risk assessment will be carried out prior to occupation of any UEL building and all fire risk assessments will be reviewed in accordance with the direction given in Article 9 subsection 3 of the Regulatory Reform (Fire Safety) Order 2005.

To that end all fire risk assessments will be reviewed regularly to keep them up to date and particularly if there is reason to suspect that it is no longer valid

#### **Normally all fire risk assessments will be reviewed biennially.**

Fire risk assessments undertaken as a consequence of a change/introduction of a process or activity within a School/Dept. or Service are the responsibility of the relevant Head of the School/Department or Director of the Service. The UEL HoHS will provide the necessary advice/support in this respect.

The most current fire risk assessments will be maintained in the fire safety file at the Security reception in the Computer Building at Stratford, the East Building at Docklands and University Square Stratford, respectively.

### **4.1 Fire Risk Assessment Methodology.**

All fire risk assessments will be conducted using the five step methodology cited in the Fire safety guidance documents produced by the Department for Communities and Local Government. The five steps being:

1. Identify Fire Hazards.

2. Identify people at Risk.
3. Evaluate, remove reduce and protect from Risk.
4. Record, Plan, Inform, Instruct and train.
5. Review.

## **4.2 Control Measures**

All risks within UEL buildings will be reduced to as low as reasonably practicable within the shortest possible timeframe.

## **5.0. Preventing the Fire**

### **Smoking**

Smoking is prohibited on all UEL campuses, except in the designated smoking shelters. There is signage reflecting this instruction located adjacent to each building entrance.

### **Portable Heaters and Air Conditioning Units**

Portable electric heaters and portable air conditioning units may not be used unless consent has been given by Estates and Facilities/Maintenance and the heaters have been PAT tested with approval to be plugged into specified electrical sockets. Neither students nor staff may bring in their own heating or air conditioning equipment.

### **Contractors**

Contractors on site must be informed (by the appointing School, Department or Service) of what action to take in the event of a fire. Contractors must understand that they should not block or obstruct fire escape routes and that they should operate in accordance with their "Permit to Work", where they are carrying out "hot work"  
e.g. using an open flame.

If a contractor carries out work which breaches compartmentation or which interferes with fire stopping, and then does not make this good before leaving the job, they will be precluded from carrying out any further work for UEL.

### **Housekeeping**

Fire escape routes and corridors, stairways, under stair areas and lobbies must be kept clear of all combustible materials. Residential Life are authorised to remove and if necessary dispose of any items in the residences which are deemed

to present a serious impediment to safe evacuation in the event of a fire. In other areas the people responsible for causing the obstruction will be tasked with removing it. If not known the General Assistants will be asked to perform this function.

Any electrical equipment, such as photocopiers, refrigerators etc, should where possible be located within designated rooms, any other location needs to be risk assessed and agreed with the HoHS, but they must never be situated in means of escape staircases. Likewise, electrical equipment such as toasters and microwaves are only allowed to be used in designated areas e.g. kitchen areas.

### **Information, Instruction and Training**

All Customer Services Advisors will be provided with training by UEL's HoHS before they start undertaking monthly Fire Safety Compliance inspections.

The training will be based around the monthly Fire Safety inspection report form (See Appendix 9 below) and will include a practical session on how to undertake a fire safety inspection. All trainees will complete the process on at least two separate UEL buildings during their training. (In the case of Docklands based Customer Services Staff; this must include a residential block).

Fire awareness training, which includes identifying types of fires, types of fire extinguishers and their appropriate use, is provided to all UEL staff as part of induction and refresher training. The key elements of fire marshal responsibilities are included within this training.

It is mandatory for every member of UEL staff to attend such training at least once every 2 years. For the time being this will be achieved as part of completing an online Health and Safety refresher module. When it becomes acceptable again, face to face Corporate health and safety inductions will re-start. This will be necessary as the initial induction session has to cover some aspects in more detail than is possible in the online module. Refresher training will remain online.

The Fire Emergency Response Team members receive bespoke training in respect of their particular role (see Appendix 6).

Fire evacuation drills are conducted at least once per building per semester, responsibility for organising them rests with UEL security manager/supervisor.

Fire procedures covering the action to be taken during a fire emergency are prominently displayed adjacent to fire alarm call points. (Reference Appendix 1.)

Staff, students and visitors should read the fire instruction notices and familiarise themselves with the location of assembly points and alternative exit routes.

## **5.1 Safe Evacuation in the Event of Fire**

### **Fire alarms**

All buildings at UEL are provided with electrical fire alarm systems conforming to British Standard 5839: Part1. All UEL buildings' fire alarms sound continually and require full evacuation in the event of a fire emergency, except for the new residences. The latter have a phased evacuation system, which has a specific operational procedure.

The fire alarm operation is different during exam periods, as agreed with the London Fire Brigade. We are unable to provide detail because in the past people have attempted to tamper with this system. However, the different operation is designed to minimize disruption for students sitting exams.

### **Those who are Wheelchair Users, Wheelchair Dependent and Other People with mobility difficulties**

(Evacuation procedures are detailed in Appendix 2)

All staff and students with disabilities, which impact on their ability to evacuate safely and promptly in the event of a fire, must be provided with a Personal Emergency Evacuation Plan (P.E.E.P.) This should be provided by the School/Service PEEP Coordinator(s).

The evacuation arrangements for any mobility impaired visitors is the responsibility of their host. Appropriate arrangements must be made wherever possible beforehand.

Tutors and supervisors should also ensure that those attending their classes and offices are fully aware of the evacuation procedures.

**People with hearing problems, who may have difficulties hearing the fire alarm, may also require a formal PEEP.**

Please follow the links below for the personal emergency evacuation plan (PEEP) form and guidance notes

[PEEP Form](#)

## [PEEP Guidance Notes](#)

A Lynxpro pager alert system is used at UEL, it is linked to the fire alarm system within all buildings: The pagers will operate whenever a fire alarm sounds in any UEL building. They are available from Estates & Facilities.

### **Partially Sighted or Blind Staff/Students**

In general, visually impaired/blind people ought not to have any problems with evacuating from the building(s). However, they may require assistance with moving away from affected areas and locating the assembly point. Therefore, if necessary other staff should ask the person concerned to take his or her arm and lead the person whilst descending stairs and moving to the fire assembly point. They should also be assisted to maintain social distancing requirements at assembly points.

### **Means of Escape**

Internal and external fire escape routes and exits should be kept clear of obstructions and materials that might pose a fire risk or delay evacuation.

All final exit doors from UEL buildings must open immediately and easily without the use of a key.

Fire doors (marked with a blue and white sign, "fire door keep shut") to the staircases and the cross-corridor ones are part of the compartmentalisation within a building and they serve to safeguard against the spread of smoke and fire, consequently they should never be wedged/propped open. However, during deliveries or refurbishment works, it is possible to make short-term special arrangements but only after a suitable and sufficient risk assessment has been completed and appropriate measures put in place to compensate for any such doors being kept open. Similar special arrangements would also need to be made for fire doors to potentially higher risk areas such as laboratories and workshops, if ever there was a need to keep them open for a short period of time.

The doors to single offices may be propped open while the office is occupied but must be kept shut at other times; this flexibility is allowed to aid service delivery and help reduce feelings of isolation. If there is a need to keep open doors to larger offices, such as those with reception desks, then electromagnetic door closures or other devices such as door guards should be used.

Where fire doors are held open by an electromagnetic system linked to the fire alarm, they should close when the alarm is activated. These systems are tested regularly to ensure effective operation.

## **Covid-19 Evacuation arrangements**

Evacuations for the duration of the Covid-19 special arrangements – the following will apply:

Use the nearest fire exit

One-way systems and social distancing will be disapplied during the evacuation but face coverings/masks must be worn throughout.

Social distancing must be practiced once the assembly point has been reached. Once the emergency situation has ended, normal Covid-19 measures apply.

## **Fire Refuges**

A Fire Refuge is a fire-protected area, which enables wheelchair users or people who have mobility impairment to wait in safety until, should it become necessary, their evacuation from the building can be facilitated by trained Security/Customer Services staff using EVAC chairs. The person may not need to be evacuated if the fire refuge is not under threat.

Refuges are termed as places of relative safety; All Fire Refuge points have intercoms which allow two-way communication with Security/Customer Services staff.

Fire Refuges are clearly signed and marked out in all UEL buildings where there is at least one storey above ground level.

## **5.2 Fighting the Fire**

All staff are made aware of the types of fire extinguisher provided at UEL and their method of operation. This is primarily to prepare them for use as an aid to self-preservation, to aid the escape of another person or to extinguish a minor fire before it develops (without putting themselves or others in danger). **Staff must never open a door on to a fire, nor enter a smoke filled room.**

### **Fire fighting equipment**

All UEL buildings are equipped with portable fire extinguishers.

All staff should report any acts of vandalism and/or legitimate use of extinguishers to Estates & Facilities Services on Ext 2000. Customer Services staff include visual checks of extinguishers during their building inspections.

## **6.0 Emergency Procedures**

These are provided in full in Appendix 1.

**Everyone** must implement these procedures in the event of fire **except:** -

- Fire Emergency Response Team (see appendix 3);
- Fire Marshals (see section 6.3 below);
- Wheelchair users and other people with walking difficulties, and their assistants (see appendix 2).

## **7.0. Generic Fire Safety Policy Decisions**

UEL has undertaken a generic risk assessment in relation to specific fire safety matters that relate to all its buildings. These are cited in Appendix 11 below.

### **APPENDIX 1**

#### **EMERGENCY PROCEDURES & SAFE EVACUATION IN THE EVENT OF A FIRE**

##### **IF YOU DISCOVER A FIRE OR SMELL SMOKE**

1. Raise the fire alarm immediately by operating the nearest fire alarm call point.
2. Call the fire brigade by dialling 999 (public telephone) or 9-999 (internal telephone) or alert Security.
3. Leave by the nearest available exit and close doors behind you. (or go to a Fire Refuge area if you have difficulty walking or you are accompanying a disabled person who is unable to use the stairs).
4. Proceed to and remain in the designated Fire Assembly point and observe social distancing requirements until advised to return.

##### **ON HEARING THE ALARM**

1. Stop work. If undertaking specialist activities, activate the agreed emergency shut-down procedures.
2. Leave the building by the **NEAREST** safe route, closing doors behind you. (or

go to a Fire Refuge area if you have difficulty walking or you are accompanying a disabled person who is unable to use the stairs).

3. Proceed to the Assembly Point and follow social distancing principles.

**DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS  
UNLESS THEY ARE IMMEDIATELY TO HAND**

**DO NOT USE THE LIFTS**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD THAT IT IS SAFE TO  
DO SO BY THE FIRE BRIGADE OR THE SECURITY OFFICER IN CHARGE**

## **APPENDIX 2**

**EVACUATION PROCEDURES FOR THOSE WHO ARE WHEELCHAIR  
USERS/WHEELCHAIR DEPENDENT AND OTHER PEOPLE WITH MOBILITY  
IMPAIRMENT OR WITH POOR EYESIGHT**

**When the Alarm sounds**

### **A. WHEELCHAIR USERS/DEPENDENTS**

#### **Ground Floor areas**

Leave by the nearest fire escape route and go to the Assembly Point outside the building.

#### **Upper Floors**

- The wheelchair user and any assistant(s) should go to the nearest Fire Refuge;
- Use the intercom to communicate with Security/Customer Services Staff; they will use evac-chairs to assist you from the fire refuge to the assembly point if this becomes necessary.
- Wait in the Fire Refuge until the security/Customer Services staff arrive to assist with evacuation. NB: a person may not need to be evacuated if the fire refuge is not under threat.
- Never use the lift(s) without permission of the Fire Brigade.

### **B. OTHER PEOPLE WITH MOBILITY IMPAIRMENT OR POOR EYESIGHT**

- Wait until the main body of people have passed before using the stairs/being assisted;
- Make your way to the fire assembly point and follow social distancing

guidelines.

## **APPENDIX 3**

### **Standing Orders for the Fire Emergency Response Team**

#### **WHEN THE FIRE ALARM SOUNDS**

The **building occupants** should **EVACUATE THE BUILDING IMMEDIATELY**

#### **SECURITY OFFICERS**

- **SECURITY OFFICERS-** Identify location of the activation by reference to the fire alarm panel
- **SECURITY OFFICER IN CHARGE** –Investigates at the alarm location
- The Fire Brigade are called if a fire is discovered, or, after 3 minutes when it has not been possible to identify the cause of activation.

#### **FIRE SITUATION**

The Site Security Supervisor is the **OFFICER IN CHARGE** until the arrival of the Fire Brigade, who will report all actions to **CONTROL**.

A member of the security **TEAM** will attend the relevant campus gate to meet & direct the **FIRE BRIGADE**.

**The OFFICER IN CHARGE** remains at the Fire Scene: -

- Considers whether anyone is still in the building by consulting the fire marshals- e.g. at Fire Refuge areas
- Summons **TEAM** (additional team members) to the incident scene

Passes command and control of the incident (and the fire wallet) to the **FIRE BRIGADE** when they arrive and briefs them on: -

- any major hazards
- any people known or believed to still be in the building

## **APPENDIX 4**

### **EMERGENCY RESPONSE TEAM MEMBERS**

**1. Officer in Charge – Site Security Supervisor or Security Officer**

**2. Security Officers**

### 3. Fire Marshals

### 4. Estates & Facilities Staff (On standby only, until called to the fire scene by the Officer in Charge)

## APPENDIX 5

ON CONCLUSION OF THE INCIDENT:

The **Officer in Charge will only** allow the building to be re-occupied after:-

- The **Fire Brigade** give the **ALL CLEAR**
- The Estates & Facilities Services Operatives confirm they have satisfactorily completed any safety checks required on the building services
- The Fire alarm has been reset

The **Officer in Charge** must also notify **Control** of the **ALL CLEAR: Control** will confirm this instruction to **Switchboard**.

In the event of a fire/incident where there is considerable fire or water damage and therefore action required by Estates & Facilities prior to reoccupation of a building, the Officer in Charge should report this to the Security Controller (for action in accordance with the Major Incident Policy).

### ***Follow-up after the Event***

The **Officer in Charge** must complete and submit a **Security Incident Report:** (see Appendix 10) and send a copy to the Head of Health & Safety /Fire Safety Officer, who will consider what follow up action (if any) is required.

## APPENDIX 6

### EMERGENCY RESPONSE TEAM TRAINING

All members of the team will: -

- Receive training on security procedures for evacuating a building and investigating a fire activation
- Receive Fire Marshal Training, with refresher every two years
- Attend at least two fire drills each year in their team role
- Be aware of the High Risk Areas in all buildings on the UEL campuses.

Security staff must not enter a building to investigate the cause of a fire until they have received role specific training.

The security staff must never enter a smoke-filled area for search and rescue. This is a specialist activity, if necessary to be undertaken by the Fire Brigade.

## **APPENDIX 7**

### **ESSENTIAL EQUIPMENT FOR EMERGENCY RESPONSE TEAM**

#### **1. High Visibility Wear**

All members of the Emergency Response Team must wear a high visibility waistcoat during an emergency.

#### **2. Two Way Radios**

Security and Estates & Facilities staff have portable radios, for communication across the campus.

#### **3. Torches & Chargers**

The Site Security Supervisor, Estates & Facilities staff and the Post Room Supervisor all have torches and they are responsible for maintaining these fully charged.

#### **4. Loud Hailer**

These are located at the security reception on each campus.

#### **5. Monitoring**

The Health and Safety Adviser and Security Manager should liaise to arrange and monitor fire drills at the intervals referred to above.

## **APPENDIX 8**

### **SECURITY NOTE PAD**

In an emergency, the Officer in Charge (or any other Security Officer) should note essential information from: -

- personal observation
- witnesses and evacuees
- knowledge of and records relating to the building

Each Security Officer should have in their possession a **Security Note Pad**

**which should be used** during a Fire Emergency to record information gathered at the scene. Such details should include:

- Whether escape routes and exits were clear
- If anyone is known or suspected to be still in the building, and if so where and why (e.g. difficulty walking, wheelchair)
- Status of power supplies (if known)
- Any additional new or pre-existing high risk hazards
- Brief notes of action taken.

This information should be included in the **Security Incident Report**

## **APPENDIX 9**

### **CUSTOMER SERVICES ADVISERS:**

### **MONTHLY FIRE SAFETY INSPECTION REPORT**

**I ..... Confirm that I undertook a 'walk through' of the circulation areas and fire escape routes in the .....at ..... campus of the University of East London.**

*Aside from the 'specific matters that require attention' (which I have detailed at the end of this report)*

- 1. All the fire doors that lead onto the staircases closed effectively (by de-energising magnetic hold open devices where relevant) and there were no hot or cold smoke seals that required replacing on these doors.*
- 2. All the cross corridor smoke control doors closed effectively (by de-energising magnetic hold open devices where relevant) and there were no hot or cold smoke seals that required replacing on these doors.*
- 3. All the final exit doors from the building opened upon a single action (once any relevant magnetic locking devices had been de-energised).*
- 4. All relevant fire fighting equipment was evident at fire points and appeared to be in a good/serviceable condition with a notice detailing instructions for their method of use/types of fires they can be safely used on, clearly displayed.*
- 5. All relevant Fire Instruction Notices were in place adjacent to fire alarm call points and they were clearly legible. (There must be a notice in each kitchen in the halls of residence).*
- 6. All (RED) fire alarm call points and (GREEN) fire escape electronic security device override switches appeared to be in good/serviceable condition. (With tamper covers operating correctly and with relevant break 'glass panels' in place).*

7. All automatic fire detection equipment appeared to be in place and unobstructed.
8. All doors with the wording 'Fire Door Keep Locked Shut' were locked and access could not be gained to these areas.
9. All circulation areas, dedicated fire escape routes and refuges were unobstructed, did not present a trip hazard and there were no combustible items being stored in these locations.
10. All external fire escape routes were unobstructed, did not present a trip hazard and there were no combustible items being stored in these locations, until they reached a place of 'ultimate safety'.

**The following action(s) were taken by me:**

*(Add detail or write Not Applicable: as appropriate.)*

**The following specific matters require attention:**

*(Add detail or write Not Applicable: as appropriate.)*

*I CONFIRM THAT A LINK TO THIS REPORT HAS BEEN SENT TO THE FOLLOWING SAFETY COORDINATOR(S)..... AND TO THE MAINTENANCE HELPDESK.*

**Signed**.....

**PRINT NAME: ..... TIME AND DATE:**

**SUPERVISORS SIGNATURE: .....**

**PRINT NAME: ..... DATE:**

**APPENDIX 10**

**University of East London  
Estates & Facilities  
Security**

**Fire Alarm Activation Report**

File Reference Number:	Date:	Time of Activation:	Time on Scene:
		Campus:	Department:

Building / Premises:

U  
s  
e  
o  
f  
R  
o  
o  
m  
&  
N  
u  
m  
b  
e  
r  
:

Fire Brigade  
Called:

Time of Call:

Time On/Off  
Site:

Lead Fire Officer  
Name:

Person reporting	Position:	Number of Pages:	Time Report Completion:

Please complete the below Fire Procedure Checklist

<b>Security Assistance</b>	
Did the occupants evacuate the building? Indicate the approximate numbers	
Time taken to evacuate the building?	
Number of Security Fire Wardens in attendance?	
Number of other Fire Wardens in attendance?	
Were all the attending Fire Wardens clearly visible and identifiable?	
Was the Fire Brigade met and directed immediately to the relevant area by security?	
Was security able to provide the necessary information without putting self at risk?	
Were all the relevant vehicle barriers locked in the up position?	

<b>Fire Detection Equipment</b>	
Did the Fire Alarm sound effectively in the area and did the Fire Alarm Panel indicate the correct location of the fire incident?	
Did all the fail-safe electrically operated locks and barriers open?	
Did all the electromagnetic door holders within the fire incident area close effectively?	

<b>Reasons for Activation</b>

How was the Fire Alarm System activated? (call point, AFD, fault, etc)

--

What was the reason for the activation?

--

Was there an actual fire and what caught fire?

--

How was the fire extinguished?

--

Time all Clear Given and by whom?

--

Time the Alarm Panel Silenced?

--

Time Alarm Panel Re-Set?

--

Time re-entry allowed?

--

Were any fire doors in the area propped open?

**Specific issues raised from incident:**

--

--

**Reported to:**

--

**Additional Comments**

--

**Print Name:**

--

**Sign Name:**

--

**Date/Time:**

--

## **APPENDIX 11**

### **Generic Fire Safety Policy Decisions**

#### **Use of magnetic locking devices on fire exits from UEL buildings.**

The majority of final exit doors from UEL buildings have been fitted with panic bars to enable relevant persons to exit the building without delay in the event of a fire. In addition to this a number of final exit doors have also been secured with magnetic locking devices. These devices are interlinked to the fire alarm system and deactivate when the fire alarm operates. They also have a green override switch provided adjacent to them which can be used to deactivate them in all other circumstances.

The case (below) has been made to allow the use of magnetic locks on:

- Final exit doors that lead from lobby areas/staircase enclosures to open air.

- Final exit doors from teaching rooms on the ground floor.

In these circumstances the doors are also provided with panic/crash bars.

When persons enter the staircase/lobby for escape purposes a 'natural steady flow' is achieved by them having to negotiate the stairs from upper floors/arrive at the lobby. Such persons will be using the buildings for education purposes and are therefore not considered to be general members of the public. They are in the vast majority of cases adults and they will make their exit from different parts of the building (which will facilitate an even flow of movement across the whole of the escape flights of stairs). It is also reasonable to expect that on the vast majority of occasions when the fire alarm has operated, the magnetic door locks will have disengaged by the time persons reach the final exit door. In this case the panic bars on the final exit doors will allow persons to exit the buildings immediately. On the extremely rare occasion that the first person reaches the final exit door without the fire alarm operating it is considered reasonable that, as a consequence of reading the notice (to be provided on the doors) and underpinned by their training /familiarisation with the building, the green door break glass can be operated without delay allowing the panic bar to open the door and facilitate their exit. In this latter case it is extremely unlikely that there would be a 'bottle neck' in the staircases/lobby.

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