



# Fire Prevention, Safety and Evacuation Policy

Staffordshire University Students' Union  
Last Reviewed: September 2016

## Scope of this Policy

Since major fire rarely occurs, people can tend to become blasé about fire precautions and assume that, even if a fire started, they would be able to get out of the building before the flames and smoke overtook them. It is in this complacency that danger lies and for this reason all personnel must remain alert to the threat of fire.

For the purpose of this policy, the term *Union Personnel* refers to all persons leading or supporting a Students' Union led activity or function, including those employed by the Students' Union and those volunteering to support our organisation.

## Responsibilities of Union Management

It is expected that department managers will:

- Ensure that relevant legislation, rules and guidance relating to fire safety are fully complied with at all times.
- Provide leadership and promote a responsible attitude towards fire prevention.
- Comply with an existing or ensuring that an adequate system of monitoring attendance is used to check whether an employee is present in the building in case of an evacuation, and that employees are aware of this system and co-operating.
- Ensure that all of their staff are aware of the evacuation procedure for their work area, and follow it in the event of either a fire or fire drill
- Arrange for regular risk assessments and hazard hunts to be carried out in their areas of responsibility and at the required frequency, or spontaneously if a concern is raised about safety in the area they are responsible for
- Prepare personal evacuation plans with wheelchair users who are regularly in attendance on Union property, to ensure that they can be evacuated safely

## Responsibilities of all Union Personnel

It is expected that all employees will:

- Be aware of the location of the nearest fire alarm, exit, and the different types of fire extinguisher and their uses.
- Be familiar of the fire instructions on the blue stickers located in each area and review the Union's Evacuation Procedure on a regular basis.
- Be aware of the evacuation procedures and follow them in event of a drill or emergency.
- Ensure they follow appropriate attendance monitoring procedures, either via a sign in/out system coordinated by their manager, or by ensuring they inform Union Reception when leaving/entering the building so Union Reception can keep their attendance log up to date.
- Remain vigilant to ensure that fire-fighting equipment is not moved or tampered with.
- Adhere to the fire prevention guidelines at all times.

# Fire Prevention Guidelines

As the primary means of fire prevention, risk assessment for fire hazards and routine Hazard Hunts will be carried out. In addition, all Students' Union personnel are expected to adhere to the following guidelines:

- Electrical appliances must not be used if they are:
  - Faulty or not properly installed
  - Overheating or malfunctioning
  - Brought in from home
  - Untested or the test period has expired
- Equipment with frayed flex, damaged cables and/or overloaded plugs must not be used
- Regular visual inspections of wires and equipment should be undertaken by staff, alongside the annual PAT testing done by University contractors
- Vessels containing water should not be placed on or near electrical equipment or flex cables.
- Electrical appliances should be turned off at the end of the day, with the exception of items in continual operation e.g. fridges, faxes, phones, computers running systems that require 24hr operation.
- The Students' Union 'No Smoking Policy' must be adhered to at all times. When smoking in the designated areas, matches and cigarettes should be fully extinguished before they are discarded.
- All work areas, including walkways must be kept free from accumulated paper, rubbish or other combustible materials.
- Stairwells must be kept sterile (no blockages, no combustible materials), especially those specifically designated as fire exits, and access to fire exits must not be impeded in any way
- Combustible material must be disposed of in an appropriate manner at regular intervals
- Paper recycling bins should be sensibly distributed and located away from ignition sources.
- Estates should be contacted to remove paper recycling waste before the bins become overfull.
- Kettles / heaters should have an automatic thermostatic control that will switch off once the required temperature has been reached.
- Heaters should be positioned away from water and chemical sources and pointing away from walls.
- Flammable liquids should be stored in an appropriate container and the locality should be free from ignition sources

# Fire Evacuation and Marshalling Procedures

## In the event of an alarm activation

It is the responsibility of the Front of House team to take a roll call if the fire alarm is sounded and evacuation of the building takes place, further actions to be completed are detailed on the bottom of the daily log sheet. The nominated person from each of the listed areas below will report to the front of house team that their area has been vacated and also the whereabouts of any disabled persons who may need assistance in evacuating the premises.

*Remember that, unless clearly marked as 'or use in emergencies, lifts cannot be used in the event of a fire. Currently (September 2016) the Students' Union does not have lifts of this kind installed in any of our facilities.*

## Fire Marshalling

### **ALL STAFF ARE RESPONSIBLE FOR ALERTING COLLEAGUES, VISITORS AND STUDENTS TO DANGERS IN EMERGENCY SITUATIONS.**

The following areas have been identified as key areas to be checked in an evacuation. Those teams/individuals selected are chosen to ensure that these areas are checked as part of a standard evacuation route. No staff member is expected to put themselves at risk to fulfil this procedure and should only act where safe to do so.

## Stoke Campus

Offices/Area	Nominated Team
Student Advice Centre and Toilets	Student Advice Team
Student Space, Student Engagement, SE Manager's Office, Jayne's Office, Officer Space	Student Engagement Team
Staff Room, SMT, Marketing	SMT or Marketing
Finance, HR, Finance Manager, Retail Manager's Office, OMG, Boardrooms, Archive Room	Finance Team
Ember Lounge, Squeezebox, College Road Shop	Duty Manager for Each Venue
Greenpad	Greenpad Staff to support Squeezebox in Evacuating Public

*It is essential that all nominated teams check their respective areas and report to the Front of House Team at the Assembly Point, to ensure that an evacuation is successful. The objective of evacuating a building to prevent the loss of life and failure to follow this process can put colleagues at direct risk.*

## Responsibilities of the Front of House Team

In the event of an alarm sounding, the on duty member of the Front of House team will be expected to pick up the Daily Log Sheet and immediately leave the premises, reporting to the allocated Fire Assembly Point (adjacent to the Drama Studio.) Assembly points are identified by a square green sign, bordered in white, with the text 'Fire Assembly Point' and an identifying letter.