Aston University

FIRE SAFETY POLICY

Revision 4

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1.1 INTRODUCTION:

Statistics produced by the Office for Communities and Local Government show that the UK Fire and Rescue Services attend over 803,000 fires and false alarm calls each year. The number of fire related deaths reported each year exceeds 466, with the number of fire related injuries exceeding 13,200. The financial loss to the UK economy is measured in billions of pounds.

Aston University has developed a fire safety policy and procedures designed to protect both life and physical assets. The effectiveness of this policy depends not only on physical precautions designed to prevent the occurrence and spread of fire, but also on the cooperation of every member of staff, student, visitor and contractor.

Compliance with the fire safety policy and procedures is a legal requirement. All staff will have duties and responsibilities in respect of fire safety. Managers will be responsible for ensuring that the fire safety policy and fire safety procedures are brought to the attention of their staff and that they are observed by them at all times.

1.2 DUTIES UNDER THE LAW:

- Principal legislation covering fire safety at Aston University is:
- The Regulatory Reform (Fire Safety) Order 2005
- The requirements of the above legislation include:
- Fire risk assessment;
- Fire precautions to minimise the risk of fire;
- Design and maintenance of buildings to prevent the spread of fire;
- Means of detection and giving warning in the event of fire;
- Provision and maintenance of means of escape;
- Emergency evacuation procedures;
- Means of fighting a fire;
- The training of staff in fire safety;
- The management of fire safety.

1.3 PRINCIPAL OBJECTIVES OF THE POLICY:

The principal objectives of the Fire Safety Policy are:

- To safeguard all persons who may be affected by the outbreak of fire at any of the University's premises;
- To safeguard the physical assets of the University, its staff, students, visitors and contractors;
- To reduce the incidence of fires;
- To minimise the potential for fire to disrupt the work of the University;
- To minimise the incidence of unwanted fire alarm signals and malicious false alarms;
- To protect the environment.

1.4 GENERAL POLICY STATEMENT:

Aston University recognise that fire precautions play an important part in Health and Safety for employees and persons on its premises, and is therefore committed to minimising the risk of fire within its premises to the lowest practicable level.

In the event of a fire, Aston University seeks to provide an effective response through rapid detection, containment and control. This will be achieved through staff training and awareness as it is recognised that everyone can contribute to the prevention of fire and through a responsible reaction, mitigate the spread of fire and ensure a safe evacuation.

Aston University will comply fully with the Regulatory Reform (Fire Safety) Order 2005.

Particular attention will be paid to:

- Fire Risk Assessment and the actions identified.
- Maintaining an adequate means of escape for all persons in case of fire, which are kept free from obstruction, are available for safe and effective use at all times, and have adequate emergency lighting.
- The provision of adequate means of giving warning of fire.
- The provision of adequate equipment for fire fighting.
- The provision of emergency lighting where required.
- The provision of appropriate instruction on evacuation procedures to all staff, students, visitors and contractors.
- Effective management procedures to respond to and deal with the aftermath of a fire.

- Appropriate fire training.

Aston University's Fire Safety Policy will be reviewed regularly. Revisions will be brought to the attention of all employees.

ORGANISATION & INDIVIDUAL RESPONSIBILITIES:

2.1 RESPONSIBLE PERSON:

The Regulatory (Fire Safety) Reform Order 2005, states the meaning of "Responsible Person" as being:

- The employer, if the workplace is to any extent under his/her control; or
- The person who has control of the premises (as occupier or otherwise) in connection with carrying out their trade, business or undertaking.

This definition applies to persons listed under section 2.2 and 2.3 below:

2.2 CHIEF OPERATING OFFICER, ASTON UNIVERSITY

Ultimate responsibility for this policy rests with the University Council as the employer. Council will require the Chief Operating Officer to ensure that the policy is effectively applied.

2.3 EXECUTIVE DEANS/HEADS OF DEPARTMENT

Each Executive Dean/Head of Department is responsible for ensuring the management and maintenance of fire safety arrangements within the areas that come under their control. This will include:

- Appointing an appropriate number of School / Department Fire Wardens;
- Ensuring that all appointed Fire Wardens are appropriately trained;
- Ensuring that all staff, students, visitors and contractors under their control are made aware of fire safety procedures;
- Ensuring that all means of escape within areas under their control are kept clear of obstructions, combustible materials and any potential sources of ignition;
- Ensuring that good standards of housekeeping are maintained at all times;
- Ensuring that all statutory instructions relating to fire doors are observed;
- Reporting any defects with the fire alarm system, emergency lighting, fire doors, portable fire fighting extinguishers or fire signs etc to the appropriate persons;

- Reporting any incidents of fire or dangerous occurrences.

2.4 DUTIES OF LECTURERS/TEACHING STAFF/TRAINERS/HOSTS:

Teaching staff must draw to the attention of their students the emergency evacuation procedures at the beginning of every term.

In all teaching rooms and pool rooms it is the above person who is responsible for the safety of building occupants in their charge which may include students, visitors or members of the public. This must include advising them of the actions to be taken in the event of a fire, including actuation of the alarm, emergency exit routes and location of assembly points.

Staff and students are requested to familiarise themselves with the procedure; if necessary teaching staff will conduct students through a simulated evacuation

- Upon hearing the fire alarm (Stage Two Main Building & Wings) all classroom activities will cease and the lecturer will direct students to the nearest safe escape route and to their designated fire assembly point.

- Ensure all power and gas supplies directly involved in activities are turned off (if safe to do so) before closing the door as they leave the room (if safe to do so)

- Once outside, lecturers should assemble the class at the assembly point. Any missing student(s) should be reported to Security Control immediately via internal phone 222 or 2222 from residences or 0121 359 2922 from a mobile phone.

- **All Staff** have a responsibility to encourage the movement of people away from University buildings to the designated fire assembly points.

- **No person** may be allowed to leave the designated fire assembly point until directed to do so by Security or the Fire Brigade Officer in charge.

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2.5 RESPONSIBILITY OF STAFF:

The effectiveness of the Fire Safety Policy will depend on the full cooperation of every member of staff, without exception. Cooperation should be encouraged from the highest level. Complying with fire safety procedures should be regarded as a basic duty by all staff and an essential obligation for all persons with management responsibility.

ALL EMPLOYEES MUST:

- Be accountable for their actions in an emergency.
- Attend Fire Awareness Training biennially, or as requested.
- Comply with information instruction and training.
- Report fire safety hazards.

2.6 RESPONSIBILITY OF OTHER AUTHORISED USERS, STUDENTS, VISITORS AND CONTRACTORS

It is a legal responsibility of every authorised user of University premises to adhere to statutory requests, in particular; adhering to information instruction and training. Working in accordance with agreed and approved methods and safe operating procedures

2.7 EMERGENCY EVACUATION PLAN:

The Responsible Person for each Executive Dean/Head of Department will ensure that a written emergency evacuation plan is produced detailing:

- Action to be taken by person discovering a fire
- How the Fire Brigade is called and who is responsible
- Fire warning system (description of bells/sirens/voice) and location of control panels
- Evacuation procedures (procedures to be followed)
- Key escape routes (how access can be gained, details of unusual routes)
- Assembly points
- Duties and identities of employees with specific responsibilities.
- Arrangements for safe evacuation of persons identified as being especially at risk from fire.
- Fire fighting equipment provided (fixed) location and details
- Specific arrangements for high fire risk areas
- Procedures for liaison with the Fire Brigade (who, where, what etc)
- Training required by employees and arrangements for giving such training

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2.8 EMERGENCY EVACUATION

The current University evaluation procedure has been reproduced in appendix 1

2.9 EVACUATION PROCEDURES FOR DISABLED PERSONS:

Every individual who has a disability which may affect their ability to recognize that an emergency is taking place or to evacuate a building unaided must have a Personal Emergency Evacuation Plan (PEEP) drawn up

Staff Students
It is the responsibility of the Executive Deans/Heads of Department to alert the Safety Office to the presence of any member of staff or student who may need a PEEP

Visitor/Contractor
It is the responsibility of the person being visited or unit in control of the area is responsible to alert the Safety Office to the presence of any visitor or contractor who may need a PEEP.

PEEPs are required by:

- Anyone who could have difficulty in evacuating in an emergency
- Persons with temporary mobility impairments, i.e. pregnancy, injuries, broken leg etc
- Persons with long term impairments, i.e. hearing, sight, ambulatory, cognitive
- Others (e.g. children, elderly)

This will be produced in conjunction with the Safety Office. The evacuation strategy will be specific to a person based on their individual needs and abilities.

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2.10 WHEELCHAIR USERS WITH MOBILITY IMPAIRMENT:

The wheelchair user must notify their tutor/manager of the details of their PEEP. If, due to the nature of the illness/injury, the individual cannot be removed from their wheelchair without risk of serious injury, the Safety Office and Security Control MUST be advised immediately.

It is essential that wherever possible, Fire Wardens and Security are aware of staff, students, visitors or contractors to the building who have specific emergency evacuation needs.

2.11 DEAF/HEARING IMPAIRED PERSONS:

There are few visual fire signals within the University. Deaf or hearing impaired students who are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm. In all academic buildings and certain Halls of Residence vibrating pagers and pillows units are available for deaf/hearing impaired persons. (For further advice, please contact Security Control or the Safety Office)

Schools/Departments in which hearing impaired staff are located should consider the vibrating pager system which is available to alert the individual to the activation of the alarm system.

2.12 BLIND/VISUALLY IMPAIRED PERSONS:

Blind/visually impaired persons are advised to locate evacuation and designated fire assembly points in their early days at the University and should make contact with the Safety Office to be advised on the fire evacuation routes and to formulate a PEEP from their nominated work location. It is essential that this takes place immediately on arrival at the University rather than wait until an evacuation takes place.

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2.13 APPOINTING FIRE WARDENS:

The implementation of the Fire Warden Scheme across all academic buildings has now been agreed by the executive, this will be implemented during 2011/12.

Fire Wardens are appointed by the Executive Deans of Schools and Heads of Departments to assist in the safe evacuation of all staff, students, visitors and contractors present from pre-designated areas of the building.

In large buildings where numbers of people are significant, it is not practicable to have a roll call or keep a formal fire register. Similarly, in most University premises, a significant proportion of people are 'mobile' at any given time. All but the smallest of premises will require Fire Wardens, and sufficient numbers should be appointed to ensure that no individual has to check an area greater than it would take around Two minutes to cover.

The University has intends to implement such a system in most of its buildings and Fire Wardens will be trained to assist staff, students and visitors to evacuate buildings when the fire alarm sounds.

2.14 FIRE WARDENS - ROLE AND RESPONSIBILITIES:

- **Fire Safety Awareness** ensure good housekeeping practices are carried out
- **Fire Fighting Equipment** undertake visual checks to identify any defective or missing equipment.
- **Escape Routes** ensure all escape routes are clear of obstructions and signs are not damaged or obscured.
- **Mandatory Fire Notices** ensure all fire doors are clearly signed 'fire door keep shut' etc.
- **Fire Safety Signs** ensure all fire safety signs are legible and not damaged.
- **Fire Assembly Point** ensure you are aware of the location.

Training:

- How to visually check your designated area. (This ideally should take no more than 1 minute)
- The procedures for calling Security Control
- The evacuation procedures for occupants to reach designated fire assembly points
- How to alert occupants of the building including directing them to exits.
- How to open all escape doors, including those with special mechanisms

- How to stop machinery and isolate power supplies (If this is within your area of responsibility)
- The standards and working practices for safe use of flammable materials or any other hazardous materials in your area.
- How to report incidents, ie leaks, spills, faulty equipment, door closers etc
- How to safely operate portable fire fighting equipment, and identify the correct equipment type to use.
- The use of the emergency two way radios.

Special responsibilities:

You may be asked to assist occupants requiring additional assistance. You will also receive training in:

- Location of refuge points
- The evacuation procedures for occupants with additional needs
- The safety procedures for manually lifting or guiding occupants

Specific instructions are provided to fire wardens however a brief summary is listed below:

In the event of an evacuation:

- Proceed to nearest fire warden box
- Check designated area as per route card
- Report to Security
- Await further instructions/duties

It must be stressed, however, that Fire Wardens are **not** trained to be fire fighters. Their main function is to assist the progress of the evacuation and to report its progress to Security Control

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ARRANGEMENTS:

3.1 FIRE RISK ASSESSMENT:

The Safety Office will take the lead role in organising the implementation of fire risk assessments of all Aston University buildings.

Due to the complexity and size of the task, fire risk assessments will be carried out on a biannual basis, or after any significant change, fire or near miss.

Within sleeping risk areas the fire risk assessment will be undertaken annually, or after any significant change or near miss.

3.2 WHAT IS A FIRE RISK ASSESSMENT?

It's an organised and methodical assessment in all Aston University buildings, the activities performed on there and the likelihood that a fire could start and cause harm to those in and around the premises.

What is the aim?

- To identify the hazards and reduce the risks of those hazards causing harm to as low as reasonably practicable.
- To decide what physical and management procedures are necessary to ensure the safety of people in the building if a fire does start?

Definitions

- HAZARD anything with the potential to cause harm
- RISK the likely hood of harm occurring and its severity

There are five steps to risk assessment

* STEP 1

IDENTIFY THE FIRE HAZARDS

* STEP 2

IDENTIFY PEOPLE AT RISK

* STEP 3

EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISKS

Preventative measures

- Evaluate the risk of a fire occurring
- Evaluate the risk to people from fire
- Remove or reduce fire hazards
- Remove or reduce the risk to people

Protective measures

- Detection and warning
- Escape routes
- Emergency Lighting
- Signs and notices
- Maintenance
- Fire fighting

* STEP 4
RECORD, PLAN INSTRUCT, INFORM AND TRAIN

- Record significant findings and action taken
- Prepare an emergency plan
- Inform relevant people, provide instruction, and cooperate and coordinate with others
- Provide training

* STEP 5
REVIEW

- Keep assessment under review
- Revise where necessary

Frequency of review will depend on building usage, size, complexity, any changes

3.3 FIRE SAFETY INSPECTIONS:

The general aim of fire safety inspections is to highlight areas of risk before they cause harm to anyone.

It is the responsibility of the Responsible Person (*See Section 2.1*) to ensure that fire safety inspections are carried out at regular intervals.

Inspections should be carried out by appointed competent University employees as part of their weekly duties. Specific concerns must be brought to the attention of the Responsible)

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3.4 BUILDING DESIGN:

Capital Development & Estates will be responsible for ensuring that the design of buildings complies with all relevant fire safety legislation. The Safety Office will advise on building design matters relevant to fire safety where necessary, and should be invited to attend Estates & Facilities Project Design Team meetings where appropriate.

3.5 DESIGN OF FIRE ALARM SYSTEMS:

Capital Development & Estates with the assistance of the Safety Office will be responsible for ensuring that the design of fire alarm systems complies with all relevant fire safety legislation.

3.6 TESTING OF FIRE ALARM SYSTEMS:

Capital Development & Estates with the assistance of Security Control will be responsible for the weekly testing of all fire alarm systems in Aston University campus buildings.

The Aston Student Village Facilities management Provider with the assistance of Security Control will be responsible for the weekly testing of all fire alarm systems in Aston University residences buildings.

The senior staff at any non campus buildings *ie* (Shustoke Recreation Centre Great Barr) will be responsible for the weekly testing of fire alarm systems under their control, and the recording of all tests in a suitable log book.

3.7 MAINTENANCE OF FIRE ALARM SYSTEMS:

Capital Development & Estates with the assistance of the Safety Office will be responsible for ensuring the ongoing maintenance of all Aston University fire alarm systems by an approved contractor, in both campus and off campus buildings.

The Aston Student Village Facilities management Provider will be responsible for ensuring the ongoing maintenance of all fire alarm systems by an approved contractor, in all residence buildings.

3.8 PORTABLE FIRE FIGHTING EQUIPMENT:

Capital Development & Estates with the assistance of the Safety Office will be responsible for ensuring the ongoing maintenance of all Aston University portable fire fighting equipment by an approved contractor, in all non Residences buildings.

The Aston Student Village Facilities management Provider will be responsible for ensuring the ongoing maintenance of all portable fire fighting equipment by an approved contractor, in all residence buildings.

The Safety Office will also advise on the type, numbers and location of portable fire fighting equipment where necessary.

3.9 MAINTENANCE OF FIRE EXTINGUISHERS:

Safety Office (Fire Safety Adviser) will be responsible for ensuring the annual testing and ongoing maintenance of all fire extinguishers in non Residences buildings.

The Aston Student Village Facilities management Provider will be responsible for ensuring the annual testing and ongoing maintenance of all fire extinguishers in Residences buildings.

3.10 EMERGENCY LIGHTING:

Capital Development & Estates will be responsible for ensuring that suitable and sufficient emergency lighting is installed and maintained in all Aston University non Residences buildings.

The Aston Student Village Facilities management Provider will be responsible for ensuring that suitable and sufficient emergency lighting is installed and maintained in all Aston University Residences buildings.

3.11 FIXED FIRE FIGHTING INSTALLATIONS:

Capital Development & Estates with the assistance of the Safety Office will be responsible for ensuring that, where required, dry risers, fire hydrants and sprinkler systems are located and maintained to a suitable and sufficient standard in all Aston University non Residences buildings.

The Aston Student Village Facilities management Provider will be responsible for ensuring the annual testing and ongoing maintenance of Dry Risers, Fire Hydrants and sprinkler systems in residences buildings.

3.12 EMERGENCY EVACUATION PROCEDURES:

Each School/Department with the assistance of the Safety Office will be responsible for ensuring that they have in place a suitable and sufficient Emergency Evacuation Plan for the areas they occupy. The Emergency Evacuation Plan will include the evacuation of disabled persons. Notices detailing the action to be taken in the event of a fire situation are displayed

throughout buildings, and are normally located adjacent to each manual fire alarm call-point.

3.13 FIRE REFUGES:

The Safety Office in conjunction with Capital Development & Estates will be responsible for identifying; required, suitable fire refuge points are located in all buildings.

Capital Development & Estates will be responsible for the installation and maintenance of an Emergency communicator in all Fire Refuges.

Security with the assistance of the Capital Development & Estates will be responsible for the routine testing of the emergency communicator located in each Fire Refuge, and the recording of the results of the in a suitable log book.

The Aston Student Village Facilities management Provider will be responsible for ensuring the testing and ongoing maintenance of an Emergency communicator in all Fire Refuges.

3.14 MEANS OF ESCAPE:

All Aston University buildings have adequate means of escape in the event of fire or other emergency.

3.15 IDENTIFYING MEANS OF ESCAPE ROUTES:

The Safety Office will be responsible for ensuring that all means of escape routes are clearly signed.

3.16 MAINTENANCE OF MEANS OF ESCAPE ROUTES:

Individual Schools / Departments will be responsible for ensuring that all means of escape routes are kept free of any obstructions, combustible material and any sources of ignition. Capital Development & Estates will be responsible for the maintenance of all fire doors, fire exits and escape routes in all non Residences buildings.

The University's Facilities management Provider will be responsible for the maintenance of all fire doors, fire exits and escape routes in all Residences Buildings.

3.17 FIRE DRILLS:

The Safety Office will be responsible for ensuring that a minimum of two fire evacuation drills per year are undertaken in every Aston University building.

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3.18 FIRE SAFETY TRAINING:

Schools/Departments with the assistance of the Safety Office will be responsible for facilitating appropriate fire safety training courses, including training courses for School/Departmental Fire Wardens.

3.19 FIRE REPORTS:

Each School/Department will be responsible for ensuring that any incidents of fire are reported to Security Control and to the Safety Office.

3.20 SMOKING:

All premises observe a 'No Smoking' Policy and a 5mtr exclusion zone from any entrance/exit

3.21 WASTE:

All combustible waste must be disposed of in waste bins provided, and bins must be emptied regularly. Wheelie bins and skips are to be positioned at least 8 metres away from any building and in a suitable position, so that should a bin be involved in a fire, the fire would not spread to an adjacent building. Where possible lockable wheelie bins/skips should be used.
Please see appendix 2

3.22 ARSON CONTROL:

Any type of combustible material left unattended or in an insecure container is a prime target for arsonists. Every effort must be made to limit the availability of combustible items which can be easily set fire to, particularly around university buildings.

3.23 PORTABLE HEATERS:

Any type of portable heater must be used with extreme caution. Heaters should be positioned to allow free flow of air, and not in close proximity of curtains or furniture. They must not be covered and must be kept at least one meter clear of any combustible items. Portable heaters ideally should be the electric oil filled radiator type. All heaters must be switched off and unplugged before leaving them unattended. Portable fan heaters are not permitted for use on campus.

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3.24 FURNISHINGS:

All furnishings supplied must conform to current fire retardant legislation. Please contact the Safety Office for further advice.

3.25 FLAMMABLE LIQUIDS AND FLAMMABLE GASES:

Flammable liquids and flammable gases must only be stored in small quantities. Information on the suitability of storage should be obtained from the Safety Office.

3.26 PORTABLE APPLIANCE TESTING:

Any appliance that plugs directly into a wall socket should be PAT tested on a regular basis. The type of appliance and the task for which the appliance is used will determine the testing regime. For any further advice please contact the Safety Office or the University Electrical Engineer.

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APPENDIX 1

The following is the emergency evacuation procedure for all University buildings (excluding Shustoke Farm Recreation Centre at Great Barr which has a separate procedure).

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm call point
2. From a place of safety, contact security by dialing:
   - **222** from any internal phone, or **2222** if phoning from residences
   - **0121 359 2922** if calling from a mobile phone or 'outside' line
   - **DO NOT DIAL 999**
3. Speak clearly, giving the location of the fire, your name and any other details as requested by security - do not 'hang up' until told to do so!
4. Only fight the fire if you have been trained to do so
5. Evacuate **IMMEDIATELY** using the nearest available fire exit (see evacuation procedure below)
6. Report to the designated fire assembly point (see list below)

IF YOU HEAR A FIRE ALARM

1. Evacuate **IMMEDIATELY** using the nearest available fire exit (see evacuation procedure below)
2. Report to the designated fire assembly point (see list below)

EVACUATION PROCEDURE

1. Evacuate **IMMEDIATELY** using the nearest available fire exit, observing the following advice:
   - **DO NOT STOP TO COLLECT BELONGINGS**
   - **DO NOT USE LIFTS**
   - **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO**

2. Report to the designated fire assembly point (see list below)

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DESIGNATED FIRE/EMERGENCY ASSEMBLY POINTS

FIRE ASSEMBLY POINTS

CAR PARK No. 3

(Car park between Students Guild Glass Bridge and North Wing)

ASTON BUSINESS SCHOOL

VAUXHALL / LAKESIDE PARADE
MAIN BUILDING (Inc North and South Wings)
OPTEGRA BIRMINGHAM DAY HOSPITAL
Aston Brain Centre
VISION SCIENCES

MAIN BUILDING FOUNTAIN AREA

(Block paved area by Main Entrance to Main Building & Wings)

LIBRARY
LAKESIDE CENTRE
STUDENTS GUILD
ALL STUDENT RESIDENCE BUILDINGS
WOODCOCK SPORTS CENTRE

No. 6 CAR PARK

(Car park by Woodcock Sports Centre)

GEM SPORTS HALL
CHEMICAL ENGINEERING

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FIRE ALARM SYSTEMS

Most campus buildings are fitted with a 'two-tone' electronic alarm, with the exception of Gem Sports Hall and the Chemical Engineering Building which have traditional bell alarms.

Note that the Main Building has a 'two stage' fire alarm system as follows:

- Stage 1: an intermittent single tone alarm indicating that a fire alarm call point has been activated or a potential emergency has been reported to security.
- Anticipate a full evacuation by ceasing normal work activities and, for example, storing any hazardous materials safely and switching off all power tools.
- Stage 2: a continuous two-tone alarm - Evacuate **IMMEDIATELY** (see procedure above)

OTHER EMERGENCIES WHICH MAY REQUIRE EVACUATION

In the event of other emergencies, for example, a serious chemical spillage, gas leak, or the discovery of a suspicious package, contact security for further advice on the telephone numbers listed above.

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APPENDIX 2

Guidance on the placement & use of waste skips by Contractors

January 2009

E/F/DW/FSA/DB/012009/

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Introduction

This document provides guidance to the University's contractors and sub-contractor's regarding the safe management* of waste in skips awaiting disposal in order to:

- Minimise the likelihood of fire;
- Limit any associated health and environmental issues;
- Ensure that safe means of access to and egress from the campus site is maintained at all times.

(*The University and its contractors have responsibilities under the Regulatory Reform (Fire Safety) Order 2005, the Environmental Protection Act 1990, and the Road Traffic Regulations Act, 1984.)

Skip Design/Dimensions

- Each skip must be no larger than 5 metres in length by 2 metres in width, if it is to be left on the public highway.
- Where possible, skips should have lockable lids to prevent arson attacks; if this is not possible then a fence must be erected to minimise unauthorised access to the skip and its contents.

Skip Markings

- Each skip must be clearly marked with the skip owner's or supplier's name and telephone number and all markings must also be kept clean and visible at all times.

<u>Public Highway</u>

- The sides of the skip facing traffic in both directions, must be painted yellow and must be fitted with vertical red and yellow fluorescent reflective markings. These markings must comply with British Standard BS AU152.
- Markings must be fitted as near as possible to the top outer corners of the ends of the skip, but no higher than 1.5 metres above ground level. The markings must not be fitted to lids and should only be fitted to a door when it is not possible to put markings on the end of the skip. When a marking has to be fitted to a door, the door should be kept closed, unless loading or unloading is actually taking place.

<u>On-campus</u>

- Where the position of the skip may present a danger to drivers or pedestrians, the requirements under the 'public highway' section above shall apply.

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Skip Location

Public Highway

- Permission must be sought where a skip cannot be placed at least 8 meters away from any building if containing combustibles. Skips containing rubble only may be placed next to a building where there is a safe hard standing area and the conditions below can be me;
- Skips are to be sited in a roadway unless the University has granted permission for the skip to be placed elsewhere;
- Positioned on the road so that its longest sides are parallel to the edge of the road and are as near to the edge/gutter of the road as is possible;
- Positioned at least 15 metres from a junction, unless permission has been granted to site it closer.

On-campus

- Permission must be sought where a skip cannot be placed at least 8 meters away from any building if containing combustibles. Skips containing rubble only may be placed next to a building where there is a safe hard standing area and the conditions below can be me;

If permission is granted to place skips on a footway or grass verge, care must be taken not to cause any damage.

It must also be ensured* that ALL skips:

- do not obstruct access to premises;
- do not obstruct escape routes;
- do not obstruct access to fire hydrants;
- are not sited in fire brigade access routes;
- do not obstruct drivers and pedestrians in any way;
- do not prevent water drainage on the road or obstruct manholes or stop any functions that are need to be carried out by the University.

(*Unless special permission has been given by the University)

Aston University

Provision of Warnings, lights etc

Public Highway

Skips placed on the public highway require traffic cones on the approach side to guide traffic safely past them.

During hours of darkness or in bad weather conditions, skips must be marked by amber flashing lights which are placed against the skip or attached to each corner of it. If there are 2 or more skips with less than 2 metres between them, lights can be put on the end corners of the row of skips. If the skip or skips are positioned on the road, lights should be placed between each of the road cones.

[Note that if the University becomes aware of an unsafe/unmarked skip, a charge will be made by the University if contractors have to be sent out to make a skip safe or to put lights on an unlit skip.]

Skip Filling/Skip Contents

- All rubbish must be placed in the skip not left on the ground nearby.
- A skip must not be overloaded.
- Contents of the skip must be kept covered, where possible, to prevent dust or other spillage onto the roadway.
- Skips must not contain any highly inflammable, explosive, toxic or other dangerous materials or anything which is likely to cause a nuisance to campus users.

Emptying Skips

- All materials placed in skips must be properly disposed of (this is the legal responsibility of the disposer, not the skip removal contractor).
- Full skips must be removed for emptying as soon as possible and in all cases not more than two working days after they have been filled.

Complaints/Reporting Procedures

Complaints about the locations or safety of skips should be reported using the below contact details.

Further information/Contact Details

Mr David White Fire Safety Adviser
Safety Office 0121 204 4805
whiteda@aston.ac.uk