



Fire Safety Policy

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Document owner	Beth Webster Health and Safety Advisor
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Related Policies & Procedures	Fire Arrangements and Guidance Fire Precautions and Emergency Plan for each LSHTM building

1. SCOPE

- 1.1.** This Policy applies to all premises owned by London School of Hygiene and Tropical Medicine (hereafter known as LSHTM), including Medical Research Council Unit The Gambia at LSHTM and Medical Research Council / Uganda Virus Research Institute & LSHTM Uganda Research Unit.

2. POLICY

- 2.1.** It is School Policy that all reasonable measures will be taken to;
- 2.1.1.** Prevent the incidence of fire in premises.
 - 2.1.2.** Minimise the impact of fire on life, property, delivery of service and the environment.
 - 2.1.3.** Protect its staff and other individuals (e.g. contractors, partners and visitors), together with LSHTM property, from the effects of fire.
- 2.2.** Furthermore, LSHTM will;
- 2.2.1.** Implement and maintain an effective fire safety management system.
 - 2.2.2.** Establish and maintain a system for reporting fire incidents, including near misses and false alarms and, when necessary, inform relevant stakeholders and enforcing agencies.
 - 2.2.3.** Cooperate and coordinate with any building owners where LSHTM are tenants.
 - 2.2.4.** Ensure that staff members know what to do in the event of a fire.
 - 2.2.5.** Implement and maintain effective fire safety equipment.
 - 2.2.6.** Take account of individual needs in fire alerts and evacuation.
- 2.3.** Details on achieving this policy are provided within fire safety arrangements and guidance for LSHTM London Sites.



1. ROLES AND RESPONSIBILITIES

- 1.1. The Director** is the 'responsible person' with respect for fire for the overall implementation and review of this Policy. The Director delegates duties as outlined below but remains responsible for ensuring that precautions are in place to ensure the safety of staff, students, visitors and members of the public.
- 1.2. The Head of Health of Safety** is responsible for ensuring that;
- 1.2.1.** Systems are in place, adequately resourced and monitored so as to implement the LSHTM Fire Safety Policy.
 - 1.2.2.** Fire risks are assessed by a competent person and recorded within a Fire Risk Assessment for each building and that any recommendations made within the Fire Risk Assessment are acted upon.
 - 1.2.3.** General fire precautions are identified for each building and that these are to include the matters described in Section 3.
 - 1.2.4.** Fire inspections and drills are regularly carried out and recorded.
 - 1.2.5.** Suitable training is provided to all staff and students.
 - 1.2.6.** Competent Fire Wardens are provided for each LSHTM property.
 - 1.2.7.** A Fire Team consisting of members of Security, Estates, Reception and Safety staff is provided.
- 1.3. Fire Safety Advisor** is responsible for:
- 1.3.1.** Providing expert advice on Fire Safety matters, including (but not limited to): emergency escapes and exits, fire detection and warning systems, firefighting equipment and emergency evacuation plans
 - 1.3.2.** Provide expert advice on fire policy, arrangement and guidance
 - 1.3.3.** Assist in the completion and review of Fire Risk Assessments and Action Plans
 - 1.3.4.** Identify Fire Safety Deficiencies and liaise with relevant people to ensure deficiencies are rectified
 - 1.3.5.** Provide suitable training to Fire Wardens and Fire Team members as identified by the Fire Safety Officer
 - 1.3.6.** To provide expert advice on Fire Safety matters for construction projects
 - 1.3.7.** Assist in the investigation of any Fire Incidents with the Fire Safety Officer
 - 1.3.8.** Undertake formal audit of these arrangements in accordance with the audit schedule
- 1.4. Fire Safety Officer** is responsible for:
- 1.4.1.** Providing Fire Safety advice locally
 - 1.4.2.** Assist in the completion of Fire Risk Assessments and Action Plans
 - 1.4.3.** For the monitoring of the completion of FRA action plans

- 1.4.4. Liaise with the Fire Safety Advisor and Head of Health and Safety
- 1.4.5. Liaise with Faculty Safety Supervisors with regard to undertaking of inspections
- 1.4.6. Conduct training needs assessment for Fire Safety
- 1.4.7. Assist with the delivery of any Fire Safety Training
- 1.4.8. Assist in the completion of any Fire Safety documentation
- 1.4.9. Investigate all Fire Alarm activations and provide any 'Lessons Learnt' or other recommendations post-activation
- 1.4.10. Liaise with external organisations that are required to conduct fire investigations such as HSE or London Fire Brigade.
- 1.4.11. Assist in the audit of these arrangements with the Fire Safety Advisor
- 1.5. **Faculty Safety Supervisors (FSS)** are responsible, in each of their areas, for;
 - 1.5.1. Work processes, including the use of plant, machinery or equipment, or the use of flammable or explosive substances are risk assessed and that the controls necessary to prevent, or control, fire are identified, or implemented.
 - 1.5.2. Minimising fire risk by ensuring that all work processes are adequately risk assessed for fire. Control of combustible materials and ignition sources.
 - 1.5.3. Ensuring that the controls indicated in the Fire Risk Assessment are in place and any deficiencies reported to the Health and Safety Office.
 - 1.5.4. Ensuring that escape routes in their immediate area are kept clear.
 - 1.5.5. Ensuring that Faculty staff and students are aware of fire instructions and that they take part in fire evacuation drills.
 - 1.5.6. Assist H&S Department in undertaking regular Fire Safety Inspections.
- 1.6. **Estates and Facilities staff** are responsible for;
 - 1.6.1. Controlling activities of their contractors, especially with regards to the use and storage of flammable gases.
 - 1.6.2. Contractor and in-house maintenance works are completed in accordance with the Fire Risk Assessment and Fire Strategy
 - 1.6.3. Issuing hot works permits
 - 1.6.4. Maintaining fire compartments, fire radiation, asset protection and assess installations for fire risk
 - 1.6.5. Maintain and test firefighting equipment, fire alarms, and fire doors or shutters and emergency lighting systems. Where this is not possible in house an external contractor must be appointed by the Estates office.
 - 1.6.6. Providing members of staff to the LSHTM fire team.
 - 1.6.7. Undertake a weekly check of the Fire Alarm in all LSHTM owned properties and record the outcomes and actions taken in the Fire Log.
- 1.7. **Project Management Office (PMO)** are responsible for ensuring that:
 - 1.7.1. The Head of Health and Safety is consulted on all planned construction projects at an early stage.

- 1.7.2. The building fire arrangements are followed for each project and the Fire Risk Assessment updated following the completion of a project.
- 1.7.3. Ensuring all construction projects have suitable fire arrangements with regard to, but not limited to, storage and use of flammable substances, waste transfer arrangements, maintenance of any temporary, contractor installed fire alarm system, and reduction of dust generation.
- 1.7.4. That construction projects and refurbishments deliver fully compliant facilities designed in accordance with the building's Fire Strategy and that all fire safety measures are fully functional at handover.
- 1.8. **The Fire Team**, made up from representatives from Estates, Maintenance, Health and Safety and Security (and if required, the FSS) is responsible for;
 - 1.8.1. Investigating fire alarm activation
 - 1.8.2. Reporting reasons for fire alarm activation
 - 1.1.1. Providing information to establish whether Fire and Rescue Services are contacted
 - 1.1.2. Extinguish small fires using appropriate firefighting equipment if safe to do so
 - 1.1.3. Undergo live fire training every two years in addition to other mandatory fire training
 - 1.1.4. Escort any mobility impaired individuals from the South Courtyard Refuges in the evacuation lift
- 1.2. **Fire Wardens** are responsible for:
 - 1.2.1. Assisting in the safe evacuation of LSHTM staff, students and visitors for their designated area(s)
 - 1.2.2. Liaising with Safety Office and Faculty Safety Supervisors to ensure all communal areas are covered and good standards of housekeeping are maintained.
 - 1.2.3. Monitoring the effectiveness of the building evacuation procedure and report any faults to Evacuation Coordinators, including cases of non-compliance
 - 1.2.4. Undertaking suitable periodic training every five years
 - 1.2.5. Undertaking inspections of their appointed area according to the Fire Warden Building Checklist (Appendix B part 2)
- 1.3. **Security Staff** are required to:
 - 1.3.1. Man fire doors during evacuation during LSHTM opening hours
 - 1.3.2. Investigate fire alarm activation during times when LSHTM is closed
 - 1.3.3. Set in motion the Major Incident Procedure, if required, when LSHTM is closed.
- 1.4. **All Staff and Students** must act responsibly in preventing fire for their own safety and the safety of others and must: -
 - 1.4.1. Co-operate in achieving fire safety
 - 1.4.2. Report any conditions or deficiencies on ServiceDesk, FSS, or Safety Office, as appropriate, which may result in fire
 - 1.4.3. Not use their own electrical equipment e.g. lights, heaters etc. unless it has undergone a Portable Appliance Test (PAT)
 - 1.4.4. Undertake mandatory annual fire awareness training

Staff and Students are individually responsible for keeping their areas of work clear of obstructions, and flammable materials, for adopting fire precautions, reporting deficiencies in fire safety provision, attending training, and taking part in tests and drills.

2. FIRE RISK ASSESSMENTS

- 2.1.1.** A **Fire Risk Assessment** must be available for all LSHTM buildings, including those where LSHTM is either the landlord or tenant.
- 2.1.2.** These Fire Risk Assessments must be prepared by either specialist Fire Consultants or a competent member of LSHTM staff; or are obtained from partners/landlords for all parts of buildings occupied by LSHTM.
- 2.1.3.** Fire Risk Assessments must be reviewed at least annually and when there is significant change affecting fire risk, including, but not limited to, building changes, staff and student occupancy, activities, legislation etc.
- 2.1.4.** The control measures identified within the Building Fire Risk Assessment must be reflected within the Fire Precautions and Emergency Plan for each building.

3. FIRE PRECAUTIONS AND EMERGENCY PLANS

- 3.1.1. Fire Precautions and Emergency Plans** will be provided for each building and these will detail the control measures identified by the Fire Risk Assessment. The following will be covered within these documents;
 - 3.1.1.1. Identification of the management responsibilities for that building
 - 3.1.1.2. Means of escape (see Section 4)
 - 3.1.1.3. Means for detecting fires
 - 3.1.1.4. Means for fighting fires
 - 3.1.1.5. Actions to be taken in the event of fire

4. MEANS OF ESCAPE

- 4.1.** Means of escape are identified within the Fire Risk Assessment and it is essential that these remain unobstructed at all times and that their fire protection is not damaged and adequately checked and maintained. In particular;
 - 4.1.1.** All exit doors must have regular checks to ensure they open.
 - 4.1.2.** Door closers must be in good working order and must fully close the door. Doors should not be wedged open. Any doors that must be held open for operational reasons must fitted with a DorGuard, or equivalent.
 - 4.1.3.** Structural fire resistance (not damaged or breached due to service penetrations including damage to glazing)
 - 4.1.4.** Fire proof glazing, door seals, dampers etc.
 - 4.1.5.** Exits and exit routes – not obstructed and all exit doors regularly opened
 - 4.1.6.** Fire exit route signs – in place, where needed
 - 4.1.7.** Emergency escape lighting – in place, where needed
 - 4.1.8.** Fire action instructions for staff, students, contractors and visitors – specific to the building/department etc. in place. Fire instruction signs at each call point.

4.1.9. Fire Safety System Installation – fire alarm system including detectors, call points, sounders and visual indicators (where fitted) and the control panel(s), any equipment present that is interlinked to the fire alarm system including automatic door closers, fire shutters, air supply systems, magnetic security locks and automatic call-out facilities

4.1.9.1. Emergency lighting systems – maintained or non-maintained

4.1.9.2. Any automatic fire suppression system (including gaseous, powder and water fog)

4.1.9.3. Any other equipment such as uninterruptable power supplies (UPS), fireman switches etc.

4.1.10. Portable Fire Fighting Equipment – must be appropriate to the local hazards, correctly positioned, tested and signposted

4.1.10.1. Extinguishers – water, carbon dioxide (CO₂), foam, dry powder etc.

4.1.10.2. Fire Blankets

4.2. Training

This will include:

4.2.1. Simple, clear worded Fire Action notices applicable to the situation

4.2.2. Assembly point(s) detailed and made known to all staff, students, contractors and visitors.

4.2.3. Arrangements for summoning the Fire and Rescue Service (via 999 or other system)

4.2.4. Fire Wardens, their deputies (if appointed) and others appointed to supervise the evacuation

4.2.5. Arrangements for verifying the building(s) have been cleared

4.2.6. All staff and students to receive training and/or refresher to be knowledgeable about the fire procedures on annual basis.

4.2.7. Managers awareness of their responsibilities with regards fire and evacuation of all persons.

4.2.8. Arrangements for Emergency Evacuation Drills to be undertaken at least annually and recorded.

4.2.9. Sufficient number of staff trained in the use of firefighting equipment (e.g. extinguishers) upon the results of Fire Risk Assessment and other local procedures.

4.3. Staff, Students and Visitors with Disabilities

Must consider prior to occupation:

4.3.1. The use of alerters for the hearing impaired (e.g. deaf alerter)

4.3.2. Places of refuge identified, signed with suitable instructions, communication devices, tested and maintained

4.3.3. Personal Emergency Evacuation Plans (PEEP) in place for all employees, students and visitors (over one week) as appropriate for evacuating individuals from places of refuge (see Fire Guidance Document).

4.3.4. Organisations that rent space from LSHTM need to make LSHTM aware of anyone that may require a PEEP for when on LSHTM property.

4.3.5. Evacuation procedures in place, including equipment as appropriate for mobility and visually impaired persons

- 4.3.6. Only rooms suitable for disabled persons should be used for meetings, lectures, or any other gatherings of any description. Details of building suitability can be found on the Fire Precautions and Emergency Plans for each building.

5. BUILDING DOCUMENTS

5.1. Each building will have the following documents available:

- 5.1.1. Fire Policy
- 5.1.2. Fire Arrangements (this document)
- 5.1.3. Fire Guidance
- 5.1.4. Fire Risk Assessment
- 5.1.5. Fire Action Plan as outcome of Fire Risk Assessment
- 5.1.6. Fire Precautions and Emergency Plan
- 5.1.7. List of Fire Wardens and the areas they cover

6. PROVISION, MAINTENANCE, AND TESTING OF FIRE ALARMS, FIRE EXTINGUISHERS, AND OTHER FIRE CONTROL EQUIPMENT

In general, the provision, maintenance and testing of fire alarm systems must be in accordance with the current British Standard or its equivalent, and/or manufacturers' instruction, and current fire safety regulations. Records of all tests must be kept.

Further guidance on this can be found within the Fire Guidance Document

7. PERMITS TO WORK

Permits to work are required by contractors and maintenance staff to ensure that the area of work is safe.

Further information on the use of Permits to Work and the Permits can be found in the Fire Guidance Document.

8. ARSON PREVENTION

- 8.1. Arson or malicious ignition may be an issue in the public areas of LSHTM e.g. library. These areas should remain vigilant and:
 - 8.1.1. Carry out regular security checks in areas considered vulnerable, these would include seldom used escapes routes, empty room especially if they can be accessed from the outside e.g. via external fire escapes.
 - 8.1.2. Arrange effective storage and disposal of any waste materials or unwanted items

9. STORAGE, COLLECTION, AND DISPOSAL OF WASTE, SUBSTANCES, EQUIPMENT (personal or departmental) etc.

- 9.1. Materials and equipment should be stored within designated rooms where possible
- 9.2. There may need to be particular storage arrangements for flammable materials, petroleum, spirit, gas cylinders etc.
- 9.3. Appropriate storage must be displayed externally on all storage rooms, cupboards etc. to warn emergency services of potential hazardous materials
- 9.4. Waste should not be permitted to build up.

- 9.5.** Waste must not be stored within or around emergency escape routes or doors i.e. within the main stairwells. There must be appropriate disposal arrangements, equipment and storage should be provided for all waste materials. These should include arrangements for disposal of old furniture, equipment, records etc.

10. BICYCLES

- 10.1.** Bicycles should be stored in designated storage.
- 10.2.** Non-folding Bicycles **MUST** not be stored in office.
- 10.3.** Compact folding bicycles **CAN** be stored in offices so long as they are stowed in a place where it would not impede any escape routes.
- 10.4.** In times of evacuation, bicycles are **NOT** to be transported down the stairs under **ANY** circumstances.

11. CONSTRUCTION – NEW BUILDS OR REFURBISHMENTS

- 11.1.** Design – all new building and refurbishments must meet the requirements of all relevant statutory requirements for Fire precautions and Building Regulations. Other Fire Safety Guidance and LSHTM specific requirements/requests must also be considered at design stage.
- 11.2.** Fire Plan – Contractors should prepare and operate a Fire Safety Plan that adopts the building(s) bespoke fire action plan and regularly reviewed as the work progresses. Following any fire incident a representative from the principle contractor must liaise with LSHTM building fire warden / evacuation coordinator.

12. CHANGE OF USE

- 12.1.** Any fire implications should be identified and addressed if it is proposed to change the use of any premises or any part of the premises
- 12.2.** Significant change is subject to appropriate approval and involves a review of the Fire Risk Assessment locally or for the whole premises as appropriate.

13. SECURITY

- 13.1.** Any security arrangements or changes in arrangements must take into account the prime requirement to ensure that safe evacuation is available to all staff, students and visitors in the event of fire.

14. EMERGENCY EVACUATION DRILLS

- 14.1.** It is key that all staff, students and visitors understand alarm signals, evacuation routes and assembly points. Staff, students and visitors need to be aware of when and how to exit the building safely, this may include the use of emergency only exit routes and an explanation of fire door exit systems.
- 14.2.** Emergency Evacuation Drills (or Practices) must be conducted at least annually and be operated as realistic as possible to enable systems/arrangements to be practiced including all aspects of the procedures. It is the responsibility of the designated person or the management team to organise and document the manner in which the drill is carried out.
- 14.3.** Records of such drills must be kept containing the following: These records must be kept and maintained by Estates in the fire log and a copy of the log sent to Safety Office, as well as copy of evacuation report from Evacuation Coordinator.

14.3.1. Exact location of the drill

14.3.2. Date and Time

14.3.3. The evacuation time

14.3.4. Any actions to be taken following the drill

14.3.5. The date of the drill due

14.4. Ideally drills would not be previously announced however there needs to be careful consideration of risks to staff and students when ceasing work activity immediately e.g. BSF and Containment Level 3 laboratories

15. OUT OF HOURS and EVENTS FIRE EVACUATION PROCEDURE

There will be occasion when the LSHTM is used for events and teaching outside the standard working time of 0900-1700.

Outside these times there is an approved procedure for Fire Evacuation that needs to be followed and all persons booking events need to be aware and abide by the procedures.

All Events must abide by the procedures outlined in Appendix C.

The Out of Hours Procedure can be found in Appendix D.

16. REPORTING AND MANAGEMENT OF INCIDENTS

16.1. When safe to do so, any fire incidents, near misses and activation of fire alarm system must be reported to Safety Office via ServiceDesk. All incidents must be reported in the fire log book

16.2. When appropriate fire incidents should be investigated in line with Health and Safety Investigation procedures.

17. LIAISON WITH FIRE AUTHORITIES (in case of fire)

17.1. If a fire has been established: a member of **Fire Team** will contact the Fire and Rescue Service via 999

17.2. A major incident is declared and the **Major Incident Plan** enacted.

17.3. The Responsible Person will ensure effective liaison with Fire and Rescue or other emergency services

17.4. The **Evacuation Coordinator** will collate the information given by Fire Wardens and identify any area which has not been swept and pass this information on to the Fire Authorities

17.5. Security Manager or representative thereof will obtain information of the nature of the alarm and its location from the fire alarm panel and will pass this on to the Fire Authorities

17.6. Head of Safety will collect the **Radiation Grab Bag** from reception and pass this over to the Fire Authorities with any other relevant information on the risk of radiation, or any other area of high hazard, for example, Containment Level 3 suites.

17.7. Local Fire and Rescue Service must be made aware of any specific hazards on LSHTM sites and any situations that may affect their activities e.g. Containment Level 3 facilities etc.

18. INSPECTIONS

18.1. All laboratories/offices/workshops should be inspected by Faculty Safety Supervisor, Safety Office and Union Representative at least annually.

- 18.2. Reports from these inspections will be issued to Heads of Department with a schedule of actions and a timescale in which these are expected to be completed.
- 18.3. Fire Doors should be inspected at least quarterly
- 18.4. Fire Wardens should complete their area assessments monthly

19. AUDIT

- 19.1. A formal audit of these procedures should be undertaken every three years.

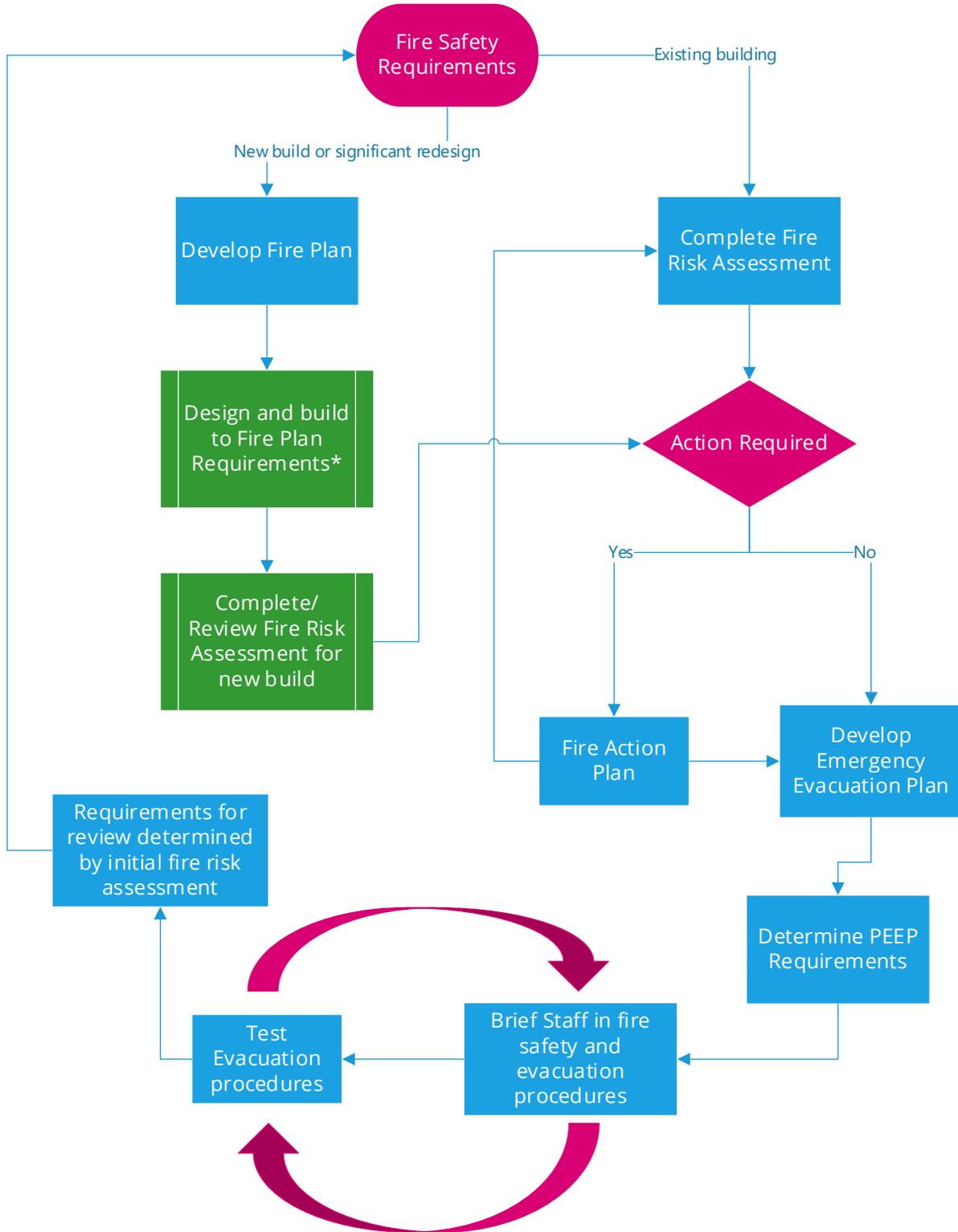
20. REFERENCES

- 20.1.1. Regulatory Reform (Fire Safety) Order 2005
- 20.1.2. Management of Health and Safety at Work Regulations 2002
- 20.1.3. Dangerous Substances and Explosive Atmospheres Regulations, 2002 (DSEAR)
- 20.1.4. Department of Health Guidance:
- 20.1.5. <https://www.gov.uk/government/publications/managing-healthcare-fire-safety>
- 20.1.6. HM Government guidance:
- 20.1.7. <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

APPENDICES

Appendix A

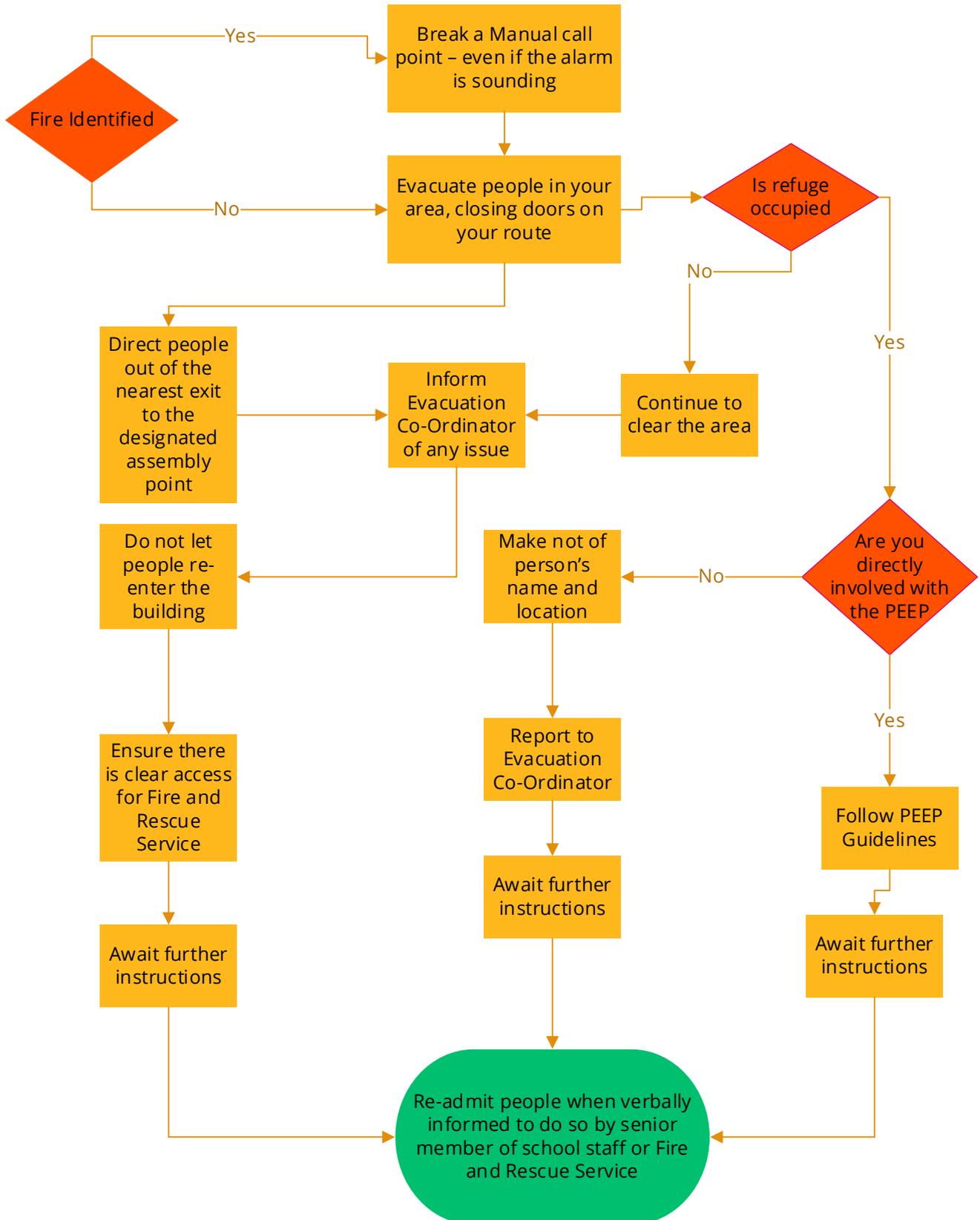
Fire Safety Requirements



Appendix B

Fire Warden Responsibilities and Building Checklist

1. Fire Warden Procedure



2. Fire Warden Building Procedure

Fire Warden Area Inspection Checklist

Area:	Yes	No	N/A
Are all main and alternative fire escape routes unobstructed and clearly indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any combustible/flammable materials (including waste) on the evacuation route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors on the escape route undamaged and readily operable and not held open (unless via DorGuard)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the automatic door closing devices working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the escape route adequately and sufficiently lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the Fire Action notices clearly displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire alarm manual call points clearly visible and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire extinguishers unobstructed and do they have their tamper tags in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the refuge (if applicable) clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all reports been reported to Estates via ServiceDesk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes and Actions:			
Name:	Date:		

Signature:



The information contained within this document provides guidance for compliance with Fire Policy and Fire Arrangement Documents.

1. PROVISION, MAINTENANCE, AND TESTING OF FIRE ALARMS, FIRE EXTINGUISHERS, AND OTHER FIRE CONTROL EQUIPMENT

In general, the provision, maintenance and testing of fire alarm systems must be in accordance with the current British Standard or its equivalent, and/or manufacturers' instruction, and current fire safety regulations. Records of all tests must be kept.

1.1. Fire Detection and Alarm System

The fire alarm system is designed to automatically detect fire and activate the alarm. Detectors must be of the correct type and correctly positioned. These systems must be installed, maintained and tested to the relevant standard by competent persons. Records of testing must be maintained.

The fire alarm sounders are to be tested once per week at a regular time to ensure that all staff and students are aware of the alarm – timings of fire alarm sounder tests can be found in Appendix C.

Fire Alarm System tests must also include any associated devices such as automatic door releases, magnetic door security locks, etc. Any links to reception desk/switchboard must be monitored for correct working.

1.2. Emergency lighting for escape routes and critical functions – LSHTM has a combination of maintained and non-maintained emergency lighting over LSHTM owned properties.

Monthly Planned Preventative Maintenance (PPM) of the system is carried out in the form of 'flick test' where the system is tested by a momentary interruption of power to ensure the lights work under loss of power condition.

Annual 'Drop Test' PPM is undertaken by an external contractor and consists of 3-hour test to monitor and confirm the duration of the battery life.

In buildings where LSHTM are tenants the maintenance of the emergency lighting system is the responsibility of the owner of that building.

1.3. Gas and Electrical Services – Isolators should be provided for 400/230 volt electrical supplies and for any flammable gas systems.

1.4. Ventilation System and Smoke Venting – Certain ventilation systems may automatically cut-out in the event of a fire alarm. When the emergency is over, make sure that these are reset before recommencing any work where a ventilation system is necessary to ensure health and safety. There may be some situations where the ventilation system will continue to operate during an emergency.

1.5. Fire Fighting Equipment – any risers (dry or wet) are for Fire and Rescue services only

- 1.5.1.** Portable fire extinguishers for example, water, CO₂, dry powder or aqueous film forming foam (AFFF), must be chosen and provided with regard to the building Fire Risk Assessments and on the advice of the Material Safety Data Sheet (MSDS). It is the responsibility of Head of

Safety to ensure that there is sufficient training in portable firefighting equipment given to appropriate staff.

1.5.2. Portable or Non-portable firefighting equipment must be inspected at least annually and maintained by a competent person

1.6. **Signage** – all fire escape doors and route should be clearly signed with approved Fire Escape signage (green rectangle depicting running man).

2. PERMITS TO WORK

2.1. Isolation of Fire Alarms

If a fire alarm is required to be disabled or isolated for any reason (e.g. to allow maintenance) the following procedure must be followed.

2.1.1. Person managing works make request through ServiceDesk with at least 24 hours' notice.

2.1.2. Smoke Head Isolation Request Form completed

2.1.3. Smoke Heads isolated and isolations entered into the Isolations Book

2.1.4. Isolations are set for 4, 6, or 8 hours

2.1.5. Isolations are not permitted overnight unless there is a robust RAMs in place and there is sufficient live fire detection in close proximity to the affected smoke head.

2.2. Hot Works

2.2.1. Hot works is defined as any process that generates a source of ignition, such as naked flames, heat or sparks arising from working methods, such as welding. The process can generate such extreme temperatures that even containers that might not be classified as flammable under normal conditions can ignite.

2.2.2. Any personnel (contractor or staff) must apply for a permit to conduct hot works which will indicate the type of work, duration of the work, standby time and any other possible implications.

2.2.3. Before any hot works commences the work area must be cleared of as much combustible materials as possible and the necessary fire protection and any firefighting equipment provided.

2.2.4. All hot works areas must be examined for hot spots or signs of fire before leaving site.

2.2.5. See Appendix E for links to Hot Works Permit and Smoke Head Isolation Request Form.

3. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

3.1. Risk assessments involving substances should include details for storage, disposal and firefighting.

3.2. Control measures should be implemented, maintained and inspected to ensure that they are performing.

4. EMPLOYEES – TRAINING AND INSTRUCTION

4.1. All Staff and Students are required to complete Fire Awareness training annually; this training will be provided by Moodle and will cover fire awareness both at work and at home.

- 4.2. Fire Wardens are required to complete Fire Warden training every 5 years; this training will be provided by a face-to-face course organised by the Safety Office. This training will cover the duties expected of a Fire Warden.
- 4.3. Fire Team are required to attend Live Fire training. This will be provided on a biennial basis by an external provider.

5. REPORTING AND MANAGEMENT OF INCIDENTS

- 5.1. When safe to do so, any fire incidents, near misses and activation of fire alarm system must be reported to Safety Office via ServiceDesk. All incidents must be reported in the fire log book
- 5.2. When appropriate fire incidents should be investigated in line with Health and Safety Investigation procedures.

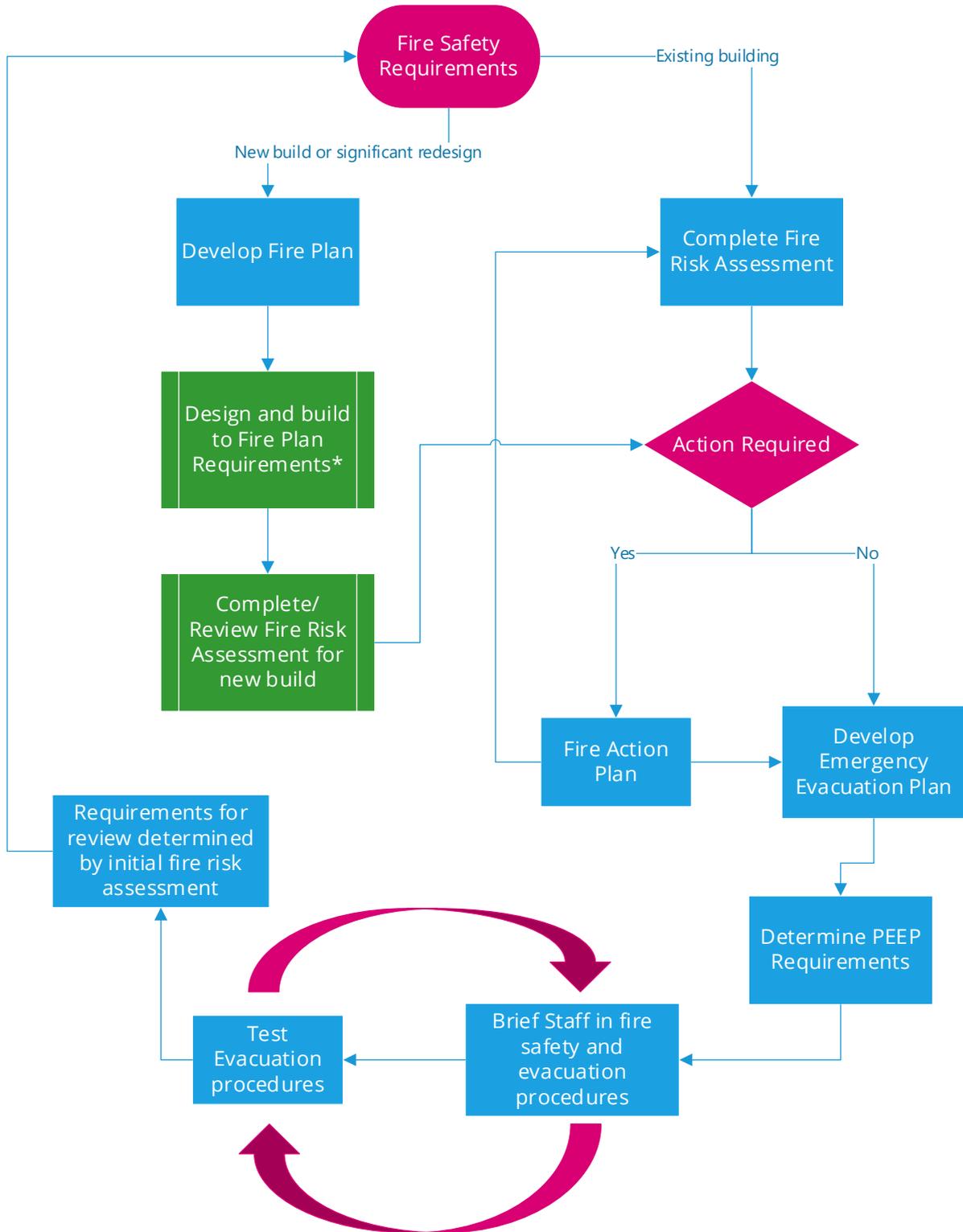
6. REFERENCES

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- 6.1.3. Dangerous Substances and Explosive Atmospheres Regulations, 2002 (DSEAR)
- 6.1.4. Department of Health Guidance:
- 6.1.5. <https://www.gov.uk/government/publications/managing-healthcare-fire-safety>
- 6.1.6. HM Government guidance:
- 6.1.7. <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

APPENDICES

Appendix A

Fire Safety Requirements



Appendix B

Personal Emergency Evacuation Plan (PEEP)

The PEEP should, as far as reasonably practicable, be specific to the individual areas of study/work. However, if, for example, a number of activities are proposed to take place in areas which from which the escape will be effected using the same emergency provisions then it is possible to assess the provisions on this one form.

It is important to distinguish in the PEEP whether the area to be accessed will be used inside or outside of 'normal' working hours. It is likely that certain areas of buildings will be inaccessible outside of normal working hours e.g. to assure security. The PEEP needs to demonstrate that this has been adequately considered.

The PEEP Checklist can be found here: [PEEP Checklist](#)

PEEPs should be completed by a Safety Advisor in consultation with the member of staff or student concerned along with the Faculty Safety Supervisor.

Appendix C

Fire Alarm Tests and Assembly Points

A bell test will be carried out every week at the following times in the following places. The alarm will ring for approximately 15 seconds, if the alarm should sound for longer than this then evacuation procedures should be commenced.

Building	Day	Time
Keppel Street	Wednesday	0800
15-17 Tavistock Place	Wednesday	0800
8 Bedford Square	Tuesday	1000
9 Bedford Square	Tuesday	1000
20 Bloomsbury Square		

For building in which LSHTM are tenants please refer to the Emergency Plan for the building for fire alarm tests.

Assembly Points

Building	Assembly Point
Keppel Street	Outside Senate House
Tavistock Place (both 9 and 15-17)	Outside Mary Ward House
8 Bedford Square	Montague Street (corner by no. 10)
9 Bedford Square	
Dilke House*	Outside College Hall
20 Bloomsbury Square*	Bloomsbury Square Gardens (take care crossing road)

*We are tenants within these buildings

Appendix D

Maximum Permitted Persons in Public Spaces

Location	Use	Standing	Lecture	Classroom	
Keppel Street	South Courtyard Café	Catering/Reception	200		
	Refectory	Catering/Reception	250		
	Bar	Catering/Reception	65		
	Student Common Room	Catering/Reception	60		
	Rose Room merged		140		74
	Rose Room -LG06		70		36
	Rose Room - LG07		75		38
	Curtis Room - LG09		65		34
	Bradford Hill Room - LG08		65		34
	Bennett Room - LG80		85		46
	Lucas Room - LG81		75		40
	Globe Room - G85	Boardroom		20	
	Manson	Lecture		90	
	John Snow A	Lecture		145	
	John Snow B	Lecture		145	
	John Snow merged	Lecture		290	
	North Courtyard		250		
	Library Reading Room		350		
	Library Barnard Room		100		
	Library – combined		450		

9 Bedford Square	G10				25
Tavistock Place	LG4		90		47
	LG5				14
	LG15				38
	Jerry Morris A - G13		80		42
	Jerry Morris B - G14		95		47
	Jerry Morris Combined		150		100
	Jenny Roberts				20

Appendix E

Corridors

The following should be considered to be in compliance with Regulatory Reform (Fire Safety) Order 2005 with respect to fire exit routes specifically corridors.

Legislation requires LSHTM to ensure corridors and stairwells that form part of the escape routes are kept clear and 'hazard free' at all times. Items that may be a source of fuel or pose an ignition threat should not be located on corridors or stairwells that may be used as escape routes, so that a safe means of escape can be assured for all occupants.

Protected Stairwells

A protected stairwell is a stair that is enclosed from the rest of building on every floor. The purpose of this is to provide fire resisting smoke stop doors between the stairwell and any potential fire in order that people in the stairwell are protected from the fire and smoke whilst evacuating the building and to ensure that smoke is prevented from spreading through the building.

It is important that all protected staircase enclosures are maintained as 'sterile areas' kept free of anything that can ignite a fire, burn or present a trip hazard. A protected route must be kept as safe as possible, at all times in case of a fire. Items such as furniture and equipment may not be located or stored, even temporarily, in any escape stairwells.

Lift and staircase lobbies (where adjacent to a protected stairwell) should be considered as part of the protected means of escape and must remain 'sterile'. Staircase lobbies are an essential part of providing safe means of escape and firefighting and therefore must remain free of any potential risk at all times.

Escape Corridors

Corridors which provide for escape in only one direction are referred to as 'dead end corridors' these must remain as sterile areas. Items such as furniture or equipment may not be located or stored, even temporarily, in any dead end corridors.

Corridors where there are two means of escape many have restricted items contained within them. However, such items are limited and this appendix sets these out.

Corridors used as a means of escape need to be kept unobstructed at all times, to avoid tripping and collision risks and so as not to hinder passage in the event of emergency evacuation. Corridors are not to be used as extensions of workspace.

Areas of 'Duel Use'

'Duel Use' in this appendix is used to indicate areas which are utilised for both occupation e.g. offices, meeting rooms, laboratories etc. as well as forming part of the escape route.

Examples are:

1. Where an alternative escape route is via a room off a corridor or another room which leads to the outside (either at ground level or via escape stairs). A corridor must be maintained through the room to permit the escape route.

2. A corridor sufficiently wide to accommodate a limited amount of furniture, such as chairs to form a 'waiting room' outside an office.
 - a. In the case of corridors within laboratory space, freezers are permitted under the Fire Risk Assessment although it is discouraged and they must be kept to a minimum.

Equipment

Depending on the outcome of the Fire Risk Assessment and where more than one escape route is available, the below items are permitted as long as the minimum width of the widest exit door is maintained and the items are of low fire risk:

- a) Non-combustible lockers
- b) Vending machines
- c) Small items of electrical equipment e.g. water coolers, TV monitors
- d) Small quantities of upholstered flame retardant furniture
- e) Small amounts of foliage
- f) Photocopiers/printers, if appropriately managed i.e. no storage of paper beside the printer/copies

Note: any electrical equipment must have PAT (where appropriate) and be appropriately risk assessed

Note: any furniture or equipment in corridors MUST not obscure any fire safety provision e.g. smoke heads, detectors, firefighting equipment, call points, emergency lighting, free movement of fire doors

Waste Materials

Waste materials such as packaging, paper recycling bags, general waste bags and cardboard boxes must NOT be stored in corridors. Where such items are awaiting collection by cleaning staff they must be stored in rooms/laboratories.

Recycling bins may be located in corridors but only where provided with automatic fire detection and where there are two or more means of escape available. These bins must be regularly emptied. At no time shall the bins obstruct the means of escape or restrict the width of the corridor such that it affects the escape route.

Furniture

General

Furniture may not be placed in corridors if it narrows the remaining width of the corridor to less than the widest fire escape door.

Any furniture that is liable to be knocked over and cause an obstruction must be affixed to the floor.

Furniture may only be placed on one side of the corridor.

Redundant or broken furniture must not be stored in corridors while awaiting disposal, such furniture should remain in offices until disposed of.

Events Furniture

All events and functions must ensure there has been sufficient planning to allow storage of furniture. Excess furniture must not be stored on Gower or Malet Street corridors.

Lockers

Any department/faculty etc. must consult with Estates Department if requesting lockers.

Lockers may not be free standing, they must be attached to the wall and fastened together to prevent falling. They should be made of non-flammable materials and have a lock. Ideally they would have sloping tops to prevent storage on top, but where this is not possible no items are to be left on top of the lockers.

There must be no flammable substances, biological samples, chemicals or compressed gas cylinders kept inside lockers.

Note: all lockers are restricted to corridors with automatic fire detection and where a risk assessment indicates that it is otherwise reasonable.

Coat Hooks

Coat hooks should be provided inside rooms rather than affixed to the corridor walls.

Pigeon Holes

Pigeon holes should be made of solid construction and where possible kept off corridors.

Any pigeon holes remaining on corridors must be in corridors with automatic fire detection and at least two means of escape. They must not be sited within staircase enclosures.

Bookcases and Filing Cabinets

Bookcases and unlocked filing cabinets should not be stored or located within any protected corridor or escape route. Where bookcases are fixed and form part of the building consent these are permitted, e.g. the library

Display Materials and Decorations

Displays that are located in corridors and in entrance foyers are often comprised of materials like paper, cardboard and plastic, which represent a means for rapid spread of fire.

A risk assessment must be undertaken to assess the suitability of the display materials. Consideration should be taken of the following:

- The avoidance of displays in corridors and foyers
- The minimising of size and number of displays to discrete, separated areas
- The treatment of the display materials with fire retardant (where appropriate)
- The use of display cabinets/enclosed notice boards
- The location of any sources of heat e.g. light fittings and heating
- The location of any ignition sources e.g. printers, plug sockets etc.

Display materials are permitted in the following locations:

8 & 9 Bedford Square	Front Entrance
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	Common Rooms
Tavistock Place	Front Entrance
	Refectory Area (Seacole Social Café)
	Common Rooms
Keppel Street	Front Entrance
	North and South Atria
	Café – South Courtyard
	Foyer outside Manson Lecture Theatre

Notice Boards

Open notice board can have substantial amount of paper which are an obvious fire hazard and can be vulnerable to arson. Open notice boards are permitted in corridors where there are two means of escape as long as they meet the following criteria:

- The corridor has automatic smoke detection
- The boards are located away from sources of heat
- Are kept to one side of the corridor
- Suitably managed with a person named as responsible for the board
- Notices must be pinned at all corners and must not extend beyond the confines of the board
- Any permanent notices should be laminated

Temporary Notices

Any temporary notices e.g. permits to work, notices of meetings etc. must include:

- The details of the responsible person
- Be removed as soon as practicable after the event
- Not be affixed to vision panels on fire doors

*Any notice that does not comply will be removed without notice

Variation

If there is any variation to the details of this appendix then a risk assessment must be conducted and submitted to Safety Office for comment prior to any implementation. Any variation without risk assessment may be removed without notice.

Hot Work Permit



Permit Number:	
-----------------------	--

Site:	
To:	
Name of Company:	

A. JOB DETAILS	
Area and/or equipment to which permit applies:	
Work to be undertaken	

B. PRECAUTIONS - Tick each when checked	
1. Ensure hot work equipment is in good order	<input type="checkbox"/>
2. Check location and means of raising alarm	<input type="checkbox"/>
3. Ensure extinguishers/hose reels to hand	<input type="checkbox"/>
4. Inspect areas adjacent	<input type="checkbox"/>
5. Remove combustible material from work area	<input type="checkbox"/>
6. Remove filled and empty flammable liquid containers from work area	<input type="checkbox"/>
7. Provide protection against spread of sparks and hot particles	<input type="checkbox"/>

C. COMMENTS/ADDITIONAL PRECAUTIONS

D. VALIDITY OF PERMIT		
This permit is valid on:		
Date:		
Time:	From:	Until:

E. ISSUE AND RECEIPT OF PERMIT	
1. The Issuing Officer	2. The Competent Person
Name: <i>(Capital letters)</i>	Name: <i>(Capital letters)</i>
Signature:	Signature:
Date:	Date:

F. COMPLETION	
1. The Issuing Officer	2. The Competent Person
Time hot work completed:	THIS PERMIT IS NOW CANCELLED
Time work area checked for signs of fire: <i>(To be 30 minutes after completion of hot work)</i>	
Name: <i>(Capital letters)</i>	Name: <i>(Capital letters)</i>
Signature:	Signature:
Date:	Date:



Notice of Isolation of Smoke Heads

Name:		
Being the person in charge of the works is hereby given permission to have the following equipment isolated.		
Company:		
Equipment or plant to be isolated:		
Relevant Permits:		
Method of Isolation:		
Persons confirming isolations:		

Valid from: (time)	From:		To:	
On: (date)				
	Name	Sign	Date	Time
LSHTM Authorised by				
Isolated by:				
Received by				
Works completed and equipment or plant identified above is now safe to reinstate				
Person in charge of the works.				
Reinstated by:				
Cancelled by:				
Work completed/stopped, men and tools removed, area clean and tidy.				
Checked by:				

After normal working hours Fire evacuation procedure

Out of Core Hours Fire Evacuation Procedure

Core working hours of the School are 09:00 – 17.00 Monday to Friday, that doesn't include Bank Holidays or Directors Day. Please check the School Holidays by following this link: <http://www.lshtm.ac.uk/study/termdates/>

The LSHTM Events team will ensure that you are following this agreement, and that you are demonstrating the capacity to follow it.

FIRE SAFETY INSTRUCTIONS

- Read the Fire Evacuation Procedures below (also prominently displayed at strategic points around all buildings).
- Depending on the nature of your booking, it might be required that additional LSHTM personnel need to be present for evacuation and H&S procedures. Your LSHTM contact will be able to advise you about the cost.
- Familiarise yourself with the fire escape routes around the building to ensure you know the closest route to where your event is based.
- Identify the location of the nearest Fire Alarm call point.
- Inform your delegates/guests of the Fire Procedures and routes to the exits.
- If your group has individuals that may experience difficulty in recognising the fire alarm or in responding to it on account of a hearing or mobility impairment, then please read the information carefully on pages 3 & 4. If you have any questions or concerns please contact the LSHTM Events Team before making a booking.

EMERGENCY EVACUATION PROCEDURES

- The fire alarm is a continuous siren.
 - Do not use the lifts.
 - Use all emergency exits not just the main exit.
 - On hearing the fire alarm, the Fire Warden(s)* or Fire Coordinator* should direct their delegates or guests to the nearest exit, accompany them to the outside of the building and take them well clear of the fire exits.
 - Inform a Fire Marshal (often identifiable by hi-vis vest), the Fire Coordinator or a Fire Brigade officer if you know a location where a disabled person requires assistance with evacuation.
 - Move well clear of fire exits once you have left a building to allow space for others to exit safely and provide unrestricted access for the emergency services. A distance of at least 100 metres should be kept "well clear". Do not stand in the road. The Assembly points for the LSHTM are:
 - Keppel Street building -> in front of Senate House
 - Tavistock Place building -> in front of Mary Ward building
 - 8 & 9 Bedford Square -> on the street "Montague Place"
 - 36-38 Gordon Square -> outside Pass Field Hall (opposite LIDC building)
 - It is the **responsibility of the organiser** to provide a minimum of 4 individuals at each event to assist with the evacuation process. This is to ensure that participants of the event are guided to the nearest fire exit. Individuals can be LSHTM staff or procured from the LSHTM Security Team
- *See page 5

- In the event of an emergency evacuation at a building without an Emergency Coordinator, other members of School staff or security will take responsibility for crowd control and will appoint one or more of their number to liaise with Keppel Street reception and the emergency services.
- Do not re-enter the building until instructed to do so by the fire brigade or a responsible officer of the School.

USE OF PREMISES AND INSURANCE

- You can only have access to the room/s you have booked as shown on your invoice plus use of the public toilets and other common areas, and you can only use the room/s for the purpose stipulated on your booking request form.
- Depending on the nature of your booking and in order to comply with our Public Entertainment Licence and Health and Safety Regulations, it may be necessary to have staff or security present in any space with public access. If this is necessary, you will be charged for this staffing.
- You are responsible for any damage or harm done to persons, building or property arising from your actions or omissions or those of your members or group. You must ensure that you have insurance policies to cover your activities; in particular, that you and anyone engaged on your behalf is covered by public and employers' liability insurances.
- You are responsible for ensuring that no activity takes place that might endanger the general health and safety of any person present in the building. If you are involved in activities on the premises where injury or damage may be possible you must provide us with a Risk Assessment, method statement and appropriate liability insurance in advance.
- You are responsible for familiarising yourself with the fire evacuation procedures of the premises, and for passing this information onto anyone using the room/s you have booked. You should ensure that you have sufficient staff/supervisors to oversee the evacuation of all room users in case of emergency.
- You must have permission from us to bring any equipment onto our premises. Any equipment you bring onto the premises is done so at your own risk and any loss or damage to your property is your responsibility. You must advise us in advance of any electrical equipment you plan to bring onto the premises. Such equipment must be fit for use and display a current PAT test label. If we see you using equipment without a PAT test label that we deem unsafe we can ask you to stop using it. If you refuse to stop using your equipment any future bookings you have with us, confirmed or otherwise may be subject to cancellation.
- You must ensure that you leave the room as you found it, removing all of your equipment, putting all rubbish in the bin and cleaning away crockery or cutlery.
- If you damage any equipment, furniture or any other items belonging to the Library whilst on the premises we will charge you for repairs or replacement of the item(s).
- If you use LSHTM IT equipment (laptop/projector) it is your responsibility to **check that the equipment is compatible with any other software or hardware that you would like to use.**

FIRST AID

- If you need a first aider, or need help in an emergency, contact Security on 555 from any internal telephone. All Security Supervisors are first aid trained.
- All accidents and incidents must be reported to the Health and Safety Office.
- Full details of the health and safety arrangements at the School can be found at <http://intra.lshtm.ac.uk/safety/>

SECURITY, THEFTS AND POSSIBLE INTRUDERS

- Do not leave bags, coats, luggage or packages unattended at any time.
- Report all details of thefts to security in the main reception area. Where a personal loss is incurred you are advised to report this to the police by phoning 101 on any external phone.
- Should you discover an intruder please call security on 555.

EMERGENCY EVACUATION INFORMATION FOR PERSONS WITH DISABILITIES

LSHTM seeks to ensure that all persons entering its premises are able to be evacuated safely - should this ever prove to be necessary. Please take note of the following information on our arrangements for your safety. If you require any further clarification consult your main point of contact at LSHTM - your tutor, line manager, the Events Team or LSHTM's Safety Services directly (safety@lshtm.ac.uk).

Staff

New staff will receive a health and safety induction via their line manager and LSHTM Safety Services shortly after commencing employment. New or existing members of staff with a disability that could delay their recognition of or response to the fire alarm will have a Personal Emergency Evacuation Plan (PEEP) formulated in consultation with them.

Visitors

Information on LSHTM's fire evacuation arrangements is issued to all hirers of its premises by the events office. Hirers with disabled persons amongst their delegates should contact LSHTM in advance to check what procedures will be in place for relevant delegates. Failing advance notice, on arrival, LSHTM main reception should be informed of the presence of delegates with any disability that could delay their recognition or response to a fire alarm. Information on the evacuation arrangements for such persons will then be given directly by reception or security by way of a handout - please see below for general procedures for disabled evacuation. Casual visitors who do not advise staff at the main reception of their presence or who pass reception un-noticed will not be at significant risk in LSHTM buildings provided they do not work alone in a remote part of the building outside core opening hours. Otherwise, in an emergency it is likely that they would be noticed and given appropriate information on whether their evacuation will be necessary and if so, how this will be effected - but the key is really to make one's presence and needs known on arrival.

Students

Faculties are responsible for assessing the needs of prospective students. Faculties are best placed to know a student's needs, where their teaching will be carried out, by whom etc. and therefore for any student with a disability that might delay their recognition of or response to the fire alarm, it is the Faculty that is responsible for preparing a Personal Emergency Evacuation Plan (PEEP) in conjunction with the student. However, LSHTM Health & Safety Services will provide advice and assistance as necessary. Armed with their PEEP the individual student will then be able to inform any person of the procedure for their evacuation, should this ever be necessary, and not have to rely on others always knowing what to do.

Hearing impaired staff, students & visitors

Profoundly deaf staff can have a flashing light fitted in their office but students and visitors should not work alone, nor be left alone, other than for very short periods of time - e.g. visiting the bathroom - and should take a lead from the actions of others e.g. if classmates, colleague or other visitors begin to evacuate the premises.

Evacuation lifts and chairs

Special arrangements will be put into effect when it is necessary to evacuate wheelchair users, people on crutches, frail and/or elderly or heavily pregnant women from above or below ground floor level. Persons with only restricted lower limb mobility should be able to evacuate via the staircases once these are clear - see below.

To avoid unnecessary inconvenience and possible discomfort, persons with very restricted or no lower limb mobility (mainly wheelchair users) will be required to leave the building **only should it prove to be absolutely necessary**. In such cases they will be assisted in their evacuation. Subject to a risk assessment of the situation prevailing at the time, the evacuation may be by transfer to an evacuation chair or via a lift that is designed to operate more reliably in an emergency - note that not all LSHTM lifts have such features.

Note. In fire evacuations, should a panic ensue, a person whose restricted mobility might unduly delay the evacuation of others up or down staircases may well be swept aside by the more able bodied. Such persons should be evacuated horizontally (by themselves or by a colleague or a lecturer or member of library staff, etc.) to a staircase landing and remain there with a member of staff or colleague while a message is sent ahead to the fire coordinator of the building via another colleague or another member of staff to inform trained LSHTM staff and/or Fire Brigade officers of the situation. Information will then be sent back stating whether an evacuation will actually be necessary - or not e.g. if the situation has been brought under control or was a false alarm in the first place.

If the staircase clears while waiting for a response, then those persons whose disability allows them to should start to ascend/descend at their own pace. On no account should such persons attempt to use the lifts. The use of any lift in an emergency, even those with features that should make them more reliable in such conditions, first requires a risk assessment of the situation at the time by a trained member of staff. All staircase landings are protected by fire resistant doors. Accordingly, disabled persons and those accompanying them are in places of relative safety while they wait for stairs to clear or for assistance with

evacuation or indeed the far more likely scenario - a returned message saying that an evacuation will not be necessary.

Contacting the Evacuation Coordinator

In all instances the best method of sending a message about the presence of disabled persons who may require assistance with evacuation is by sending someone in person. However, all of LSHTM's offices, classrooms and lecture theatres plus the exits lobbies from the Library are equipped with telephones that can connect directly to main reception at Malet Street just by dialling 555. Mobile phones do not work in all areas of the School and cannot get through to the 555 system. The main reception number is 0207 927 2200 but answering this general number will not be a priority for reception or Security staff during an emergency evacuation.

Remember, the main action to ensure a successful evacuation of a disabled person is for a message to be sent via a colleague stating that information and help is required.

Roles

Emergency Co-ordinator Responsibilities (Security Supervisor unless otherwise stated):

- Attempts to determine the cause of the alarm
- Makes the decision to call the fire brigade
- Makes the decision to cancel the alarm and allow re-entry into the building
 - NB if the fire brigade has been called, re-entry will not be permitted until the Senior Fire Officer in attendance is satisfied.
- Acts as primary point of contact for emergency services
- Keeps the area in front of the building as clear as possible; utilising Fire Wardens if necessary
- Ensures that the Chief Operating Officer and/or the Secretary are informed of progress and developments at the earliest opportunity.
- Ensures that emergency exits are secured, does not let anyone back unless it's safe to do so.
- Provides a summary report of the emergency, including any problems experienced, to the Safety Office at the earliest opportunity.
- Sends a members of the Estates / Security Team to rescue individuals using the evacuation lift if necessary.

Security Staff (in-house security)

- One Officer will stand on the corner of Keppel Street and Malet Street to act as **Chief Fire Warden**
- Immediately ensures the main doors are open and unobstructed
- Removes the ropes and barriers from the Keppel Street Foyer
- One Security Officer remains in the reception area at all times to monitor emergency phone and lift evacuation phone.

Fire Wardens (designated Security Officers for the event, or LSHTM staff)

- Sweep their areas and report in to the Chief Fire Warden standing on the corner of Keppel Street and Malet Street.
- Opens and staffs the emergency exits on Malet Street and Gower Street and the Back gate to Mallet Street. Remains in radio contact at all times
 - NB Fire Wardens report to Emergency Co-ordinator as necessary (any one refusing to leave, unable to evacuate)
 - NB Any Fire Warden not in their area at the time of the alarm is not expected to return to their area to check it.
- Ensures all evacuated staff, students and visitors move to the assembly point and do not block the entrance to the building

USEFUL CONTACTS

- School Emergency number: **555**
- Events team: 020 7927 2236/2654
- Main reception / Security for After Hours: 020 7927 2200
- Health and Safety Advisors: safety@lshtm.ac.uk
- Safety Officers / First Aiders Via Reception: 020 7927 2200 or 555 in an emergency.
- Estates Helpdesk 020 7927 6000 (only during working hours)
- IT Helpdesk 020 7927 5000 (only during working hours)

To be completed by Organiser

I have fully understood the requirements above and will follow the guidance provided:

Name and Surname

Signature

.....

.....

To be completed by Events Team / Roombookings

I confirm that the Organiser has been informed of the Out of Hours Fire Evacuation Procedure and there were no objections or further questions raised regarding this procedure.

Date(s) of the event:

Fire Wardens for the Event:

1.
2.
3.
4.

If security is required to assist as Fire Wardens for the event a confirmation of payment is required before the booking is made. Internal transfers should be made to: APRC003010.

Name and Surname

Signature

.....

.....

Appendix D

Out of Core Hours Evacuation Procedure

Document Type	Procedure
Document owner	Michael Swierczek Reception and Security Manager
Approved by	John Starmer Director of Estates
Approval date	November 2017
Review date	December 2018
Version	1.0
Related Policies & Procedures	Physical Security Policy

1. Purpose

This procedure is to regulate the use of LSHTM premises during the out of hour operation where key support staff are not present.

2. School core working hours

School operates from 09:00 to 17:00 Monday to Friday, excluding Bank Holidays or Directors Days during which this procedure needs to be in place.

For more information on the link below to find out the School term and Holiday dates:

<http://www.lshtm.ac.uk/study/termdates/>

3. Scope

All events, meetings, gatherings that are scheduled for out of core working hours, or are at risk of overrunning them, will need to adhere to this procedure.

List of volunteering Fire-Marshals, as well as any other related document that might be needed needs to be sent to Security Security@lshtm.ac.uk at least 24hr before the event.

4. Use of Premises

To satisfy the School Regulations person responsible for the booking needs to ensure that:

- For gathering of less than 9 individuals there is at least 1 to 2 ratio of Fire-Wardens to external Visitors
- Internal gatherings of staff or students do not require to follow this regulations as it is assumed that emergency procedures are known and will be followed.
- Provision of 4 individuals who will volunteer for Fire-Warden role (see Description of Roles below), this service can be procured from the School Security if requested.
- Volunteers will be familiar with the following documents:



Fire Safety.pdf



Fire Prevention and
Suppression system



GUIDANCE ON
EMERGENCY EVACU,

- You can only have access to the room/s you have booked as shown on your invoice plus use of the public toilets and other common areas, and you can only use the room/s for the purpose stipulated on your booking request form.
- You are responsible for any damage or harm done to persons, building or property arising from your actions or omissions or those of your members or group. You must ensure that you have insurance policies to cover your activities; in particular, that you and anyone engaged on your behalf is covered by public and employers' liability insurances.
- You are responsible for ensuring that no activity takes place that might endanger the general health and safety of any person present in the building. If you are involved in activities on the premises where injury or damage may be possible you must provide Security with a Risk

Assessment, method statement and appropriate liability insurance in advance.

- You are responsible for familiarising yourself with the fire evacuation procedures of the premises, and for passing this information onto anyone using the room/s you have booked. You should ensure that you have sufficient staff/supervisors to oversee the evacuation of all room users in case of emergency.
- You are responsible for the cleaning of the booked area.
- If you damage any equipment, furniture or any other items belonging to the Library whilst on the premises we will charge you for repairs or replacement of the item(s).
- If you use LSHTM IT equipment (laptop/projector) it is your responsibility to check that the equipment is compatible with any other software or hardware that you would like to use.

5. First-Aid, emergency services

- If you need a first aider, or need help in an emergency, contact Security on 555 from any internal telephone. All Security Supervisors are first aid trained.
- All accidents and incidents must be reported to the Health and Safety Office.
- Full details of the health and safety arrangements at the School can be found at <http://intra.lshtm.ac.uk/safety/>

6. Security

- Do not leave bags, coats, luggage or packages unattended at any time.
- Report all details of thefts to security in the main reception area. Where a personal loss is incurred you are advised to report this to the police by phoning 101 on any external phone.
- Should you discover an intruder or individual in danger please call Security on 555.

7. Briefing for volunteers

In house Security team will be able to provide briefing for volunteering Fire-Marshals as well as organisers in regards to fire regulations and expectations.

This briefing is not mandatory for LSHTM staff and Students.

8. Cancellations

School reserves the right to cancel the booking, and request participants to leave the premises if:

- There is insufficient number of Fire-Warden for the event
- Documentation have not been completed / received by Security prior the event
- Participants of the event are found in location other than booked for / requested. (for example bar, canteen, computer classes etc.)

9. LSHTM Bar visitors

LSHTM staff and Students are allowed to invite visitors to the Bar, providing that the 1:2 ratio is maintained, and there is an understanding that the host of the visit is responsible for safety of the visitors while using LSHTM premises

10. LSHTM Library visitors

General members of the public are allowed to use the Library during the visiting Hours:

<https://www.lshtm.ac.uk/research/library-archives-service/visiting-library>



LAS Evacuation
Procedure 2017-18.p

Description of Roles

Emergency Co-ordinator Responsibilities (Security Supervisor unless otherwise stated):

- Attempts to determine the cause of the alarm
- Makes the decision to call the fire brigade
- Makes the decision to cancel the alarm and allow re-entry into the building
 - if the fire brigade has been called, re-entry will not be permitted until the Senior Fire Officer in attendance is satisfied.
- Acts as primary point of contact for emergency services
- Keeps the area in front of the building as clear as possible; utilising Fire Wardens if necessary
- Ensures that the Major incident Procedure protocol is followed and relevant individuals are informed of progress and developments at the earliest opportunity.
- Ensures that emergency exits are secured, does not let anyone back unless it's safe to do so.
- Provides a summary report of the emergency, including any problems experienced, to the Safety Office at the earliest opportunity.
- Sends a members of the Estates / Security Team to rescue individuals using the evacuation lift if necessary.

Security Staff (in-house security)

- One Officer will stand on the corner of Keppel Street and Malet Street to act as **Chief Fire Warden**
- Immediately ensures the main doors are open and unobstructed
- Removes the ropes and barriers from the Keppel Street Foyer
- During after hours operation Security Officer remains in the reception area (providing it is not at risk) at all times to monitor emergency phone and lift evacuation phone.

Fire Wardens (designated Security Officers for the event, or volunteers)

- Sweep event areas, report in to the Emergency Coordinator or Security officer if anyone is still in the area or needs assistance.
- Opens the emergency exits on Malet Street and Gower Street and the Back gate to Mallet Street.
 - Fire Wardens report to Emergency Co-ordinator as necessary (any one refusing to leave, unable to evacuate)
 - Any Fire Warden not in their area at the time of the alarm is not expected to return to their area to check it.
- Ensures all evacuated staff, students and visitors move to the assembly point and prevents anyone from re-entering the building unless Emergency Coordinator or Fire brigade are satisfied that is safe to do so..

USEFUL CONTACTS

- School Emergency number: **555**
- Events team: 020 7927 2236/2654
- Main reception / Security for After Hours: 020 7927 2200
- Health and Safety Advisors: safety@lshrm.ac.uk
- Safety Officers / First Aiders Via Reception: 020 7927 2200 or 555 in an emergency.

- Estates Helpdesk 020 7927 6000 (only during working hours)
- IT Helpdesk 020 7927 5000 (only during working hours)

11. Version Check

Version	Date	Comments	Done by
1.0	23 November 2017	Initial draft	Michael Swierczek