



# FIRE SAFETY INFORMATION

## Living in student Accommodation

The University aims to promote the health and wellbeing of its students, staff and visitors by providing a smoke free environment. Therefore, all accommodation is no smoking, and anyone found smoking, covering or tampering with smoke detectors or malicious break glass activations will be dealt with through the Student Conduct and Wellbeing Procedure.

Fire Tests will be undertaken weekly at each campus, dates of the fire tests at each campus will be held on **City - Sunday Afternoon between 12pm and 5pm, Walsall - Saturday Afternoon between 12pm and 5pm and Telford - Monday Afternoon between 12pm - 5pm**. The alarm will ring for a few seconds then stop. In the event the alarm is raised for longer than you will need to evacuate the building and locate at the designated fire assembly point.

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### WHAT TO DO IN THE EVENT OF FINDING A FIRE IN THE ACCOMMODATION.



In the event of finding a fire within the accommodation, you should break the nearest **RED** break glass point to raise the alarm and if possible close the door to the fire to stop the spread of fire.

You should then evacuate the building, go to your designated point and wait for security for security to arrive and they will let you know when its safe to re-enter the building.

#### Means of Escape

- Keep all corridors and stairwells clear of obstacles (e.g. drying laundry, shoes).
- Keep your bedroom tidy with a clear path to the door, free from trip hazards.

#### FIRE ALARMS

WHEN YOU HEAR THE FIRE ALARM, EVACUATE THE BUILDING IMMEDIATELY AND PROCEED TO THE DESIGNATED ASSEMBLY AREA.

#### Fire Safety Equipment

- Do not use fire extinguishers as door stops.
- Do not cover smoke/heat detectors.
- Remember, tampering with fire safety equipment is a criminal offense.
- Do not use extinguishers unless it's safe to do so.

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### FIRE ASSEMBLY POINTS

When you move into your accommodation look for the notice in your corridor to outline where your designated assembly point is located and familiarise yourself with this muster point. The sign to look out for will be located on each floor, behind your bedroom door and at the entrance point to your block.



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### BANNED ITEMS

The following list will outline items that are banned from use within the accommodation or prohibited from use in the bedrooms:

- Cooking appliances will not be allowed to be used and stored within the bedrooms eg toasters, air fryers, fridges, kettles.
- The use of candles, joss sticks or oil burners within the building
- Smoking equipment eg bonges, shisha, ashtrays.
- Electric / oil, halogen heaters or fans.
- Do not use deep fat fryers or chip pans within the kitchen.
- The use of E cigarettes/ vapes in the building
- Charging e scooters or any other similar personal transport devices which are powered by a motor.



If any of the above items are found to be within or used within the accommodation they will be confiscated and returned to you at the date of your departure.



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## ELECTRICAL SAFETY

To ensure you remain safe in the accommodation you have a personal responsibility to ensure that you do;

- Regularly check that all electrical equipment is in good condition (e.g. not frayed).
- Do not use cooking equipment in your room.
- Portable heaters are prohibited.
- Use of extension leads should be avoided and block adapters are prohibited.
- Ensure hair straighteners/curlers are switched off when not in use and not left on a combustible surface.
  - Lithium-Ion Batteries
    - E-bikes and scooters are prohibited.
    - Only use the charger that came with your device.
    - Never leave devices charging on your bed.
    - Do not leave devices charging unattended (e.g laptops, phones, vapes).

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## FIRE DOOR INSPECTIONS

The student accommodation has layers of protection to keep you safe within the accommodation. The fire doors within the building are your communal, kitchen, bedroom and bathroom doors. To ensure these remain fully protected they will be inspected twice a year. You will therefore be notified in advance of when the inspections will be undertaken, and you will need to give access into your bedrooms for doors in your to be inspected.

- Always keep fire doors closed, do not wedge them open.
- Avoid placing any items on or behind fire doors.



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## KEEPING SAFE IN YOUR KITCHEN

Whilst you are cooking in the kitchen, please ensure that you:

- Do not leave cooking food unattended for any time periods.
- Keep cooking appliances/hobs clean and free from build up of fat and oil
- Ensure cooking surfaces are free of combustible items.
- Decorations such as banners, tinsel and fairy lights are not appropriate within a kitchen.
- Keep your kitchen clean and tidy, cluttered countertops and any debris for example water or food that may fall onto the floor clean up straight away to reduce any slips and trips hazards.
- Whilst preparing food be mindful of hot surfaces and utensils, burns are a frequent occurrence in the kitchen. To prevent burns use mitts or potholders when handling pans and pots and in the event of a burn gently apply a cold compress to the affected area.

