

STFC's Fire Safety Basics

These basic rules for fire safety will minimise the potential for a fire starting and maximise the safety of all working at STFC sites in the event of a fire.

1. **Fire Awareness:** those responsible for the safety of others must ensure they discuss fire safety arrangements with new starters on arrival;
2. **Fire Alarms:** immediately vacate any building when a fire alarm sounds unless it is part of a planned and communicated test of fire alarm systems;
3. **Smoking:** is prohibited within all STFC buildings - smokers are required to be at least five metres away from any part of any building when smoking, and to dispose of all waste in receptacles provided;
4. **Food preparation:** "open element" grills (including those incorporated in Microwave Ovens), hot plates, gas stoves, burners with naked flames, deep fat fryers etc may only be used in areas controlled by the catering suppliers. By exception they are only permitted in "Offices", "Kitchens" and "Tea/coffee Points" where documented approval has been given by the respective site Fire Safety Advisor;
5. **Heating:** portable "open element" electric heaters are very strongly discouraged. If additional heating is necessary contact Estates Groups who will review heating requirements and may provide enclosed oil filled radiators;
6. **Storage:** In principle, storage of materials in stair wells is prohibited, except by prior documented approval of the Fire Safety Advisor;
7. **Corridors:** escape routes should not be blocked or used as storage areas under any circumstance. No more than ~30% of any corridor walls should be covered by combustible materials for example notice boards, adverts, posters, displays etc;
8. **Doors:** Fire doors should be kept accessible at all times. Fire doors should only be held open by automated devices designed to allow doors to close on alarm. Viewing panels: in office, workshop and laboratory doors should be kept clear above a height of 1.5m (unless specified otherwise in a Risk Assessment), to allow anyone "searching" the building in an emergency to see in;
9. **Ceiling tiles:** All ceiling tiles shall be replaced following work on false/suspended ceilings. Missing or damaged ceiling tiles should be reported to the Estates Groups; and
10. **Vehicle Access:** Only park in designated areas on STFC sites. Never block access routes or positions outside buildings where access may be required in the event of an emergency for the Fire Brigade or Ambulance Service.