West Smithfield Campus – Robin Brook Centre

Out of Hours Events

Fire Safety and Health & Safety Arrangements and Information Document

The Robin Brook Centre building at West Smithfield does not have a manned reception for out of hours events (outside of 8 am – 8 pm on normal working weekdays) without prior arrangement.

A member of QMUL Estates & Facilities portering staff is stationed at the building reception during normal working hours (8 am – 8 pm) on working weekdays and is able to provide assistance for emergency response (i.e. call out to London Fire Brigade, liaising with QMUL Security). Please note - in the event of demands on portering resources, this provision can be removed at short notice by QMUL Estates & Facilities.

For teaching and non-teaching events arranged in the Robin Brook Centre outside of normal working hours, the necessary fire safety / evacuation and health & safety arrangements need to be planned in advance so the event can take place safely.

The organiser or person responsible for the event should arrange the following in advance of the event –

1. Draft an event risk assessment (for fire safety and health & safety) and submit to QMUL Health & Safety Directorate (HSD) hs-helpdesk@qmul.ac.uk. An example is provided in this document on page 3-4. Please allow 3 working days for review and approval. Links to template and MySafety online system is on page 2.

2. (a) The organiser or person responsible for the event to be fully aware and knowledgeable of the Robin Brook Centre fire and other emergency evacuation procedures and is able to lead an evacuation of the building in an emergency incident.
   Including
   • the QMUL emergency number to call (0207 882 3333) – connects to QMUL Security.
   • fire assembly point (at the Barts Hospital fountain square, see map on page 5)
   • fire exit route/s out of the building (see floor diagrams on pages 6 to 10)

   Note - QMUL Security have a delayed response time to a fire activation or other emergency call out in the Robin Brook Centre as they have to travel from Charterhouse Square Campus.

   Or
   (b) QMUL Estates & Facilities porter is booked in advance for reception based emergency response - http://qm-web.estates.qmul.ac.uk/porterage/contact/index.html

3. Other portering or assistance for event as required is arranged in advance with QMUL Estates & Facilities.

4. If required, disabled person access / egress arrangements are made in advance with QMUL Estates & Facilities Security and Health & Safety Directorate Fire Safety Manager / Adviser http://hsd.qmul.ac.uk/Contact%20Us/index.html (minimum 5 working days before the event).

5. Other terms and conditions of the QMUL Room Bookings Policies for teaching and non-teaching events are complied with.
HSD will review the fire safety and health & safety risk assessment and note approval of the risk assessment to QMUL Room Bookings Team.

**QMUL documents**

QMUL Room Bookings Policy for non-teaching events  
[http://www.timetablingsupport.qmul.ac.uk/](http://www.timetablingsupport.qmul.ac.uk/)

QMUL General Risk Assessment Record Template  
[http://hsd.qmul.ac.uk/Documents/Forms/142245.docx](http://hsd.qmul.ac.uk/Documents/Forms/142245.docx)

QMUL MySafety – Risk Assessment Module *(Feb 2018 - currently access to authorised staff only)*  

Guidance for Emergency Evacuation for Disabled persons  
[http://hsd.qmul.ac.uk/Documents/Fire/73480.docx](http://hsd.qmul.ac.uk/Documents/Fire/73480.docx)

Fire Alarm Warning and Deaf Paging Facilities and Disabled Refuge Systems - All Buildings Guidance  
[http://hsd.qmul.ac.uk/Documents/Fire/73483.pdf](http://hsd.qmul.ac.uk/Documents/Fire/73483.pdf)  
*(Note – Disabled Refuge points have been installed for the Robin Brook Centre on all floors apart from the ground floor).*
QMUL General Risk Assessment Record

All employers must ensure work tasks are risk assessed. The significant findings of their risk assessment must be recorded.

We have started this risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based environment). Look at how this might apply to your work and workplace, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

**School/Institute/Department or external Society / Organisation name:**

<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>Risk H/M/L</th>
<th>What are you already doing? (Risk Controls)</th>
<th>Residual Risk H/M/L</th>
<th>Do you need to do anything else to manage this risk? (If risk is still medium or high)</th>
<th>Action by whom?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips and trips</td>
<td>Visitors may be injured if they trip over objects or slip on spillages</td>
<td>M</td>
<td>All areas are well lit including stairs. There are no trailing leads or cables. We will ensure all areas are kept clear and no boxes or equipment is left lying about. Nominated person/s are available to provide first aid for minor injuries. First aid box is located on the ground floor. Portering is arranged from EAF in advance for tasks involving heavier item movements.</td>
<td>L</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual handling</td>
<td>Unsafe manual handling of heavy / bulky items leading to musculo-skeletal strains and/or injuries</td>
<td>M</td>
<td></td>
<td>L</td>
<td>n/a</td>
<td></td>
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</tr>
<tr>
<td>Blockage or overcrowding of staircases</td>
<td>Visitors may get trapped in an emergency and unable to exit and/or access help/assistance, causing crush/ trample injuries and shock/panic responses</td>
<td>H</td>
<td>We will ensure that all attendees are told of the building’s fire exits and routes at the first opportunity. Numbers present for the event is within the prescribed maximum number of persons permissible in the building for fire safety (800). We will ensure they are clear and available for use at all times. (Refer to attached Fire Safety and Health &amp; Safety instructions for RBC out of hours events). Any society member/s requiring assistance for access or egress need to notify the organiser in advance so required assistance can be arranged.</td>
<td>L</td>
<td>n/a</td>
<td></td>
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<tr>
<td>Electricity</td>
<td>Electric shock / burn by electrically unsafe audio visual equipment</td>
<td>M</td>
<td>All equipment to be used on the day will be QMUL equipment, which is all portable appliance tested (PAT) within the recommended period (see H&amp;S website) or if hard wired, has been</td>
<td>L</td>
<td>n/a</td>
<td></td>
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<tr>
<td>What are the hazards?</td>
<td>Who might be harmed and how?</td>
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<td>Done</td>
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<tr>
<td>Fire</td>
<td>Fire and smoke causing burn and inhalation injuries, ill health, disorientation and in worst case, fatality/ies.</td>
<td>H</td>
<td>subject to building fixed wire test within the last 5 years.</td>
<td>L</td>
<td>n/a</td>
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<td></td>
<td></td>
<td></td>
<td>QMUL EAF test</td>
<td>L</td>
<td>n/a</td>
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<td></td>
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<td>the building fire alarm once a week, and ensure that firefighting equipment is in date, and appropriate for the area.</td>
<td>L</td>
<td>n/a</td>
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<td>QMUL EAF porter is stationed at the reception during the event, and will enable fire / emergency response from London Fire Brigade / QMUL Security.</td>
<td>L</td>
<td>n/a</td>
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<td>We will ensure all attendees are aware of the fire exits and know what to do in the event of a fire, including knowing where the assembly point is (refer to attached fire assembly point and instructions for out of hours events).</td>
<td>L</td>
<td>n/a</td>
<td></td>
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<td>Refuge points with help call buttons (to Ch Sq Security) are situated on all floors other than the ground floor.</td>
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</tbody>
</table>

Employers with five or more employees must have written risk assessments. It is important you discuss your assessment and proposed actions with colleagues, staff and/or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Signed: (Assessor)  
Date:  
Subject to review, monitoring and revision by:  
Review Date  
(or sooner if work activity changes or there has been an accident)
denotes fire assembly point for Robin Brook