

Imperial College London

FIRE SERVICES
ROOM 174, SHERFIELD BUILDING

Code of Practice

Revision No:

Date:

19th February 2009

Arson or wilful fire raising is becoming an increasing threat. University premises are particularly vulnerable due to the amount of public access.

Although the threat of arson cannot be completely eliminated the College acknowledges this threat and will take all reasonable precautions to minimise it for the safety of staff, and other third parties.

The risk of an arson attack can be greatly reduced by staff remaining alert to changes in their work environment. It is the responsibility of all members of staff to identify potential problems and either take action to resolve the problem, or bring it to the attention of the local manager for their action.

1 Good Housekeeping

Arsonists will be frustrated in their efforts to start a fire if there is no fuel to burn.

All department Safety Officers should ensure that they have a local policy to manage good housekeeping. The following rules must be observed:

- All rubbish must be kept secured in the department until it is removed to the external collection point.
- Waste (of any description) should not be allowed to accumulate, Safety officers are to ensure that waste is removed at least once in a 24 hour period to the external waste collection point
- External rubbish collection points should not be located on external walls of buildings where they could pose a threat to the building or its occupants
- All boxes and other material not to be piled up outside final exit doors or blocking means of fire escape
- All equipment not in use should be stored away from public access areas
- Flammable liquids are to be kept in a secured highly flammable liquids cabinet when not in use
- Paper towels should not be used where an electric hand dryer can be installed in areas of public access
- Where skips are used, the type, positioning and use should be in accordance with Policy-21 Skips

2 Restriction of Entry

Members of staff must be alert to identifying strangers in their work environments. If someone is spotted, they are not known to staff and are not wearing an appropriate badge (employee, visitor or contractors badge) they must be challenged. It is therefore appropriate that staff fully understand the policies relating to security and identification.

Other measures that might need to be in force can be assessed by use of risk assessment, such measures are:

- Having a restricted access system to the department.
- Local policy that is adhered to for closing down at end of the working day,
- A manager/member of staff nominated to complete a closing down inspection. Identification badges as per College policies, booking in system for Visitors, Contractors
- Ensure that all areas that the public are not allowed access to are secured
- Check that everyone who has entered the department has left on the conclusion of his or her business.
- Managers are to encourage the challenging of colleagues who do not wear ID badges; if employees cannot get it right how can we expect visitors or contractors to do so
- Challenge anyone acting suspiciously

3 Fire Hazards – Staff Access

Only members of staff and authorised contractors are to be allowed entry into the fire hazard rooms, they must be kept locked at all other times, fire hazard rooms include:

- Cleaners stores/cupboards
- Chemical stores
- Disposal rooms (rubbish, Chemical Waste, bags etc.)
- Staff changing rooms/locker rooms
- Store rooms
- Medical record stores
- Stationery Cupboards
- Contractors/workmen's stores

4 Fire Hazard Areas – Specialist Access

Only Estates/Facilities staff and authorised contractors are to have access to the following areas:

- Lift motor rooms
- Plant rooms
- Electrical intake rooms or cupboards
- Boiler rooms
- Main gas intake rooms
- Gas bottle storage or manifold rooms
- Workshops
- Any confined spaces – roof-spaces, ducts or voids etc
- Flammable liquid stores

5 Reporting

If you believe there is a risk of arson, report it, speak to your manager and complete an Accident/Incident form as a near miss unless there has been an arson incident.

6 Links to Other Policies

This policy must be read in conjunction with the following College Policies, procedures and with any local procedures:

- Fire Safety Policy
- Accident/Incident Reporting Policy and Procedure
- Security Policy
- Risk Assessment Policy

Chief Fire Officer