

BUILDING & FIRE SAFETY



UPP Building and Fire Safety information
for residents of Francis Drake, Gilwell,
Mary Newman, Pilgrim, Radnor and
Robbins Hall of Residence.

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UNIVERSITY OF
PLYMOUTH

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ACTIONS TO TAKE IN THE EVENT OF A FIRE

FIRE ACTION NOTICE

A "Fire Action" Notice is provided within each room.

These confirm all of the halls have a Simultaneous Evacuation strategy – commonly referred to as an 'all out' strategy.



Fire action notice

ACTIVATING THE ALARM

If you see or suspect a fire, the fire alarm can be activated manually using a red 'manual call point' which is located next to each exit.



Manual call point

WHAT TO DO ON HEARING A FIRE ALARM



If you hear the fire alarm, you should leave the building immediately



Close fire doors behind you



Do not use the lift



Proceed to the muster point for your hall and block (see pages 5-6 for details)



Stay at the muster point and follow the directions given by the person in control.



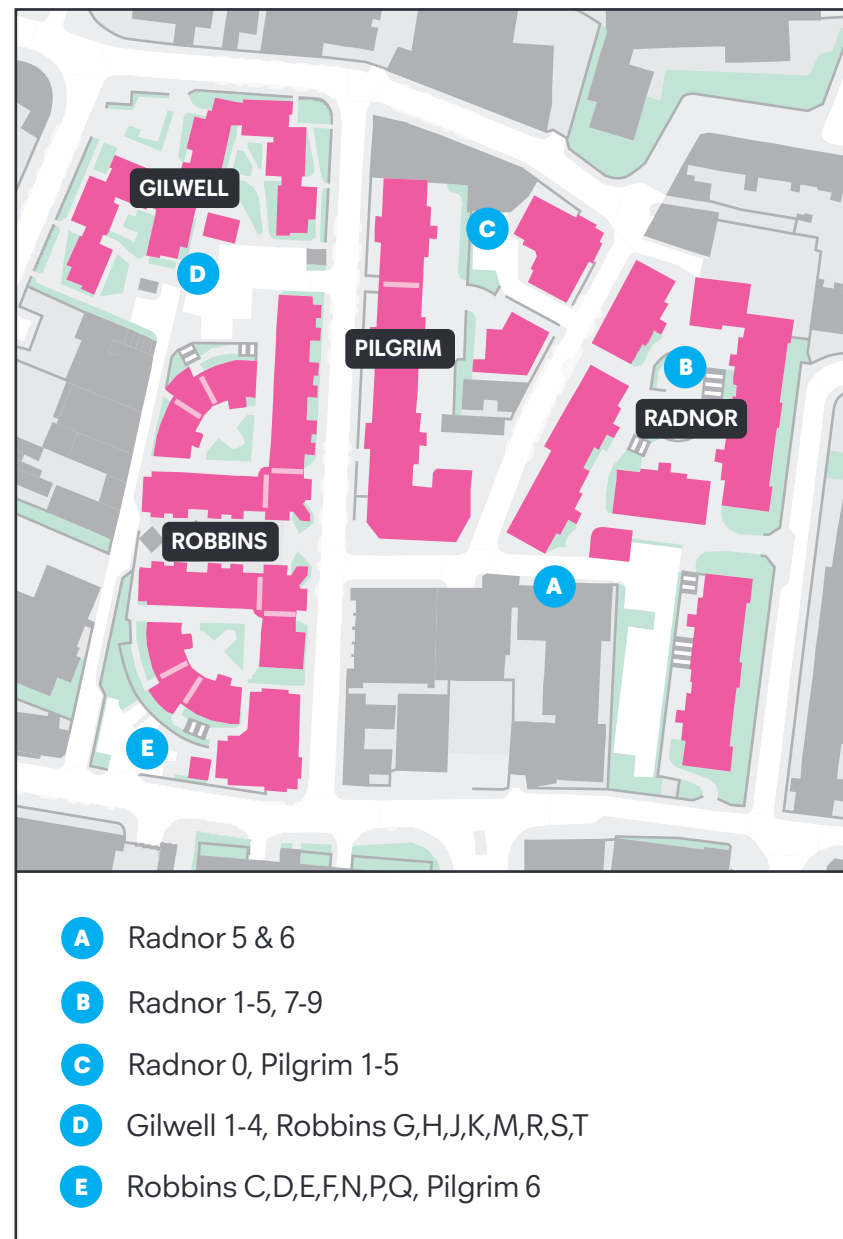
Do not re-enter the building until the person in control confirms it is safe to do so.

The building alarm is linked to the University's security control, and trained staff from Security or UPP will quickly attend the building, investigate and call the emergency services if required.

YOUR FIRE ASSEMBLY POINTS (STUDENT VILLAGE)

FIRE ASSEMBLY POINTS (Student village)

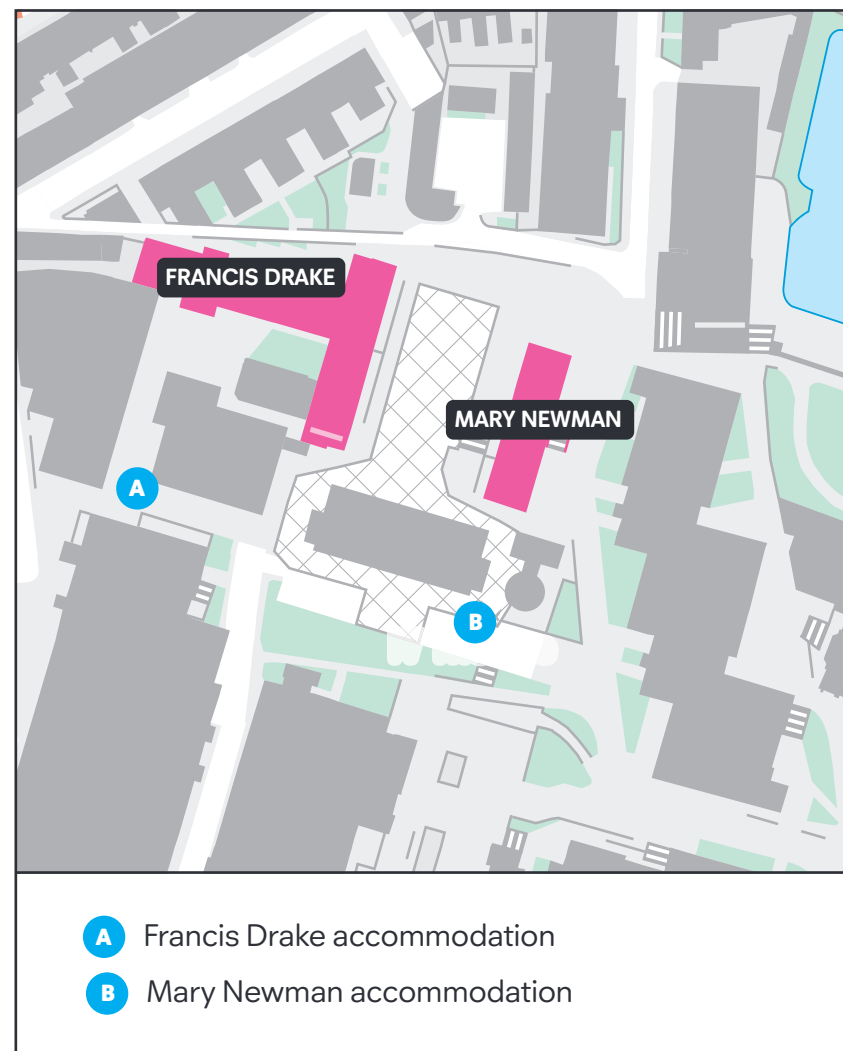
- **Pilgrim 1-5:**
Outside of Pilgrim Block 1,
Assembly Point C
- **Pilgrim 6:**
Car Park next to
laundrette,
Assembly Point E
- **Radnor 1-4 and 7-9:**
in the Radnor Courtyard,
Assembly Point B
- **Radnor 5 and 6:**
in Radnor Car Park,
Assembly Point A
- **Robbins North Side:**
in the Gilwell Car Park,
Assembly Point D
- **Robbins South Side:**
Car Park next to the
laundrette,
Assembly Point E
- **Gilwell:** in the Gilwell
Car Park,
Assembly Point D



YOUR FIRE ASSEMBLY POINTS (ON CAMPUS)

FIRE ASSEMBLY POINTS (on campus)

- **Francis Drake:**
Fitzroy car park or
opposite the Rolle
building, Physic Garden
Assembly Point.
[Assembly Point A](#)
- **Mary Newman:**
Next to the Fitzroy
Building, Fitzroy Carpark
Assembly Point.
[Assembly Point B](#)



YOUR RESPONSIBILITIES WHAT DOES THE LAW REQUIRE?



THE LAW SAYS THAT YOU:

Must not do anything that creates a risk to your building's structural safety

Must not do anything that creates a risk of causing or spreading fire in your building

Must not damage or remove any of your building's fire safety measures, such as smoke detectors, fire alarms, fire doors, and fire extinguishers.

Must comply with the University and / or UPP's requests for information reasonably required to assess and manage building safety risks

If you see someone acting in a way that suggests they have not understood or remembered the building safety information, you should remind them of it.

If you are not comfortable discussing this, you should report it as a building safety concern to the University by booking a Hall Officer appointment on the Accommodation Portal.

YOUR RESPONSIBILITIES (CONTINUED)



PLEASE MAKE SURE THAT YOU:

Complete your hall induction by watching the videos on the Accommodation Portal. The Halls Team will follow up to ensure this is completed and following several reminders this may be treated as a disciplinary matter.

Find out where your fire assembly point is and the quickest way to exit the building in a fire. If you feel you need a personal emergency evacuation plan please let us know.

Ensure any decorative items are flame retardant. Items such as fairy lights should be battery operated. Take care when positioning them and ensure they are turned off when unsupervised. Housekeeping Teams may remove anything which is causing a hazard.

Turn off all your appliances after use. Leaving electrical appliances while they're in use is extremely dangerous

and therefore prohibited. Further details on the safe use of appliances can be found later in this guide. Housekeeping and maintenance teams will turn off appliances which are unattended.

Only use plug adapters that are safety compliant.

Inappropriate use of extension leads including 'daisy chaining' is strictly prohibited for your safety. Leads for charging phones, Laptops etc should always be the genuine item and not cheaper alternative bought on the internet.

Keep your hallways clear; this is your escape route.

No personal items should be placed in hallways at any time, including refuse and recycling. Please keep hallways tidy and keep each other safe.



YOUR RESPONSIBILITIES (CONTINUED)

YOU MUST NOT:

Use any open flames. Any items that produce an open flame such as candles, tea lights, cigarette lighters or incense are strictly prohibited, their use is a disciplinary matter.

Smoke inside or within 5 metres of the building.

Interfere with or misuse any equipment which is provided to keep the building safe. This includes smoke and heat detectors, fire doors or fire blankets.

Set off or tamper with fire alarms, fire extinguishers or other emergency equipment (except when done with the reasonable belief that it is necessary).

Use fire safety equipment unless trained to do so.

Wedge open fire doors, including the kitchen door.

Leave food unattended when cooking. It might burn and set the alarm off.

Spray aerosols or deodorant near the smoke detectors. This may set off a false alarm.

Use lifts in the event of an alarm. You should use the emergency staircase instead.

Re-enter the building during an alarm. You should only re-enter if you have been told it is safe to do so by a fire marshall / person in control.

Use any of the items listed as Prohibited items in the Halls Handbook.

FIRE DOORS:

One of the key safety measures in halls is **fire doors**.

It is important that you keep these closed and do not damage or make alterations to fire doors within your flat.

Ensure you keep them free of obstruction which may prevent them from closing.

Fire doors should be kept shut when not in use.

Residents or their guests should not tamper with self-closing devices.

Residents should report any fault or damage immediately using the Home at Halls App or by emailing contactplymouth@upp-ltd.com or by visiting your UPP reception.



FIRE PREVENTION DETECTION AND MANAGEMENT

WE HAVE A FIRE ALARM SYSTEM IN EVERY BUILDING:

- Every bedroom contains a smoke sensor
- Every kitchen has a sensor which detects heat (not smoke).
- Flat and communal area corridors also contain smoke sensors.
- When a sensor is activated, this activates the fire alarm
- Red manual call points are located next to each exit.

COMPARTMENTED BUILDINGS:

Buildings are **compartmented**, which means that they are built in such a way to contain a fire within a single room or multiple rooms for a limited amount of time (e.g., 30 or 60 minutes). This limits the spread of fire and smoke and so gives plenty of time for residents to safely evacuate the building and move to the evacuation point.

AVAILABLE DEVICES:

There are a range of devices that are designed to extinguish or slow down the spread of fire and remove smoke from the building, that may include:

- Fire blankets
- Fire doors
- Automatic opening vents
- Fire dampers
- Dry/wet risers
- Fire extinguishers (located in plant and boiler rooms only)

PREVENTATIVE MEASURES:

We also have preventative management measures in place including:

- Conducting fire risk assessments on a regular basis
- Regular checks and servicing of all fire prevention, detection, management and escape equipment
- Regular checks and servicing of items which could cause a fire (such as electrical equipment)
- Twice yearly fire drills for residents
- Working with the local fire and rescue service to share important information about the building
- Staff training

OTHER BUILDING SAFETY ARRANGEMENTS

A close-up photograph of a hand inspecting a fire extinguisher. The hand is holding the handle of the extinguisher, which is a red chemical fire extinguisher. The background is blurred, showing other extinguishers in a row. The entire image has a red tint.

OTHER BUILDING SAFETY ARRANGEMENTS

Other items that may be present in the accommodation and have regular inspection and testing regimes include:

- Gas appliance servicing and inspections
- Emergency lighting checks
- Water hygiene inspections (eg Shower head cleans, water outlet temperature),
- Asbestos checks (where present)
- Portable Appliance Testing
- Lightning protection servicing
- Lift servicing and inspections
- Fall arrest system inspections

Residents may be asked to provide access to their flats/rooms for us to inspect and carry out the different types of safety inspections listed above or other ad hoc surveys/works such as undertaking fire and building safety-related maintenance.

We will always provide prior notice of these and aim to avoid critical times of the year (e.g. during exams).

REQUESTING MORE INFORMATION

REQUESTING FURTHER INFORMATION:

You can request more detailed information about fire or building safety and request copies of safety related documents by emailing compliance@upp-ltd.com.

UPP will provide information within 28 days of a request. We will not release draft reports or documents that are legally privileged and where there are GDPR concerns only a summary may be provided.

GETTING INVOLVED:

The University and UPP encourage residents to get involved in making decisions relating to the safety of their building.

We will provide opportunities for you to find out more and be able to comment on building safety, but you can email us with questions or suggestions at any time at

uniaccommodation@plymouth.ac.uk.

We are committed to reviewing feedback from our residents to ensure we continuously improve the service we provide to them.

MAKING A COMPLAINT

COMPLAINTS ABOUT A FIRE OR BUILDING SAFETY ISSUE

Residents who have a concern about building safety can book an appointment with a Hall Officer on the Accommodation Portal. The Hall Officer will ensure your concern is dealt with by the appropriate team.

Any resident who is not happy with the outcome and wishes to escalate the issue can submit an Early Resolution Complaint by emailing residentcomplaints@plymouth.ac.uk.

The University's complaints procedure can be found here.

If you have any further enquiries, please contact:
uniaccommodation@plymouth.ac.uk or
contactplymouth@upp-ltd.com.



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