

Information for External Users of the 20 Bedford Way premises

Please arrive in plenty of time to allow conferencing staff to go through the following with you:

- Identification of all escape routes;
- Verification that all escape routes are clear of obstructions and that exit doors are operable;
- The location of fire alarm call points and fire extinguishers;
- Your procedures for evacuating all persons using all exits, including any disabled people;
- Any planned fire drills or tests that may occur during your booking period;
- Your arrangements for first aiders, etc.
- Reporting incidents and accidents;
- Location of the nearest toilets;
- Areas where smoking is permitted;
- Location of catering facilities;
- How to make contact with a member of the conference office for assistance.

Prior to arranging any event, you must be aware of the following and ensure that you have suitable arrangements in place:

- UCL is providing you with space although accepts no liability or responsibility for managing your event;
- As an organization with some degree of control of premises, you are required to have suitable and sufficient risk assessments in place for your events and associated activities and you must have adequate arrangements in place;
- You must have adequate numbers of appointed competent persons to manage the evacuation of all persons from your areas – UCL consider the numbers required by you to be one appointed fire marshal for every 100 delegates;
- You must have suitable arrangements for evacuating all persons, including those who may have a form of disability – it is a breach and potentially an offence under legislation to leave anyone in the building for which you could face prosecution;
- Level 1 areas and the Clarke Hall on level 3, must not be considered as accessible to mobility impaired persons, as there would be no means of evacuating persons – you are hereby instructed to ensure that no one enters Level 1 areas of the building who cannot evacuate the area via staircases;

Free guidance is available to assist you in complying with your legal duties, and can be found at <https://www.gov.uk/government/publications/fire-safety-risk-assessment-large-places-of-assembly>.

Please note that you should brief your guests of the following at the start of each session:

- The fire evacuation procedure (details are below). Your first priority in the event of a fire is to ensure that all your guests are instructed to evacuate the building via all available nearest exits and go to the Assembly Point;
- Location of the toilet;
- Where guests can smoke during break times.

When using the room you must ensure that all fire exits and escape routes within the room are kept clear of obstructions such as bags and coats.

You must ensure that tables and chairs are arranged in an appropriate manner, and do not create excessive travel distances to exits or obstruct exits.

Further advice can be sought from the Conference Centre Manager (Sharon Fisher, s.fisher@ucl.ac.uk, 020 7911 5546) and the Head of Conferences (Michael Walker, michael.walker@ucl.ac.uk, 020 7612 6404).

Action in an Emergency

Fire

If you discover a fire, raise the alarm by breaking the glass in the nearest call point. When activated, the alarm system in the 20 Bedford Way building will emit an evacuation (continuous) signal. The building must be evacuated at this time.

Remember:

- Do not use the lifts
- Use all emergency exits not just the main exit
- Go straight to the Assembly Point; do not assemble immediately outside the building where you might obstruct others evacuation.
- If evacuating from 20 Bedford Way do not assemble on the concourse
- Do not re-enter the building until instructed to do so by the fire brigade or a responsible office of the Institute.

Assembly Point: Follow signs to the Woburn Square Assembly point

First Aid

- If you need a first aider or need help in an emergency contact Security on **222** from any internal telephone.
- All accidents and incidents must be reported to the Health and Safety Office.

Full details of the health and safety arrangements at the Institute can be found at <http://www.ioe.ac.uk/about/policiesProcedures/788.html>

Security, Thefts and Possible Intruders

- Do not leave bags, coats, luggage or packages unattended at any time.
- Report all details of thefts to security in the main reception area. Where a personal loss is incurred you are advised to report this to the police.
- Should you discover an intruder please call security on **222** from any internal telephone.