



Institute of Epidemiology & Health Care (IEHC)

Arrangements for Safe Working

Signed: [Professor Fiona Stevenson](#)

Dated: 30/9/23

Professor Fiona Stevenson
Institute Director, Institute of Epidemiology & Health Care

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1.0	30/09/2023	23-24 version including new staff

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1. General information

UCL's Health and Safety Policy and Arrangements for Safety

- [UCL Health & Safety Policy](#)
- [UCL Health & Safety Objectives 2022-023](#) (see **Appendix 1**)

Institute of Epidemiology & Health Care (IEHC) Health & Safety Committee

The committee is chaired by the Institute Safety Officer and consists of representatives from teams across the division. It meets on a termly basis and reports to the Institute Director and Senior Management Team (See **Appendix 2** for contact details and **Appendix 3** for Terms of Reference).

IEHC Arrangements for Safety – distribution and display

A copy of these Arrangements and other safety information is available on the [IEHC intranet](#) (UCL log in details maybe required) available to IEHC staff and PGR Students.

These Arrangements will be reviewed and updated annually and changed reported via the Institute Health & Safety Committee.

Supervision

The [Institute Board](#) (Senior Management Team), via the Institute Director, have responsibility for risk assessments and the implementation of Safety arrangements within their areas for staff under their control. The Institute is comprised of four research departments located on two sites:

- Applied Health Research, 1-19 Torrington place, WC1E 7HB
- Behavioural Science Health, 1-19 Torrington place, WC1E 7HB
- Epidemiology and Public Health, 1-19 Torrington place, WC1E 7HB
- Primary Care and Population Health Sciences, Royal Free Hospital,

RiskNET

RiskNET is UCL's online tool for managing safety. To access riskNET, go to the [Safety Services website](#) and click the box entitled 'RiskNET Tools', and then click the 'riskNET tools log-in' link to log in.

Record Keeping

Records of risk assessment, DSE assessments, electrical equipment audits (including Portable Appliance Testing), safety training and general safety inspections will be kept by the Institute on the IEHC shared drive or in the hard copy divisional Safety file. Reports are downloaded from riskNET and presented at the IEHC Health & Safety Committee meetings.

Responsible Persons Register

IEHC's safety personnel are listed on the IEHC Responsible Persons Register (RPR), which is accessed via riskNET. The appropriate Register Co-ordinator will maintain the Register whenever there is a

change in safety personnel or someone has completed additional training (apart from First Aid training, which is added to the RPR by Safety Services).

Training

Line Managers should consider safety related training for staff where appropriate, such as manual handling, display screen equipment safety etc. These courses can be accessed through the UCL [Safety Services website](#).

Induction Training

All staff joining IEHC will be provided with an induction including copies of IEHC Safety Arrangements.

All new staff are required to complete UCL [Mandatory Training](#) courses, including the online safety induction training, and attend a Safety Briefing, given by the Department Administrator or nominated person. Existing staff must periodically review and update mandatory training as required. will be required to have completed UCL Mandatory Training.

2. Accidents / Incidents Reporting

Staff should report all dangerous incidents and accidents to their manager, and an accident / incident report form **MUST** be completed on-line via [riskNET](#) (this can be completed by anybody involved) and the Divisional Safety Officer (DSO) will then be notified (see **Appendix 2** for contact details). Once notified the DSO will review within 10 working days and investigate and process as appropriate to ensure the level of risk is determined and that the department can benefit from lessons learned and any trends identified.

Staff should report all near miss and hazard observations via the reporting tool on [riskNET](#).

Safety issues may at any time be raised at the regular staff meetings, or directly to the DSO, or deputy.

3. First Aid

In the event of an accident requiring medical assistance, contact an IEHC First Aider, or an appointed responsible person or directly to UCL Security (**telephone 222 or 020 7679 2222**). All accidents or incidents need to be reported (see Section 2).

A list of the IEHC First Aiders is at **Appendix 2**, and on the IEHC Responsible Persons Register on UCL's riskNET.

The location of the first aid boxes (indicated by posters) are:

- Shared kitchens on 1st, 2nd, 3rd 4th and 7th Floors in 1-19 Torrington place
- Royal Free staff are in the hospital and should see medical attention on site. For first aid box please contact the local DSO or appropriate administrator.

More detailed information about First Aid can be found on the [UCL First Aid webpage](#).

4. Fire

If you discover a fire, call **222 (020 7679 2222)** if you are on the Bloomsbury campus and quote the building number (this can be found on the Fire action notice) and they will call the emergency services.

A list of the Fire Evacuation Marshals (FEMs) is at **Appendix 2**, and on the IEHC Responsible Persons Register on UCL's riskNET.

In the event of a building evacuation the primary assembly points are:

- 1-19 Torrington Place: East Wing – via the basement ramp up to street level at Huntley Street and West Wing via the ground floor double doors next to turnstiles on to Tottenham Court Road.
- Royal Free: Service road car park

Weekly fire alarm testing is conducted at IEHC buildings (see **Appendix 4**).

More detailed information about Fire Safety Advice can be found on the UCL [Fire Safety webpage](#).

5. Display Screen Equipment

All staff have responsibilities relating to Display Screen Equipment (DSE) in the workplace.

Staff should be aware of the hazards related to the use of display screen equipment and should have a validated self-assessment. This should be actioned online and all queries relating to this should be forwarded to the relevant DSE assessor. DSE Assessments should be completed by all new starters; the Assessment is valid for 3 years, after which time a new one should be completed. If there are significant changes to equipment, furniture, location, environment or nature of work, or the user becomes pregnant, or the user is diagnosed with a permanent or temporary disability, or the user experiences pain, a new Assessment should be completed (even if the 3 years has not lapsed).

If you experience any DSE related symptoms (or if your circumstances change) please contact one of the IEHC DSE Assessors who will ask you to fill in an online assessment, they will send you details on how to access this. A list of the DSE Assessors is at **Appendix 2**, or on the IEHC Responsible Persons Register on UCL's riskNET.

More detailed information about DSE can be found on the UCL [Display Screen Equipment webpage](#).

6. Risk Assessment, Audits and Inspections

Work activities and work areas are subject to risk assessment. The offices IEHC staff occupy are required to be assessed annually, the IEHC Safety Committee will monitor progress and ensure compliance. A standing item will be on the last meeting of the year; the expectation is that the assessments will be completed over the summer. The assessments should be carried out by staff carrying out the activity / working in the area, and signed off by the senior manager. Forms are available from DSO or the Safety Services website.

General safety inspections and electrical equipment visual inspections will be carried out by the DSO, and the relevant office supervisors. The department will be subject to audits by Safety Services on behalf of the Health and Safety Committee.

Staff should ensure that work places are clear of obstructions. All surplus furniture should be reported to the relevant Divisional Administrator, who will arrange for removal.

Pregnant Workers

Managers must assess the risks to the health and safety of females of child-bearing age, pregnant women, new mothers and women who are breastfeeding.

A risk assessment should be carried out for all pregnant staff. The line manager should arrange this in conjunction with the staff member and sign-off as appropriate. See the [UCL guidance for new and expectant mothers](#) for further information.

7. Office Safety

Building Works, Building Refurbishment etc.

Work conducted through the Estates Division should be in liaison with the [Institute Manager](#) (IM), and all related queries from IEHC staff should be referred to the IM. All IEHC staff must comply with the relevant safety instructions/procedures.

Chemical Agents

IEHC does not regularly use any substances other than those of a domestic or office nature and all staff are required to observe any precautionary advice given by the manufacture. Purchases of hazardous substances should be authorised by Heads of Departments (as detailed above) or the Institute Manager and those using them should be made aware of the hazards of the substance and the controls which they must exercise.

Cleaning

Cleaning within IEHC offices is carried out by or through UCL's Cleaning & Waste Services. All staff must comply with cleaning related instructions. In the event of any problems these should be reported to the appropriate Department Administrator or if urgent call **30000** and report this to the Estates Services Centre.

Electrical Equipment

In order to minimise risks in the office, please take note of the following guidance regarding electrical equipment found on the UCL Safety Services website.

A record of IT electrical equipment is held by ISD. All new electrical equipment brought into the Institute should be reported to the DSO for inclusion on the equipment list. Electrical equipment should have a BS or CE symbol indicating standard safety compliance.

Staff should comply with the manufacturer's instructions for safe use of all equipment and should switch off and isolate equipment after use. All equipment failures should be reported to the relevant Administrator and taken out of use until mended by a competent person. Faulty IT equipment should be reported to ISD <https://www.ucl.ac.uk/isd/help-support>

Emergency Maintenance or Service Issues

If there is either a mains supply failure, gas leak, or serious flood, Estates should be informed immediately on extension **30000**. Staff can make the call themselves, or inform the relevant Departmental Administrator who will report the incident.

If there are any emergency requests out of hours please contact the Communications room on extension **33333**.

Manual Handling

Supervisors should ensure that all staff who may be involved in manual handling receive training for such work. Please refer to the manual handling guidance or, for more detailed information, please carry out the manual handling training. A risk assessment must be carried out before any manual handling task is undertaken.

Porters should be booked to move heavy or very bulky equipment, please ask the relevant Divisional Administrator to organise this.

Office Equipment

- When using miscellaneous office equipment e.g. guillotine, shredder etc. please ensure that you read the instructions before using, or seek advice from the IEHC DSO if you are unsure as to how to operate the item.
- When changing toner it's advisable to use protective gloves;.

Waste Management

All redundant furniture should be reported to the Department Administrator, who will arrange for its removal. Kitchen waste should be disposed of in the bins provided. Any broken glass or other sharp objects should be wrapped in paper and labelled for the cleaner's attention. All recyclable waste should go into the recycle bins where provided.

All redundant equipment should be disposed under the advice of ISD <https://www.ucl.ac.uk/isd/help-support>. UCL does not permit staff to take possession of redundant equipment.

8. Policies

Disabilities

IEHC will, in conjunction with disabled staff, discuss in confidence their needs and any provision, aids and adaptations and reasonable adjustments required before they commence employment within the IEHC, or should they become disabled in the course of their employment at UCL. It will also facilitate the take up of initiatives e.g. the Access to Work Scheme.

Assessment of individual needs and identification of facilities and services to meet those needs will be conducted by the Line Manager in conjunction with the DSO and reviewed at regular intervals. The aim is to identify barriers, physical, organisational or attitudinal; to improve physical access and support; to deal effectively with applications; develop good practice and awareness of disability issues throughout the Division and monitor the provision of support. 'Disability' includes physical, sensory impairments, mental illness, specific learning difficulties, including dyslexia, hearing loss, severe disfigurement and progressive conditions. It also encompasses staff with hidden disabilities for example, epilepsy, diabetes, asthma, ME.

Lone Working Guidelines

Please follow [UCL's Lone Working guidelines](#) if you are in the office working by yourself out of hours e.g. working in the building before 8am and after 7pm, or any time during weekends and holidays.

Staff should familiarise themselves with the following information:

- The emergency number for the Bloomsbury Campus is **222 (0207 679 2222)**.
- The non-emergency internal numbers for the Bloomsbury Campus Security are **32108 / 32152**.
- The location of building fire notices so that they know how to raise the alarm on discovering a fire.
- The location of building evacuation notices so that they are aware of where the emergency exits are.
- The location of local evacuation assembly points, these can be found in the IEHC Response and Contingency Plan.
- The location of local first aid notices so that they can locate first aid boxes

Staff working during the weekends or holidays must inform their line manager, as well as informing building Security staff, in advance, for reasons of personal safety and in case of fire.

Staff should take all responsible precautions for their personal safety inside the building i.e. where possible, keeping the office door locked if working alone.

Staff should consider personal security and transport arrangements when leaving the workplace late at night.

RCP

IEHC has a Response and Contingency Plan (RCP), which can be found on the [IEHC Health & Safety intranet](#). All staff should familiarise themselves with the plan and ensure that their up-to-date contact details have been passed to their line manager.

Managers have a duty to ensure that their staff are aware of their plan, and their responsibilities should an incident occur.

Violence

In the event of violence or the threat of violence please contact either Security on extension **32108** or the emergency number **222**. Do not attempt to deal with any violent encounters yourself.

If at any time you perceive there may be a risk of violence alert others and do not enter the situation on your own.

Visitors/Members of the Public

It is the responsibility of staff to ensure that all visitors to their office (both internal and external) observe the UCL safety code whilst they are on UCL premises and comply with IEHC's safety procedures.

Appendix 1 – UCL Health & Safety Objectives 2023-24

The health and safety objectives for UCL are agreed annually by the Work Health and Safety Committee and are part of the Safety Management System.

Objective 1: T100 Programme

- All departments have measurable reasonable time bound action plan achieve to achieve the relevant T100 level for their Departmental hazard profile.
- Plans to be approved by Faculty Deans by July 2023.

Objective 2: Stress Management

- All stress risk assessments recommended by Workplace Health (WH) as part of a management referral will be reported by Faculty/Professional Services area to the Work Health and Safety Committee on a monthly basis.
- Managers to record stress risk assessments completed with their reports through riskNET. These will be reported by Faculty/Professional Services area to Work Health and Safety Committee and compared against those recommended by WH on a monthly basis. The expectation is that higher numbers of stress risk assessments are taking place than those recommended by WH.
- Where high levels of stress are identified Faculties/Professional Services areas (department/team) to complete a risk assessment detailing actions taken, and actions identified, as per agreed timescale.
- Stress risk assessment templates will be notified to Departmental Safety Officers when available.

Objective 3: Fire

- To increase compliance with the mandatory fire safety training for staff new starters to 95% by September 2023
- To increase compliance for fire safety refresher training for staff to 40% compliance by September 2023

Appendix 2 – Contacts

Key Contacts

The Institute Director for Institute of Epidemiology and Health Care is Professor **Fiona Stevenson**; a list of the Senior Team can be found on the [Directorate page](#) of the IEHC website.

Richard Marsh – Institute Manager / Departmental Safety Officer (DSO) Tel: 45627 (Teams +442076795627), E-mail: r.marsh@ucl.ac.uk

Fiona Stevenson, Institute Director Tel: 68038 (Teams +442080168038), E-mail: f.stevenson@ucl.ac.uk

Appendix 3 - IEHC responsible
Persons Register

Institute Director - Prof. Fiona
Stevenson

Responsible person's roles:
[https://www.ucl.ac.uk/safety-
services/roles-responsibilities](https://www.ucl.ac.uk/safety-services/roles-responsibilities)

ROLE	INSTITUTE	RESEARCH DEPT	NAME	LOCATION
Head of Dept (HoD)	Institute of Epidemiology & Health Care			Royal Free Hospital
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Applied Health Research	Manuel Gomes	1-19 Torrington Place
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Behavioural Science & Health	Andrew Steptoe	1-19 Torrington Place
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Annie Britton	1-19 Torrington Place
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Primary Care & Population Health	Greta Rait / Kate Walters	Royal Free Hospital
Institute Manager / Dept Safety Officer	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Applied Health Research	Stephanie Hume	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Behavioural Science & Health	Maria Kristensen	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Hitakshi Tailor / Floriana Bortolotti	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Primary Care & Population Health	Jusna Jalil / Ione Karney	Royal Free Hospital
Display Screen Equipment (DSE) Assessor	Institute of Epidemiology & Health Care	Applied Health Research	Nishma Patel	1-19 Torrington Place
Display Screen Equipment (DSE) Assessor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Floriana Bortolotti	1-19 Torrington Place
Display Screen Equipment (DSE) Assessor	Institute of Epidemiology & Health Care	Primary Care & Population Health	Ione Karney	Royal Free Hospital
Fire Evacuation Marshal (FEM) 1st floor	Institute of Epidemiology & Health Care	Applied Health Research	Nishma Patel	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 1st floor	Institute of Epidemiology & Health Care	Applied Health Research	Siobhan Renihan	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 2nd floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Maria Kristensen	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 3rd floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Louise Gregory	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 4th floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Annie Britton	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 4th floor	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place

Fire Evacuation Marshal (FEM) 7th floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Floriana Bortolotti	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 7th floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Hitakshi Tailor	1-19 Torrington Place
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Siyabonga Ndwandwe	Royal Free Hospital
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Caroline Clarke	Royal Free Hospital
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Ione Karney	Royal Free Hospital
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Jusna Jalil	Royal Free Hospital
First Aider – EFAW (for Building)	Institute of Epidemiology & Health Care	Applied Health Research	Elena Pizzo	1-19 Torrington Place
First Aider – FAW (for building)	Institute of Epidemiology & Health Care	Applied Health Research	Stephanie Hume	1-19 Torrington Place
First Aider – FAW (for building)	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Nicola Shelton	1-19 Torrington Place
First Aider – FAW (for building)	Institute of Epidemiology & Health Care	Primary Care & Population Health	tbc	Royal Free Hospital
Sustainability / Green Champion	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Floriana Bortolotti	1-19 Torrington Place
Incident Coordinator	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place
Register Coordinator	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Annie Britton	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Applied Health Research	Stephanie Hume	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Behavioural Science & Health	Maria Kristensen	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Hitakshi Tailor	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Primary Care & Population Health	Ione Karney	Royal Free Hospital
Wellbeing Champions	Institute of Epidemiology & Health Care	Primary Care & Population Health	Jessica Weng	Royal Free Hospital
Wellbeing Champions	Institute of Epidemiology & Health Care		Nicola Phillips	1-19 Torrington Place
Inclusion Lead	Institute of Epidemiology & Health Care		Hitakshi Tailor	
Research Sample Freezer Managers	Institute of Epidemiology & Health Care	Epidemiology & Public Health / Behavioural Science & Health	Philipp Frank, Richard Gunu, Anne Peasey	1-19 Torrington Place
Research Sample Freezer Manager	Institute of Epidemiology & Health Care	Primary Care & Population Health	Lucy Lennon	Royal Free Hospital

Appendix 3 – IEHC Health & Safety Committee Terms of Reference

UCL Institute of Epidemiology and Health Care (IEHC) Health & Safety Committee - Terms of Reference

Purpose & Objective

UCL Institute of Epidemiology and Health Care (IEHC) is committed to improving health, safety and welfare standards for all its employees, students and visitors. IEHC aims to encourage and foster a culture where everyone is aware of their health and safety responsibilities and is actively engaged and committed to improving standards of health and safety and welfare. The IEHC Health and Safety Committee will assist and advise the Institute Director and Institute Manager in planning, prioritising and implementing measures to manage the risks of institute activities, complemented by an on-going programme of health and safety initiatives and training designed to keep staff up to date and informed of their health and safety responsibilities.

Scope

The role of the committee will cover the following:

- Providing a forum for the discussion of health and safety issues that affect the Institute
- Monitor the effectiveness of the Institutes health and safety arrangements
- Ensuring significant risks are being managed effectively
- Development of health and safety action plans to meet UCL and IEHC objectives
- Consider reports /minutes submitted by Institute safety representatives and representatives of staff from other departments and organisations who share our workplaces.
- Developing and implementing methods of raising health and safety awareness within the Institute
- Promote health and safety training to all Institute personnel.
- Monitor and review health and safety performance which should include:
 - progress against health and safety action plans
 - accidents and incidents trends, investigations and lessons learned
 - work related ill-health statistics and trends
 - analysis from active monitoring including schedules, responsibilities, training and risk assessments
 - contractors and partners performance
 - key risks and issues
 - health and safety mandatory training and compliance

- issues to be escalated to other forums
- issues to be escalated to the UCL HSC for matters of UCL policy and standards or those affecting UCL more widely

Membership

- Institute Safety Officer (Chair)
- Senior Management Team representation – Institute Manager or HoD (or deputy)
- Senior Fire Marshal
- Research Department Safety Officers / Research Dept representatives
- Manager of, or responsible person for, laboratories or freezer samples
- Wellbeing champion(s)
- Information Services Division representative (where required)
- UCL Estates representative (where required)
- Administrative support
- Others may be invited to attend the committee meeting at the discretion of the Chair.

Authority

The Chair:

- has authority to take appropriate management action with regard to Committee recommendations.
- advises the Director and Institute Manager of the Committee's recommendations.
- advises the Director and Institute Manager of action taken with regard to Committee recommendations.

Committee members:

- consider and make recommendations about agenda items.
- consider and make recommendations about reports of accidents and incidents.
- give advice within their field of expertise/competence
- consider and make recommendations about changes and improvements to the Institute Safety Arrangements.
- assist in the implementation of Institute Safety Policy.

Meeting Arrangements

The Committee will meet at least 3 times per year (once per academic term). The Chair may convene additional meetings as necessary. Minutes of the meetings will be circulated within two weeks of the meeting. Agenda items will be sent out at least 5 working days before the meeting

Evaluation

The Committee's effectiveness and Terms of Reference will be reviewed annually by the Committee.

Current membership of the UCL IEHC Health and Safety Committee

Position	Member
Institute Safety Officer (Chair)	Richard Marsh
Deputy Institute Safety Officer	tbc
Senior Management Team representation	HoD/Institute Director: Prof Fiona Stevenson (or deputy HoD)
Senior Fire Evacuation Marshal	Richard Marsh
Research Dept Administrators / Dept representatives	Maria Kristensen (BSH) Stephane Hume (DAHR) Jusna Jalil / Ione Karney (PCPH) tbc (EPH)
Manager of, or responsible person for, laboratories or research sample freezers etc	Philipp Frank, Richard Gunu, Anne Peasey, Lucy Lennon
Wellbeing Champion	Jessica Weng / Nicola Phillips

Information Services Division representative	tbc
UCL Estates representative	UCL Area Facilities Manager (AFRM) responsible for 1-19 Torrington Place & Royal Free Hospital
Trade Union Representative (if possible)	tbc
Administrative support	Kelly Seenundun

Appendix 4 – Fire alarm testing schedule

Fire Alarm Testing – Summary (2023/24)

The maintenance schedule for building fire alarm systems follows the guidance provided in the latest edition of *BS 5839-1, Detection and Alarm Systems for Buildings - Code of practice for system design, installation and servicing*. In addition to the quarterly and annual servicing of fire alarm systems there is a requirement for a functional test to be carried out each week and recorded in the fire alarm logbook.

UCL Estates Maintenance Team or Contractor (**Fisk Fire group**) carry out the weekly testing. In some premises the **Landlord / FM** (or in a few places) local UCL Dept. Managers are responsible for carrying out the weekly test and record the details.

During the weekly test will normally mean that the alarm will sound for **up to 90 seconds** and between times shown below (or as per local arrangements). In some buildings where more than one fire alarm systems are interconnected, there will be more than one short test (up to 2 or 3).

Note: an alarm sounding for longer than 90 seconds should be treated as a full fire alarm activation, and you should evacuate the building immediately

Further guidance can be found in the quick links provided below for scheduled fire alarm testing and maintenance (TN061, TN062). If you do require any further information please contact [UCLs Fire Safety Team](#)

Additional information for Upper 3rd floor, Royal Free Hospital: fire alarm tests are on a Tuesday. They are very short bursts of the bell, sometimes, there will be two bursts. An intermittent bell means that you should standby for action, but can remain in the dept. If the bell becomes continuous you must evacuate the building via sign posted emergency exits and assemble at the fire assembly point in the south carpark.

- Location: 1-19 Torrington Place (086): Weekday of testing: Monday (between 08:00 – 11.30)
- Location: Upper 3rd floor, Royal Free Hospital: Weekday of testing: Tuesday (usually between 09:00 – 12.00)