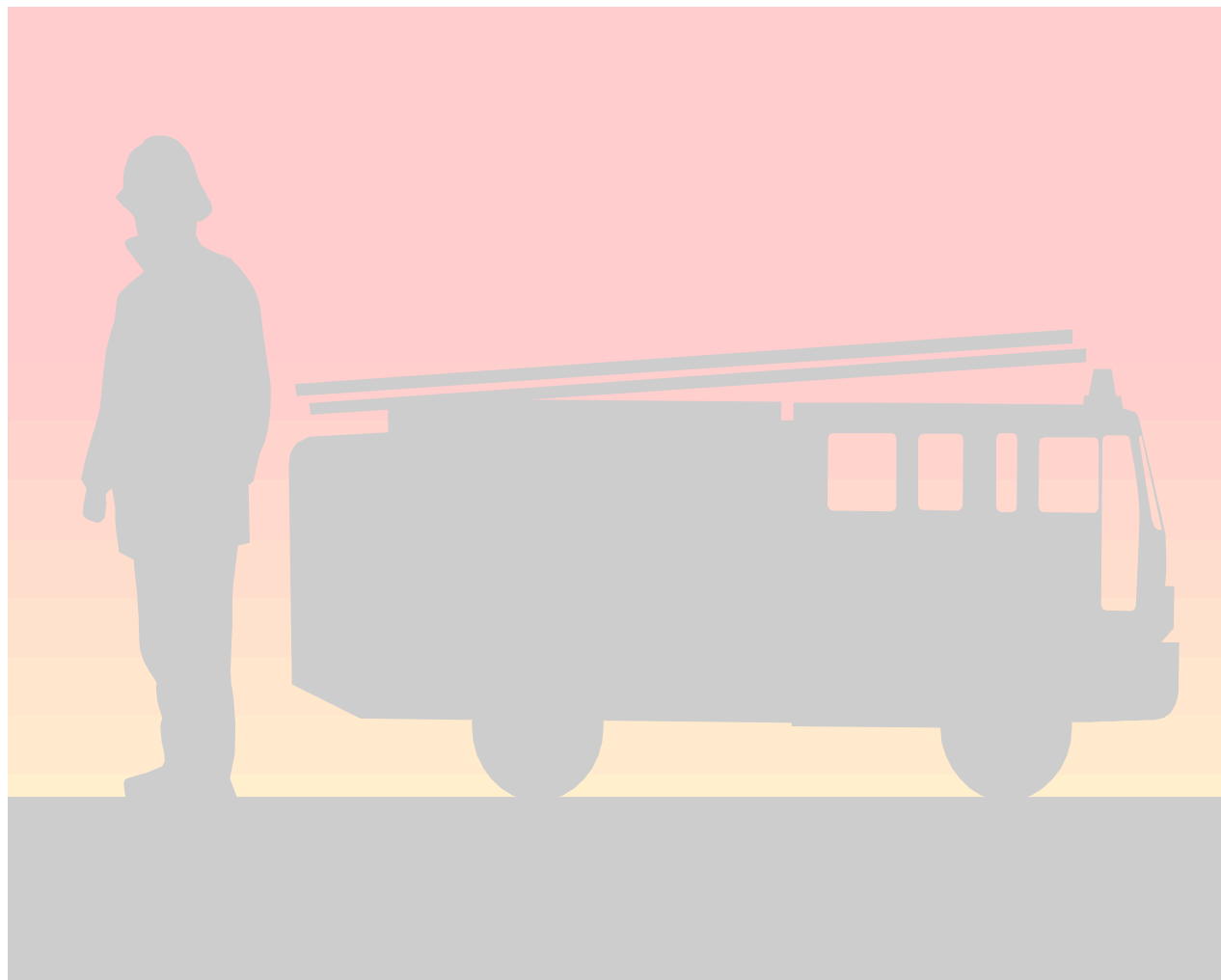


HEALTH AND SAFETY FIRE PRECAUTIONS AND NOTICEBOARDS



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1 GENERAL GUIDANCE

Wall mounted notice boards; display boards and bulletin boards are used throughout the University as a simple and convenient way of communicating information to staff and students.

The boards are mounted predominantly in corridors but also in rooms within a building. All University buildings fall under the requirements of the 'Buildings and Fire Precautions Legislation' and therefore must meet specific standards relating to means of escape in the event of fire. The use of fire doors, fire compartmentation and appropriate fire resistant building materials within a building are essential components of a fire prevention management strategy.

In the event of fire, open notice boards which have substantial amounts of paper-attached can significantly reduce the protection provided by fire resistant building materials and compartmentation in the event of fire.

Therefore it is incumbent on the University to ensure that there are appropriate rules in respect of wall-mounted notice boards. The following guidance should be followed with regard to the fixing of notice boards.

2 DEAD END CORRIDORS. PROTECTED STAIRWAYS AND LOBBIES TO PROTECTED STAIRWAYS

No open type notice boards allowed. Where there is no alternative means of escape from a corridor then only notice boards which meet Class O requirements will be permitted.

Notice boards which comply with Class O requirements are glazed notice boards with aluminium frame, fire resistant toughened glass doors and Class O core material with fire resistant covering.

3 CORRIDORS WITH AN ALTERNATIVE MEANS OF ESCAPE

Notice boards meeting Class 1 requirements, open type with fire resistant material covering, may be used in a corridor with an alternative means of escape provided that the surface area of the Class 1 materials does not exceed 20% of the total ceiling and wall surface area of the corridor. The remaining area must be Class O.

In applying the 20% surface area factor, any posters, display boards or similar items fixed to the wall or ceiling surfaces shall be included in the calculation as Class 1 items.

4 ATRIUM AREAS

In 'Atrium' areas only notice boards to Class 'O' requirements may be installed as fixed items.

5 NOTICEBOARDS 'WITHIN ROOMS

Where notice boards are to be fixed in rooms the following rules will apply:

- a) Where the risk of fire is high then all notice boards must be Class O.
- b) Small rooms (<30m²) notice boards can be Class 3.
- c) Large rooms (>30m²) the 20% rule described in 3 above applies to