

**Imperial College Union**

**Health & Safety Report**

14 November 2018

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| **AGENDA ITEM NO.** | Item 11  |
| **TITLE** | Fire Evacuation |
| **AUTHOR** | Malcolm Martin  |
| **EXECUTIVE SUMMARY** | The annual fire evacuation took place on Monday 8 October 2018 and the occupiers of the building quickly responded to the fire alarm. There was safe egress for the building as the security teams aided by the fire officer ensured that the building was cleared in good time. The fire office will attend the Health and Safety Committee and provide1. An assessment of the annual evacuation
2. Comments about the Beit Quad Union Building Fire Risk Assessment
3. A reminder of the training that is available to students and Union staff
4. Any other information they deem necessary
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| **PURPOSE** | The committee are to seek assurance that adequate measures are in place to protect the occupiers of Beit Quad Union Building and other student spaces under the responsibility of the Union, against the risk of exposure to injuries caused by fire.  |
| **DECISION/ACTION REQUIRED** | For discussion  |