

## FIRE EVACUATION PROCEDURE Burlington Gardens and Burlington House

The fire alarm system in the areas controlled by the Royal Academy is a single stage evacuation system, which means that when the alarm sounds, the building is to be evacuated in an orderly manner. The general rules are as follows:

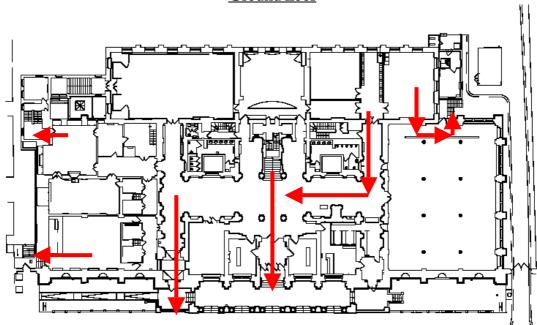
- 1. On discovering a fire, operate the nearest call point (break glass) to call for assistance, then instigate evacuation procedure of the area.
- 2. Staff and visitors are to evacuate the building and proceed to the assembly point without delay.

#### Assembly point: - Burlington Arcade (Next to building)

- 3. Each location within the building has a primary escape route, which should be used unless that route is deemed unsafe. Please ensure that you make yourself aware of this route wherever you are working.
- 4. If the primary escape route is unusable then the secondary escape route is to be used.
- 5. DO NOT USE THE LIFT.
- 6. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
- 7. DO NOT RE-ENTER THE BUILDING (Until told it is safe to do so by the Security Staff).
- 8. DO NOT SMOKE (THE CAUSE OF THE ALARM MAY BE A GAS LEAK). In the event of an alarm all designated smoking areas automatically become non smoking.

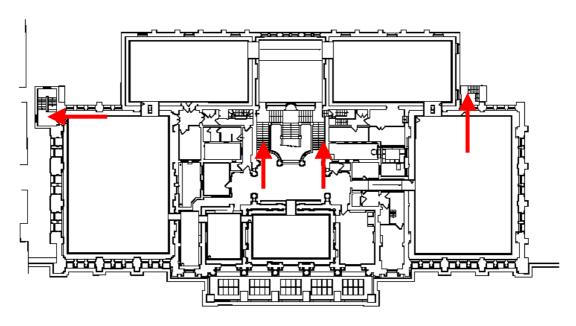
## Fire Exits from 6 Burlington Gardens

### Ground floor



PLAN AT EXISTING GROUND FLOOR LEVEL

## 1st Floor

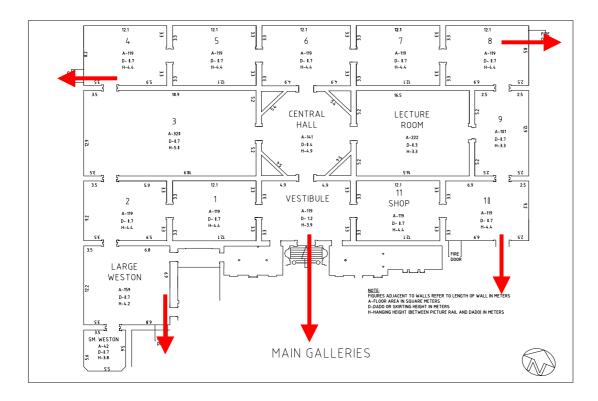


PLAN AT EXISTING FIRST LEVEL

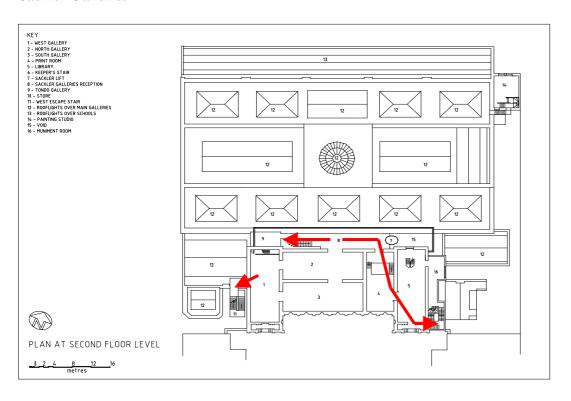
# FIRE EXITS Burlington House

1. A map of the galleries showing the Fire Exits.

#### Main Galleries



#### Sackler Galleries



- 2. We do not have a dedicated First Aid room but the Red Collars (First Aiders) will usually take people to a quiet area.
- 3. In emergencies the gallery guards and Red Collars have a radio system that can be used and the front desk have a phone that can be used.
- 4. The nearest hospital (accident and emergency) is located at

University College Hospital Cecil Flemming House Grafton Way WC1E 3BG 0207-387-9300

- 5. In the event of an emergency, commands will be issued by the security guards stationed in the galleries. Red Collars (Senior security) have overall control. And via communication with the Metropolitan Police will be able to inform visitors of any situation and the procedures to be followed.
- 6. The RA is a non-smoking building failure to adhere will result in removal from site
- 7. The RA has full Employers Liability Insurance to £5 million and also public liability insurance to £10 million.
- 6 Please see below for details of the RA's "Health and Safety Statement". This outlines the RA's commitment to the health and safety of its staff and visitors.

## Royal Academy Of Arts Health and Safety Policy Statement

The Royal Academy Of Arts recognises its duty to comply with the Health and Safety at Work etc. Act 1974.

#### The Royal Academy Of Arts will, as far as is reasonably practicable:

1.	Provide adequate resources to maintain health and safety.
2.	Carry out risk assessments and review them when necessary.
3.	Provide and maintain systems of work, which are safe, and without risk to health.
4.	Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.

5.	Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
6.	Carry out health surveillance, where required.
7.	Ensure that all machinery, plant and equipment is maintained in a safe condition.
8.	Make adequate provision and arrangements for welfare facilities at work.
9.	Keep the workplace safe and ensure that access and egress are safe and without risk.
10.	Monitor safety performance to maintain agreed standards.

## The duties of employees are to:

1.	Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
2.	Co-operate with others in the company to fulfil our statutory duties.
3.	Not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.

## To ensure that this policy is effective, we will:

1.	Review it annually, or on significant changes in our business.
2.	Make any such changes known to employees.
3.	Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.