

INSTRUCTIONS RELATING TO SAFETY AND FIRE PROTECTION FOR INCOMING STUDENTS AND PARTICIPANTS IN COURSES OF THE FACULTY OF ARTS, CHARLES UNIVERSITY

(updated on 20 August 2020)

Prepared by: L. Juřina, qualified person in occupational health and safety
 Updated by: Ing. Alexandr Guluřkin, qualified person in occupational health and safety
 Approved by: doc. PhDr. Michal Pullmann, Ph.D., Dean of the Faculty of Arts of Charles University

Health and safety

An essential responsibility of every university and its facilities includes the duty to ensure the health and safety of all people present in its premises or carrying out activities under the supervision of the university.

Responsibilities of students and participants in courses of the Faculty of Arts, Charles University

Every student and course participant at the Faculty of Arts ("student") is responsible for their own health and for taking care of the health of other people who could be affected by their behaviour. Every student must behave in a way that prevents, if possible, damage to their health or the health of other people. They are required to observe the rules of safe behaviour in buildings used by the school or during events organised by the school.

In particular, this means:

1. Being careful while walking, refraining from running along corridors and on stairs.
2. Being careful while handling and carrying objects to prevent injuries and refraining from lifting excessive weight (max. 20 kg for women; max. 50 kg for men).
3. Consuming alcoholic beverages and other habit-forming substances during classes or events organised by the school is prohibited.
4. It is prohibited to participate in classes or events organised by the school when under the influence of alcoholic beverages and other habit-forming substances.
5. Students are required to observe all of the verbal and written orders and prohibitions of the instructors and employees of the school, especially instructions on safety and fire signs, and those provided in safety and fire guidelines and rules. Fire protection documentation is posted in corridors and in the respective faculty department areas.
6. Students are required to report any damage to health (including minor injuries) suffered during classes or events organised by the school to their instructor.
7. Students must not enter the technical departments of the school (for example, electric substations, engine rooms, boiler rooms, etc.) if not accompanied by authorised staff of the Faculty.
8. Machines and technical and transport equipment may be used only in compliance with the manufacturer's instructions (user's manual) or the school's instructions.
9. Chemicals and hazardous chemical substances may be used during classes only in compliance with the manufacturer's instructions, the instructions on the product label, and the school's instructions.
10. Students must not handle machines and equipment unless they are part of the classes or other ordered or permitted activities.
11. Students are required to observe instructions for use and local guidelines, with which they must be acquainted. Students are required to use personal protective equipment if included in the activity performed (for example, during practical seminars).
12. It is prohibited for students to engage in any behaviour (for example, inappropriate practical jokes) that might cause injuries.
13. No weapons, ammunition, or any pyrotechnical objects (explosives, etc.) may be brought into buildings used by the school or to events organised by the school.
14. Students are required to keep the buildings used by the school in clean and proper order, especially roads/pathways and corridors, to prevent falls by persons, restricted passage, restricted access to fire extinguishers, fire hydrants, electric distribution boards, etc.
15. Students must not use unapproved electric and heat appliances in buildings used by the school, with the exception of mobile phones, laptops, and e-book readers.
16. Students may switch on and off electric equipment, lighting, and electric appliances up to 240 V and/or connect and disconnect power supply cables from the socket. Before using an electric appliance (including extension cords) or powered hand tools, students are responsible for visually inspecting their condition. Damaged appliances and tools must not be used! Electric appliances operated with higher voltage may be switched on and off only upon direct order of the instructor. Any additional interference with electric or other technical equipment is strictly prohibited.
17. Students are prohibited from handling gas appliances unless directly instructed by the instructor.
18. While handling hazardous chemical substances and products, students are required to proceed with caution and to observe the instructions on the label of the hazardous chemical substance or product relating to the hazardous properties and safe handling of the substance. In addition, it is forbidden to eat, drink, and smoke while handling hazardous chemical substances and products, to use an open flame in case of flammable or combustion supporting substances, and to store such substances near sources of heat.
19. Detergents and cleaning agents must be kept at the designated locations.
20. Students must also comply with all measures implemented by government institutions for handling crisis situations (e.g. the COVID-19 epidemic).

Fire protection

Everyone is responsible for behaving in a manner so as to prevent fire, to prevent risk to the life and health of persons and animals, and to prevent property or environmental damage. Everyone is required to proceed with caution while using heat, electric, gas, and other appliances, during the storage and handling of flammable and combustion supporting substances, and open flames. This includes observing fire protection regulations and manuals and instructions for operation and use.

1. When responding to fires or other accidents, everyone is required to provide personal assistance to the fire protection unit, if not prevented by serious circumstances.
2. In addition, everyone is required to carry out orders and obey all bans in designated areas, especially bans relating to smoking and the handling of open flames.
3. **Smoking is prohibited in all buildings of Charles University and other buildings used for classes.**
4. Students are required to refrain from activities that might cause a fire. They must not abuse and damage fire protection devices (fire extinguishers, fire hydrants) or call fire protection units without a reason.
5. Everyone is required to keep lighters/fire igniters away from children and to ensure that children do not cause a fire.
6. Drying clothes and other materials on heaters is prohibited.
7. Everyone is required to observe the provisions of fire alarm guidelines, evacuation plans, the fire code, and other fire protection documents, including the rules for dormitories, training centres, etc.
8. Fire alarm guidelines, evacuation plans, and the fire code are posted in the building corridors or in the respective faculty department areas.

Activities in case of a fire

1. In case of a fire, everyone is required to inform all persons who may be endangered by the fire by shouting, as a rule, “**FIRE**” (in Czech “**HORÍ**”). In addition, everyone is required, if possible, to try to extinguish the fire, to remove any flammable and other hazardous substances from the vicinity, and if possible, to prevent the circulation of fresh air.
2. When a fire alarm is set off, all persons will **immediately** leave the endangered area, except for those extinguishing the fire or performing rescue activities, and will go to a **designated emergency assembly point**.
3. In case of a fire, everyone is required to call the fire brigade as soon as possible using the common **112** emergency telephone number or **150**. The following should be stated when reporting a fire: **what you are reporting** (I am reporting a fire), **the place of the fire** or another event (address), your name, and the telephone number you are calling from.
4. Everybody is required to immediately report any fire, even if they extinguish the fire themselves!

Using portable fire extinguishers:

Before using a fire extinguisher, the risk of electric shock should be considered. Extinguishing electrical equipment fires using water or a water-based or foam-type fire extinguisher is strictly prohibited. **Powder fire extinguishers** are intended for virtually all types of fires, including electrical equipment.

Carbon-dioxide fire extinguishers are intended for extinguishing electrical equipment, food, library fires, etc. The fire extinguisher should only be activated immediately before its use and after releasing the safety lock under the start button or by pulling out the securing wire using the yellow eyelet. In any case, it should be carried out in accordance with the instructions provided on each fire extinguisher.

Knowledge of health, safety, and fire protection will be beneficial for you not only during your studies, but also in the future in order to protect your life and health and also the health and lives of other people.

Information on the monitoring of premises by means of a camera system:

Selected spaces inside the building and the outer walls of the building are monitored by recording cameras for the protection of life, health, and property. In the monitored areas and in front of the main entrance to the faculty building, information panels and pictograms have been installed in order to notify the public about the ongoing monitoring by means of a camera system. Details about monitoring and its scope are specified in a notification of the Dean, by means of which a directive was issued on the operation of the camera system.

Declaration:

I have read and understood this text. When commencing my studies or upon registration for a course, I was acquainted with the following regulations: fire alarm guidelines, evacuation plans, fire rules, instructions on safety and fire protection, and the regulation on the operation of the camera system. These documents are available on the official noticeboard of the faculty website, under the section “Předpisy” (i.e. “regulations”) – “Bezpečnost, zdraví a požární ochrana – studenti” (i.e. “safety, health, and fire protection – students”).

Date:

First name and surname: **Signature:**