### Food & drink preparation - what you need to know:

<table>
<thead>
<tr>
<th>Prohibited</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Toasters</strong> - prohibited in all rooms (including tea points, offices, laboratories etc.) other than designated kitchens;</td>
<td><strong>DESIGNATED TEA POINTS ONLY</strong></td>
</tr>
<tr>
<td><strong>Sandwich Makers</strong> - prohibited in all rooms (as above) other than designated kitchens;</td>
<td><strong>Microwaves generally permitted</strong> - but <em>there may be certain exceptions in high risk areas</em>! which are to be discussed on site with UCL Fire Safety Manager;</td>
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<tr>
<td><strong>Cookers with Hot Rings</strong> - prohibited except in designated kitchens;</td>
<td><strong>Kettles</strong> - make sure that the kettle is not under or steam spout is direct towards the smoke detector;</td>
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<tr>
<td><strong>Fat Fryers &amp; Woks</strong> - prohibited except in designated kitchens;</td>
<td><strong>Coffee makers</strong> - make sure that the unit is not under a smoke detector as the steam can activate the system;</td>
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<tr>
<td><strong>Microwaves left unattended when heating</strong> - cooking food can still burn and catch fire in microwave ovens, only heat food stuffs for a few minutes at a time and never leave heating unattended;</td>
<td><strong>Rice Boilers</strong> - make sure that the unit is not under a smoke detector as the steam can activate the system;</td>
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<tr>
<td><strong>Candles</strong> - birthday cakes with candles or similar are prohibited other than within a designated kitchens/Kitchenettes (with fire door closed) as candles in addition to being a fire hazard, being blown out in the office or tea point will activate smoke / fire detection system, causing an unwanted fire evacuation of the building and calling the fire brigade;</td>
<td><strong>ZIP Taps</strong> - make sure that the unit is not under a smoke detector as the steam can activate the system;</td>
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**Acceptable**

- **Fridges** - acceptable;
- See TN040 for further information on loading of electrical sockets & extension cables;
1.0. Introduction

1.1. Food & drink preparation generally involves heating which introduces potential ignition sources into the workplace. Food & drink preparation must therefore be confined to designated areas to reduce the risk of fire by separating potential ignition sources from the significant amounts of combustible materials normally found in the workplace.

1.2. Food and drink consumption and preparation is not permitted in science laboratories, equipment rooms or workshops etc., where other arrangements should be place for the welfare of staff and students.

1.3. The following guidance is provided for Heads of Department and their managers, in respect to control of potential ignition sources in tea points, small kitchens and offices.

2.0. Definitions

- **Office** - a room, set of rooms (including lecture theatres, seminar rooms and teaching areas) or a building used as a place of business for non-manual work;
- **Tea Point** - designed for the small-scale preparation of hot drinks and snacks in areas close to the workplace (that may not be a separate fire compartment or have any form of fire safety measures in the immediate area);
- **Kitchens / Kitchenette in Departments (Small)** - designed for the small-scale preparation of hot drinks, snacks, light meals in areas close to the workplace (that forms a small fire compartment and has appropriate fire safety measures, and fire detection) and:
  - The area does not form part of an office space or corridor without adequate fire separation;
  - The area is enclosed with a 30min fire door that should be kept shut at all times.

3.0. General Management of Hot Drink & Food Preparation Making Equipment by Departments

3.1. **Office / Working Areas used for Drinks Preparation:**

   (a). In certain circumstances, it may be acceptable to have a small corner of an office used for the preparation of hot drinks; particularly, if there is a lack of a fully designated Tea Point/kitchen on the floor or in local area. For general guidance:
• Do not introduce a drinks prep area in a work room or office, if a local designated and properly designed Tea Point is available close by;

• If a drink preparation area is located in a room other than designated Tea Point, care should be taken to ensure that the kettle or coffee maker does not generate steam in close proximity to the smoke detector(s) within the room.

  ❖ **Note** - any unwanted fire evacuations or false alarms caused by these drink preparation arrangements will necessitate the facilities to be removed.

  ❖ **Microwaves generally permitted** - but there may be certain exceptions in high risk areas' which are to be discussed on site with Fire Safety Manager;

    • Surfaces and equipment in drink preparation areas must be kept clear of combustible materials;

    • Electric power adapters and extension leads **must not** be used for drink and food preparation equipment. Additional fused sockets may be required through UCL Estates;

    • It is recommended that electrical equipment is inspected and is subjected to an appropriate regime of Portable Appliance Testing (PAT) in accordance with the Electricity at Work Regulations 1989;

    • **Never** leave the tea point / kitchen when you are cooking food, and be especially careful with microwave ovens, as overheating food or packing will produce smoke that may activate the fire alarm system.

(b). **Prohibited** - items and equipment in OFFICES / WORK AREAS / TEA POINTS- (these items may be used in designated **kitchens only**) includes:

• Toasters;

• Sandwich makers;

• **Cooker hot rings & fat fryers - only permitted in professional / industrial Refectory or Residents kitchens**;

• **Candles** - birthday cakes with candles or similar must not be used anywhere other than within a designated (kitchen are with fire door closed) as candles blown out in the office or tea points will activate smoke/fire detection system, causing an unwanted fire evacuation of the building.
3.2. **Permitted Items (Local Departmental Kitchens / kitchenettes)** - following items may be used in designated kitchens formed by a fire enclosure fitted with a fire door and heat detection (*not smoke*):

- Toaster*
- Sandwich makers;
- **Candles** - birthday cakes with candles or similar must not be used anywhere *other than within a designated kitchen with fire door closed* (as candles blown out in the office or tea points will activate smoke/fire detection system, causing an unwanted fire evacuation of the building) -open kitchen windows or activate extractor fan where practical.

3.3. **Specifically Prohibited All Areas** - with the exception of designated professional / industrial kitchens, such as the Refectory or Student Halls of Residents:

- Cooker hot rings
- Fat fryers

**NOTE** - If in doubt, seek advice though the UCL Fire Safety Manager ([fire@ucl.ac.uk](mailto:fire@ucl.ac.uk))

*Do not place toasters under kitchen cupboards as the heat produced, damages the underside of cupboards and, should the toast catch fire in the toaster, flames can cause the cupboards or surrounding materials to ignite…*

- Toaster not to be placed under shelving units;
- Toaster not permitted if the area forms part of an office space or corridor without adequate separation;
- Toaster not to be used unless the kitchen is fitted with a fire door, that should be kept shut at all times.