

Fire Protection and Occupational Safety and Health for Students (extract)

Fire Protection

Informing students about the Act no.133/1985 Coll., On Fire Protection, as amended.

Introductory Provisions

The purpose of the Act is to create conditions for an effective protection of life and health of people and property from fires and for providing assistance during natural disasters and other emergencies.

Everyone is obliged to behave in such a way, which will prevent occurrence of fires and threats to lives and health of people, animals, and property; everyone is required to provide appropriate personal assistance, when fighting fire, natural disasters and other emergencies, unless it could expose them to a serious danger or threat to themselves or their close people, or unless an important factor prevents them from doing so; and everyone is obliged to provide necessary material assistance.

The Basic Obligations of Individuals

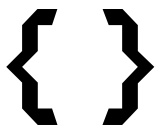
An individual is obliged:

- to act in appropriate ways to prevent risks of fire, especially when using thermal, electrical, gas and other appliances, when storing and using flammable or fire hazardous substances and when handling open flame or other ignition source,
- to fulfil orders and to observe prohibitions regarding fire protection at marked locations.

Personal Assistance

As regards fighting a fire, everyone is required:

- to implement necessary measures for rescue of people at risk,
- to extinguish the fire, if possible, or to carry out necessary steps to prevent its spread,



- to report a fire on the designated spot or to make sure that the fire is reported,
- provide personal assistance to the Firefighting brigade at the request of the Firefighting unit commander, firefighting commander or municipality.

An individual must not:

Call the fire brigade, if it is unjustified and the person is aware that it is unjustified, or to abuse the emergency phone number, to damage, abuse or otherwise prevent the use of fire extinguishers or other means of fire protection and fire safety equipment.

Responsibility for fire safety:

The statutory body is responsible for fire protection as stated in legal regulations.

Basic guidelines for the implementation and organization of fire protection at UHK

1. Bursar's Directive no. 7/2007 and 8/2007, which specifies the organization's fire protection, is published on the UHK website (www.uhk.cz – Úřední deska – Řídící akty – Směrnice kvestora – 2007 – 7, 8 – Czech version only)

2. Teaching and related activities are conducted in the following objects:

building A – Hradecká 1227, Hradec Králové

building B – náměstí Svobody 331, Hradec Králové

building C – náměstí Svobody 301, Hradec Králové

building D – Jana Koziny 1237, Hradec Králové

building E – Víta Nejedlého 573, Hradec Králové

building F – Velké náměstí 32, Hradec Králové

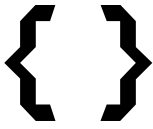
building H – U pivovarské flošny 296, Hradec Králové

building J – Hradecká 1249/6, Hradec Králové

building K – Palachova 1129, Hradec Králové

building P – Pivovarské náměstí 1244, Hradec Králové

building R – Rokitanského 62, Hradec Králové



3. Duties of students:

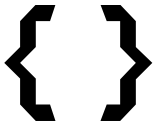
- observe the ban on smoking in all buildings,
- act in a manner, which would prevent occurrence of a fire, in the event of a fire, extinguish it and if this is not possible, call for help in the manner specified in the fire alarm directives and report any fire - even if it is already extinguished - to your supervisor,
- register yourself in the guestbook outside working hours or at request of the security guards,
- keep the workplace tidy, remove or report any defects to your supervisor,
- do not tamper with or use flammable liquids, unless their use is a part of your workload. If flammable liquids are spilled, immediately perform their disposal in a safe manner (beware of spontaneous combustion of fluids!),
- do not perform any activities that could lead to fire unless proper trained and assigned by the subject teacher,
- do not perform activities, which could lead to an occurrence of fire, without proper qualifications and outside of specific tasks set by the teacher,
- do not handle pressurised bottles without proper training,
- provide assistance according to your capabilities during a fire or other disasters,
- maintain open escape routes and exits,
- in case of fire work together to evacuate people,
- if a fire evacuation training is announced, leave the building and gather at the designated place.

4. Evacuation of people and the manner of announcing the fire alarm

There are specific conditions of evacuating people for each building and everyone is obliged to make themselves familiar with:

- the Fire Alarm Directive,
- escape routes,
- the Fire Regulations, if they exist for the given building.

The Fire Alarm Directive and graphical representation of escape routes are placed on notice boards on each floor of the above-mentioned premises.



The manner of announcing the fire alarm – as described in the Fire Alarm Directive in each building of UHK

5. Special notes:

In case of fire elevators must not be used for escape in any of the above-mentioned buildings. Cabins of the elevators are not fire-safe, with the exception of the elevators marked as evacuation elevators

6. Fire Extinguishers

Fire extinguishers located in buildings and intended for the first attempt to extinguish a fire include mostly powder, water and CO₂ extinguishers.

Water fire extinguisher is used for:

- **Class A fires** – fires of solids, such as wood, paper, fabrics, etc.
- **It must not be used to extinguish electrical equipment with live electric current!**
- The fire-extinguishing agent is water with addition of potash. The reach is 4-6 m.

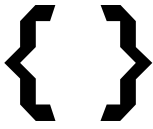
Powder fire extinguisher is used for:

- **Class A fires** – fires of solids, such as wood, paper and fabric.
- **Class B fires** – fires of liquid substances, such as gasoline, oil and xylene.
- **Class C fires** – fires of gaseous substances, such as coal gas, acetylene and hydrogen.
- It can be used for extinguishing of devices under electrical voltage of up to 1000 V!

Carbon dioxide (CO₂) fire extinguisher is used for:

- **Class B fires** – fires of liquid substances such as gasoline, oil, and xylene.
- **Class C fires** – fires of gaseous substances, such as coal gas, acetylene, hydrogen.
- The extinguishing agent is carbon dioxide.

Operation instructions are illustrated on each of the fire extinguishers.



Occupational Safety and Health (OSH)

The Charter of Fundamental Rights and Freedoms sets out the basic rights and freedoms under international conventions, which the Czech Republic is bound to comply with.

The following issues are important for Occupational Safety and Health:

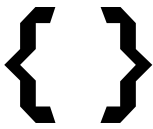
- the right of women and juveniles and persons with disabilities to increased protection of health at work,
- special working conditions,
- everyone's right to health protection.

Fundamental rights are part of social rights and are elaborated in detail in the laws, especially the Labour Code and the Act on Public Health Care. Fundamental rights and freedoms are protected by the judiciary.

In connection with these laws, it is necessary for people to take care of their own security, their health or the life and health of other individuals.

In particular, it is necessary to:

- comply with legislation relating to occupational health and safety,
- comply with other regulations related to the activities performed particularly on technical devices (e.g. computer equipment), laboratory equipment - both physical and chemical,
- observe the principles of safe and polite behaviour in the workplace and in physical education,
- use personal protective equipment and safety devices at work,
- do not consume alcoholic beverages and other addictive substances and do not teach nor perform other work activities under their influence,
- observe to the established smoking ban in all areas of UHK,
- notify your superior about flaws and faults that could endanger health and safety,
- undergo medical examinations, which may be required by the university management.



School Accidents

A school accident is an accident, which happens to students in the school during lessons or while participating in educational activities organized by the school and activities directly related to this participation. Activities organized by the school include also activities organized by pedagogical employees acting on behalf of the school. Activities directly connected to education and educational activities of the school include in particular:

- students' work in laboratories and in the designated practical classes,
- students' presence at sports premises during mandatory physical education,
- participation of students on trips, tours, traveling, swimming, skiing, excursions, sports competitions organized by the school and supervised by school personnel.

A school injury does not include accidents, which happen on the way to school and back. The way to school ends by entering the school building or eventually entering into other premises designated for education. The way from school begins with the departure from the school premises. Tasks related to implementation of learning tasks do not include eating, the way to the cafeteria, medical treatment, etc.

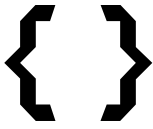
Recording of and compensation for accidents of university students.

Record-keeping related to students, who have suffered injury at school, is maintained by the school on the printed form "Record of an injury of a university student".

The basis for a school injury compensation of a university student include the following printed forms:

- (1) "Record of an injury of a university student", filled in together with the teacher,
- (2) a confirmed "Medical Report" and rating of the injury (pain compensation) – performed by a General Practitioner (GP),
- (3) receipts for medical examination and treatment – issued by a GP.

The forms (1) and (2) are available at the study office of the relevant faculty or department, where the accident occurred.



After completed medical treatment, legibly filled-in forms must be returned to the secretariat of the relevant workplace, where the accident occurred.

Compensation for a school injury

The workplace will hand the completed forms over to the occupational health and safety officer, who will evaluate the injury. Compensation for a school injury is one-time only and must not be confused with health insurance or private accident insurance.

Grave, massive and fatal accidents must be reported immediately (e.g. by telephone, fax).

These injuries are reported to:

- Police of the Czech Republic
- Occupational Safety Inspectorate
- Ministry of Education, Youth and Sports
- University of Hradec Králové

The faculty is liable for damage incurred to students of the Faculty during theoretical lessons and practical training at school or in direct connection therewith; if the damage occurred during practical lessons performed by a legal subject or individual or in direct connection therewith, the given legal or natural person performing the practical training is liable for the accident.

Important telephone numbers

Paramedic (CZ).....	155
Police (CZ).....	158
Fire Brigade (CZ).....	150
EU emergency number.....	112