**Title:** Fire Safety Guidance – Tea Point / Small Kitchen Food & Drink

 **Keywords:** Kitchen, tea point

**Description:** Guidance for staff regarding the provision of tea points in office areas

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**Audience:** Staff & Students

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| Fire Safety Guidance |  |
| **PROVISION OF TEA POINT / SMALL KITCHEN FOOD & DRINK PREPARATION** |

**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, plant rooms or workshops etc., where other arrangements should be in place for the welfare of staff and students.

1.3. The following guidance is provided for Managers and Duty Holders, in respect to control 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 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 from the immediate area*;
* Kitchens 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.*

**3.0. GENERAL MANAGEMENT OF HOT DRINK & FOOD PREPARATION MAKING EQUIPMENT BY DEPARTMENTS**

3.1. Office and working areas being used for drink preparation:

* 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.
* 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;
* 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.
* **NOTE - any unwanted fire evacuations or false alarms caused by the above arrangements may necessitate the facilities removal.**
* **Equipment Not Permitted in Offices or Work Areas** - equipment using naked flames or radiant elements **must not** be used in these areas, for example:
	+ Toasters;
	+ Sandwich makers;
	+ Microwaves;
	+ Candles - birthday cakes with candles or similar must not be used anywhere other than within a designated (kitchen area 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;
	+ Real Christmas Trees see Fire Safety Note M01.
* **Other Items Not Permitted in Offices or Work Areas** - items using naked flames or radiant elements, or with the potential to result in false alarms. For example:
	+ Hair spray or deodorant use under or near the smoke detector;
	+ Smoking (smoking is NOT permitted in any BU building);
	+ The use of candles, incense or indoor fireworks is NOT permitted;
	+ Use of fumigants or aerosol;
	+ Hot works (soldering, brazing etc.) undertaken - *without an approved ‘Hot Work’ permit issued by BU Estates*.
* **NOTE - If in doubt, seek advice though the BU Fire Safety Officer.**