



# **Fire Safety Policy**



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## Purpose

DCU is committed to providing a safe environment for its staff, students and visitors. Part of this responsibility is the provision and management of fire safety systems and procedures.

DCU is also committed to implementing a fire safety management system on campus that will ensure compliance with the relevant sections of the following legislation and associated codes of practice:

- The Fire Services Acts 1981 & 2003
- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- The Management of Fire Safety in Places of Assembly (DoE Code of Practice)
- The Safety, Health and Welfare at Work Act, 2005 (as amended)

This policy outlines the fire safety arrangements in place at the University.

## Scope

This policy applies to:

- all buildings and areas occupied by the University and campus companies,
- all staff,
- all students; and
- all legal visitors.

## Policy Statement

The University is committed to providing all reasonable precautions to guard against the outbreak of fire; along with reasonable precautions to limit the effect of a fire should one occur. To that end, arrangements are to be maintained in place in each of the following areas:

- Provision and maintenance of the requisite active and passive fire safety systems across all DCU property and buildings.
- Provision of relevant fire safety training to university staff.
- Fostering a proactive culture of good fire safety practice across the university through the provision of information, instruction and advice to all staff as appropriate.



- Review the above on an ongoing basis. Performance measures and any issues identified are to be quantified and reported to the senior management for action as appropriate.

## Roles and Responsibilities

Under the Fire Services Acts 1981 & 2003, the ultimate responsibility regarding fire safety is with the 'person having control over the premises' which in the case of DCU is the university itself or the particular campus company as the relevant body corporate.

However, certain persons within the university have particular responsibilities in ensuring compliance with the above legislation as part of their roles. These are outlined below.

### **Deans/Unit Heads/Research Centre/Campus Company responsibilities**

- To promote general fire safety within their building.
- To ensure that staff attend fire safety awareness training arranged by the Health and Safety Office.
- To ensure, in consultation with the Health and Safety Office and other Heads, that a sufficient number of trained Fire Wardens are available within the building to respond to evacuation alarms.
- To ensure that all fire safety housekeeping inspections required under the DCU Building Fire Safety Register system are carried out (and the outcomes notified to DCU Health and Safety Office)
- To receive reports of fire safety issues which may arise during the housekeeping inspections and to follow up with the appropriate parties (local area staff / Estates Office Helpdesk etc.) to ensure resolution.
- To escalate issues which cannot be resolved at local level to Deans / Senior Managers.
- To ensure that the topic of occupational health and safety/fire safety is a standing agenda item on all School/Unit/Research Centre staff meeting agendas.

### **Fire Wardens responsibilities**

- Assist in the evacuation of any DCU building.
- Attending a debrief following any emergency evacuation drill.
- Reporting to the Head of School/Unit any observed fire or evacuation hazards or unsafe conditions.
- Attending Fire Warden Training.

### **Security Service responsibilities**

- Investigating fire alarm activations received in the control room.
- Assisting in the evacuation of the building and in securing the building until the fire services arrive.
- Recording details of all alarm activations (false alarms / genuine emergencies) and their probable cause.
- Giving the all clear to re-enter the building if it is found to be safe to do so after investigation.



### **DCU Estates responsibilities**

- The regular inspection and maintenance of all active and passive fire safety systems.
- Assisting and liaising with the DCU Health and Safety Office on matters pertaining to fire safety arrangements in the University.

### **Academic Staff / Laboratory Supervisors responsibilities**

- At the beginning of the Semester, informing assembled persons of the procedures to be adopted during any evacuation of the building including pointing out room exits, the location of escape stairwell and final exit points and assembly points.
- Instructing their students to evacuate immediately in the event of an alarm activation during lectures/labs.
- Informing Fire Wardens / Security / Fire Brigade of any known missing persons.

### **Health and Safety Office responsibilities**

- The co-ordination, implementation and review of the University Fire Evacuation Procedure.
- Liaison with the emergency services to maintain emergency preparedness.
- Co-ordinating the training programme for Fire Wardens.
- Maintaining a master list of Fire Wardens and scheduled evacuation drills.
- Organising a Fire Warden 'Debrief' following scheduled drills.
- Working with the Disability Office to develop Personal Emergency Evacuation Plans (PEEP) for campus users with mobility or other issues that could hinder their safe evacuation.

### **Disability Service responsibilities**

- Notifying the Health and Safety Office of students who register with the Service who may, due to the nature of their disability, encounter difficulties in evacuating in accordance with the section below.
- Initiating and working with the Health and Safety Office to develop PEEPs as appropriate.

### **Human Resources responsibilities**

- Notifying the Health and Safety Office of staff who register with Human Resources who may, due to the nature of their disability, encounter difficulties in evacuating in accordance with the section below.
- Initiating and working with the H&S Office to develop PEEPs as appropriate.

### **Staff / Students with Mobility or other difficulties that may hinder their Safe Evacuation responsibilities**

- Informing Human Resources or Disability Services as appropriate if their disability is such that they would require assistance in either perceiving a fire alarm activation and/or would require assistance evacuating independently.
- Cooperating in the development of a PEEP.



- Making their PEEP known to Fire Wardens/ Security in the Event of an Evacuation.

## Related Documentation

DCU Standard Operating Procedure – Fire Evacuation (DCU/HSO/SOP/006)

## Contacts

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## Policy Review

This policy will be reviewed every three years.

## Version Control

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End.