

Fire Safety Management on DCU Campus

Policy Document

Background

DCU is 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 Act 1981*
- *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*

The Health and Safety Steering Group presented an interim compliance report (with recommendations in relation to achieving full compliance) to DCU SMG in mid 2011. This report was based on a survey of a range of buildings across campus undertaken by the Fire Safety Officer (1 year contract position established in January 2011 and since extended to March 2012). followed up by a presentation to Heads in September 2011. The compliance report was categorised under two headings;

Building Management Issues;

- fire safety culture, housekeeping¹, management of escape routes and exits,, management of fire alarm panels, fire safety records and contractors in buildings

and

Building Fabric Issues;

- condition of fire doors, fire stopping, emergency lighting and fire alarm system

¹ *Housekeeping, in this context, refers to fire safety housekeeping and in particular the need to ensure on a daily/weekly basis that;*

(a) flammable and combustible materials are not stored in inappropriate areas, (b) walkways and escape routes are kept clear and (c) general waste, redundant furniture, packaging material etc are disposed of appropriately (d) emergency lighting is operational.

The Health and Safety Steering Group indicated to DCU SMG that the building management issues needed to be resolved urgently to ensure legislative compliance. The Group also noted that resolution of the building fabric issues on a phased basis (in accordance with the level of risk identified) would require the availability of significant financial resources.

In response to the interim report, DCU Executive approved the following policy on March 6, 2012.

A Fire Safety Management System will be adopted across all buildings on campus. This system will comprise three strands:

1. Development of Fire Safety Culture
2. Fire Safety Policy and Performance Reporting
3. Day to Day Fire Safety Management

1. Development of Fire Safety Culture

DCU urgently needs to develop a proactive culture of fire safety on campus. Central to this is the delivery of fire safety awareness training to all staff and the integration of fire and health and safety issues into the day to day management of faculties, schools and units. In this regard, the following measures will be adopted;

- (a) Fire safety awareness training to be rolled out to all staff through the existing Faculty/School/Unit/Campus Company staff meeting schedule. Training will be delivered by the Health and Safety Officer and/or the DCU Fire Officer. Heads, Deans and Campus Company Managers will facilitate the delivery of this training.
- (b) New staff will attend fire safety training as part of the probationary process.
- (c) Fire Safety / Health and Safety is a required agenda item on monthly Faculty Management Board meetings and at School/Unit, Research Centre and Campus Company Management Meetings. This ensures that management have documented ongoing oversight of issues which may arise.

2. Fire Safety Policy and Performance Reporting

Policy and performance issues (and performance measures) in relation to fire safety management on campus will be reported to DCU Executive via the existing Health

and Safety Steering Group (a sub group of Executive). Performance measures will include metrics such as attendance at fire awareness training, maintenance of Fire Safety Registers, compliance with 'agenda item' requirement (1(c) above).. A report on Fire Safety Management on Campus will be incorporated into the Annual Report of the Steering Group.

3. Day to Day Fire Safety Management

DCU recognises that fire safety issues can occur across any or all buildings on campus on a daily basis. The following system will ensure that issues which may arise are tackled in a proactive manner.

- (a) Heads and Deans will retain responsibility for fire safety management within their areas
- (b) In order to ensure that housekeeping issues are managed appropriately, Heads and Deans will ensure that all areas under their control are inspected daily and issues identified during inspection are resolved. Daily/weekly inspection of final exits, common areas, fire alarm panels etc (as required in the CoP) will be undertaken centrally by the University².
Heads and Deans will be responsible for ensuring that identified risks are dealt with.
- (c) Where resolution is not possible within an identified time frame the matter will be escalated to Deans / Senior Management.
- (d) In accordance with the Code of Practice, *The Management of Fire Safety in Places of Assembly*, a Fire Safety Register will be established for each building on campus - records relating to fire prevention measures, daily housekeeping fire inspection results and fire incidents in that building will be recorded in the register.
- (e) DCU will appoint an overall campus Fire Safety Officer to coordinate the implementation of the fire safety management system. In particular the Fire Safety Manager will ensure that building Fire Registers are updated on an ongoing basis. The Fire Safety Manager will liaise with the Heads of School/Unit, and DCU Estates Maintenance Managers to complete this work.

Appendices

1. Fire Safety in DCU – Day to Day Fire Safety Management
 - (a) Table of Fire Safety Housekeeping Inspection Requirements to be completed by each School/Unit
 - (b) Table of Fire Safety Housekeeping Inspection Requirements to be completed by University (centrally) in Common/Public Areas in Building
 - (c) Typical School/Unit Housekeeping Inspection Template
2. Head of School/Unit Fire Safety Role Description

Appendix 1

Implementation of Fire Safety Management Systems within DCU Buildings

(a) Table of Fire Safety Housekeeping Inspection Requirements
To be completed by each School/Unit/Research Centre/Campus
Company

Fire / Life Safety Item	Frequency of Housekeeping Inspection Required
Escape routes / Materials storage & Waste Management.	Daily
Fire Extinguishers	Daily
Emergency Exit Lighting / Signage	Weekly

(b) Table of Fire Safety Housekeeping Inspection Requirements
To be completed by University (centrally) in Common/Public Areas
in Building

Fire / Life Safety Item	Frequency of Inspection Required
Fire Panel	Daily
Final Exit Doors	Daily
Final Exit Routes	Daily
Emergency Lighting – common areas	Weekly
Fire Alarm System Relay	Weekly
Emergency Lighting	Weekly
Hose Reels	Monthly
Fire Hydrants	Monthly
Fire alarm system	Quarterly/Annually
Dry Rising Mains	Six monthly

(c) Draft Typical School/Unit Fire Safety Inspection Template
(to be completed daily)

Fire Safety Register Block X – Science Block School/Unit: School of Biotechnology Fire Safety Checklist
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Area For Inspection; All laboratories, escape corridors, store rooms and escape routes within the School of Biotechnology	Week Beginning:
Inspector Name:	Signature

A. Daily Checks – <i>Insert tick for compliance, X for noncompliance in any area inspected</i> <i>Describe nature and location of any noncompliance in 'Issues' box below</i>						
	Fire Safety Housekeeping	Mon	Tue	Wed	Thu	Fri
A1	All fire exits & escape routes accessible (Check for furniture, packaging, waste material, deliveries etc. in escape corridors. Check for restricted access to laboratory exits / open plan area exits etc)					
A2	All fire extinguishers in place and fully charged					
A3	All fire doors fully closed (unless attended or held open magnetically)					
A4	All flammable / combustible materials stored securely in appropriate locations?					

B. Weekly Checks <i>Insert tick for compliance, X for noncompliance in any area inspected</i> <i>Describe nature and location of any noncompliance in 'Issues' box below</i>	
All Emergency Exit Lighting Signage illuminated (check for blown bulbs etc)	Date Checked

C. Issues to be Rectified			
Issue	Location	Action Required	Date Complete

Appendix 2

Head of School/Unit/Research Centre/Campus Company Fire Safety Role Description

- (a) To promote general fire safety within their building.
- (b) To ensure that staff attend fire safety awareness training arranged by the Health and Safety Officer / Fire Safety Officer.
- (c) To ensure, in consultation with the Fire Safety Officer and other Heads with staff located in the building, that a sufficient number of trained Fire Wardens is available within the building to respond to evacuation alarms.
- (d) 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 the campus Fire Safety Officer)
- (e) 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.
- (f) To escalate issues which cannot be resolved at local level to Deans / Senior Managers.
- (g) 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.

** A definitive listing of the common/public areas in shared buildings is to be prepared by the Fire Safety Officer in consultation with the schools/units. All other areas in shared buildings will remain the responsibility of the local area Head.*