

RIAGHAILTEAN TEINE 2025 / 26

Extract from Fire Regulations

HEALTH AND SAFETY AT WORK

FIRE REGULATIONS

1 PURPOSE

The purpose of the Fire Regulations is to ensure the safety of all staff, students and visitors. It is incumbent on all staff and students to observe these Regulations in the interests of themselves and others. Non-compliance with Fire Regulations may be the subject of disciplinary procedure.

2 RESPONSIBILITY

Responsibility for ensuring compliance with Fire Regulations falls to the Head of Estates and Services.

3 FIRE ALARMS AND EMERGENCY LIGHTING

Fire alarms and emergency lighting in all SMO buildings will be tested on a weekly basis and the results of these tests will be recorded and signed by the Head of Estates and Services. (Or, in his absence, by his nominee). Testing will normally be carried out at 9.00am on the first morning of each week on which the College is open. Staff and students will be made aware of this fact.

Fire alarm and emergency lighting systems will be inspected at periods as recommended by the manufacturers. It will be the responsibility of the Head of Estates and Services. to ensure that this is carried out, to record the outcome of the inspection in the Fire Book and to ensure that any necessary remedial work is effected quickly.

4 FIRE HYDRANTS, FIRE EXTINGUISHERS AND BLANKETS

It will be the responsibility of the Head of Estates and Services. to ensure that fire extinguishers and fire blankets are appropriately located, and that Fire Hydrants and Fire Extinguishers are tested in accordance with manufacturers' recommendations. Such tests, and the results, will be appropriately recorded in the Fire Book by the Head of Estates and Services. who will also ensure that any remedial work or replacement is effected promptly.

5 ESCAPE ROUTES

It will be the responsibility of the Head of Estates and Services. to ensure that designated escape routes are regularly checked to ensure that all escape doors function properly and that all routes are free from obstruction. Such inspections will be recorded in the Fire Book.

6 FIRE EVACUATION DRILLS (NON-RESIDENTIAL ACCOMMODATION)

Fire evacuation drills will be carried out at regular intervals (and not less than 2 times per academic year) and an explanation of the Fire Regulations and Fire Evacuation Drill will be made as part of the welcome registration to each short course. A record will be kept of when fire evacuation drills

are held, the time taken for evacuation will be recorded as well as the time taken to reconcile those present at the designated assembly points with class registers and the daily staff diary.

The evacuation assembly point(s) will be supervised by the designated member of staff present at each assembly point and that member of staff will be responsible for the reconciliation of attendees with daily records and for identifying absentees and their likely location within the building and in the event of a fire, for reporting that information to the Senior Fire Brigade Officer on arrival.

Heads of Service, in consultation with the Head of Estates and Services., will specify building zones and will nominate for each zone 2 members of staff whose duties do not require frequent absences, to be responsible, consistent with their own safety, for ensuring that staff, students and visitors in their allocated zone evacuate the building when the Fire Alarm is sounded.

ACTION ON DISCOVERING A FIRE

Any person on discovering a fire in a building will activate the nearest Fire Alarm and inform the Reception Desk (ACC) or the College Office (AO) of the location of the fire and should thereafter tackle the fire but only if it is safe to do so. The Receptionist/College Office Staff will alert the Fire Brigade giving clear details of the location of the fire.

On hearing a fire alarm, the building should be immediately evacuated using the nearest available escape route. Lifts should not be used.

7 FIRE EVACUATION DRILL (RESIDENTIAL ACCOMMODATION)

It is of paramount importance that fire precautions and fire evacuation drills are observed in residential accommodation.

In residential accommodation fire evacuation drills will be carried out at the beginning and in the middle of each year and an explanation of the Fire Regulations and Fire Evacuation Drill will be made as part of the welcome registration to each short course. A record will be kept of when fire evacuation drills are held and the time taken for evacuation and reconciliation of those present at the designated assembly points with the register of residents. The designated assembly points will be supervised by the duty staff member who will be responsible for reconciliation of attendees with the register of residents and for identifying absentees and their likely location within the building and in the event of a fire, for reporting that information to the senior Fire Brigade Officer on arrival.

ACTION ON DISCOVERING A FIRE

Any person, on discovering a fire in a residential building should immediately activate the nearest fire alarm and notify the Fire Brigade giving precise details as to the location of the fire. Thereafter other residents should be alerted, if not already evacuating the building and following which the fire should be tackled.

On hearing a fire alarm, the building should be immediately evacuated using the nearest available escape route. Lifts should not be used.

8 FIRE PREVENTION

Staff, students and visitors have a responsibility for their own safety and for the safety of others. Naked flames must not be used within the buildings at any time. This ruling is of particular importance within residential accommodation. Residents should ensure that they keep a torch in their bedrooms in the event of a power failure.

Where it is necessary to use equipment such as blow torches etc in carrying out building repairs and alterations then strict safety procedures and supervision must be adhered to. Fire extinguishers must be to hand at all times. The work area must be closely inspected at the end of the working day and not less than 30 minutes after the time when burners were last used. Where it has been necessary to carry out such work in a residential building that is in occupancy then the work area must be additionally inspected at some point between 22:00 and 24:00 hours and the inspection reported to the duty member of staff. These conditions will be specified in any relevant works contract issued by the College.

9 FIRE EVACUATION NOTICES

It will be the responsibility of the Head of Estates and Services to ensure that such notices are appropriately displayed at all times. The Head of Estates and Services. will ensure that the display of such notices is checked at weekly intervals and ensure that any omissions are promptly attended to. A record of such inspections will be entered in the Fire Book by the Head of Estates and Services.

FIRE REGULATIONS

Students should particularly note that they have a responsibility at all times for their own safety and for that of others. Students must familiarise themselves with the College's Fire Regulations (a copy of which is included with the induction material). It is imperative that these Regulations are observed at all times and that every precaution is taken to prevent fire. Fire can be a particular hazard in residential accommodation and regulations must be scrupulously observed at all times. Disregard of Fire Regulations may result in disciplinary action.

During the induction period instructions will be given on Fire Evacuation Procedures and on the use of fire-fighting equipment. It is important that fire evacuation drills are taken seriously and instructions from Fire Safety personnel are followed at all times.