



University Fire Safety Guidance

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1. INTRODUCTION

This document sets out guidance to the University Fire Safety Policy as detailed in Appendix 1.

Trinity College Dublin recognises that fire is a major risk to the lives of its staff, students, residents and members of the public who visit the University premises. The loss of buildings and infrastructure due to fire also poses significant risks to the continuing research and teaching functions undertaken within the University. Trinity College Dublin will, therefore, ensure that fire safety is a priority in all areas under its control.

To achieve this, appropriate fire precautions shall be taken within all University buildings. Appropriate fire precautions would include the development, implementation and testing of fire evacuation procedures. All persons shall be provided with appropriate fire awareness training and instruction, and all buildings shall comply with relevant fire safety legislation and recognised good practice. Fire safety equipment shall be inspected, tested and maintained in an effective working condition and records maintained as per national standards and guidance.

The nature and extent of the University is such that no one person is capable of managing fire safety throughout the University on a day-to-day basis. The University has a system in place that assigns responsibility for the management of fire safety in Buildings to the Head of Building.

Trinity College must ensure that the current policy guidance document 'University Fire Safety Policy Guidance' published by the University Safety Office is fully complied with. Any deviation from this policy guidance must be subject to a risk assessment and approved by the University Safety Office.

2. SCOPE

This policy guidance is applicable to all buildings and workplaces within the direct control of Trinity College Dublin, the University of Dublin.

3. LEGISLATION

The Fire Services Acts 1981 and 2003 place a legal responsibility on all employers to achieve an appropriate standard of fire safety, to manage fire safety and to prepare for possible fires or other emergencies that could occur at the workplace. The Safety, Health and Welfare at Work Act 2005 and associated Regulations also place a legal responsibility on all employers to plan for possible emergencies and cases of serious and imminent danger. Employers must have plans and procedures in place for emergencies which must cover first aid, fire-fighting and the evacuation of employees and others present in the workplace, contacts with the emergency services and the designation of sufficient trained employees to carry out the emergency plans. In order to ensure compliance with fire safety and health and safety legislation, emergencies should be planned and prepared for on an ongoing basis.



The Fire Services Acts 1981 and 2003 state:

It shall be the duty of every person having control over premises to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

The University Safety Office response to its responsibilities under the Fire Services Act is achieved by appointing a Person in Control, referred to as the 'Head of Building'.

4. MANAGEMENT AND LINE RESPONSIBILITY

The Board understands and accepts its ultimate responsibility for Health and Safety, including Fire Safety. It exercises this control through the normal administrative structures and in accordance with the following protocols:

As previously stated, the nature and extent of the University is such that no one person is capable of managing fire safety throughout the University on a day-to-day basis. The University has a system in place that assigns responsibility for the management of fire safety in Buildings to the Head of Building.

The Head of Building should normally be the Head of School / Discipline / Administrative Area (or the Head of the largest School / Discipline / Administrative Area) occupying the building. In the case of large or multi-function buildings, used primarily for academic purposes, a senior member of academic staff will be appointed by the Board on the recommendation of the Bursar in consultation with the Director of Campus Infrastructure. The **Director of Sport** will normally act as the Person in Control for sports-related student facilities and the Campus Services Manager as the Person in Control for all non-sport, student facilities. The Commercial Director and the Catering Manager will appoint Persons in Control in their respective areas.

The Head of Building in turn delegates some responsibilities to Fire Wardens or other designated persons e.g. Unit Safety Officers. The fire safety of the structure and services within a building is the responsibility of the Director of Campus Infrastructure and this is exercised in the construction, renovation and maintenance of buildings and fixed building services.

It is the responsibility of the Board to ensure that buildings are structurally sound, intrinsically safe, in good repair and fire safe. This responsibility is delegated to, and exercised by, the Director of Campus Infrastructure who consults with the University Safety Committee, the Finance Committee and the Estates Committee (formerly Site and Facilities Committee).

Each Head of Unit must appoint a fire warden (s). This person is to carry out specific fire safety duties in relation to fire prevention in the unit and assisting in evacuation procedures. The Unit Safety Officer can act as Fire Warden. Where Units share a common building, it



may be necessary to have a warden (s) per floor or area. In some cases, one warden in a shared building will suffice. The University Safety Office can advise as to the location and numbers of wardens required. Deputy fire wardens will also be required to cover periods of absence.

The role of the Fire Warden, while important, is not particularly onerous. There can be some reluctance to take on the role because of fears of legal implications in the event of something going wrong. It is made clear to Fire Wardens that ultimate responsibility rest with the Head and that they are carrying out delegated responsibilities on his/her behalf. There is no liability attached to the role (you won't be sued) and the possibility of prosecution, which exists for all employees, is remote particularly where the duties have been exercised diligently. As with all other responsibilities it is for the Head to delegate them and for the employee to carry out their supervisors' instructions.

The duties associated with individual Fire Wardens are outlined in Appendix 2. Where a Head of Unit does not appoint a Unit Safety Officer or Fire Warden, the duties associated with these positions will be automatically assigned to the Head of Unit, being the person responsible for fire safety management in that Unit / Area.

Supervision:

Line managers and supervisors must ensure that fire precautions are maintained in their area of responsibility and that defects are reported promptly through estatesandfacilities@tcd.ie

Staff / Student Responsibility:

Staff and students are obliged to co-operate with management of the requirements of this policy guidance and must not obstruct any fire safety measures.

5. COMMUNICATION, CO-OPERATION AND CO-ORDINATION

The Fire Safety Policy Guidance document must be communicated, as far as is reasonably practicable, to all staff and students, and to contractors and visitors coming onto University premises.



6. PROCEDURES

6.1 Fire Risk Assessment

A fire risk assessment must be conducted for all workplaces / buildings and appropriate safety arrangements put in place. To assist with this, sample risk assessments and checklists for completion are included in the Fire Safety Register for each building. See Appendix 3 for information and guidance on general Fire Risk Assessment for University Buildings.

6.2 Action in the event of and in response to Fire alarm activations

(Instructions to the University Community)

On hearing the Fire Alarm:

- LEAVE the building using the nearest exit route, closing doors behind you,
- REPORT to your assembly point.

Remember:

Check and familiarise yourself with the nearest exit(s) from your building, break glass units and the location of your Assembly Point.

Note: on assessment of the incident, those assembled may need to be moved to an alternative Assembly Point location.

Only use Fire Extinguishers if you have been trained to do so.

Do not take risks.

Do not return to the building for any reason, unless authorised.

Do not use lifts.

Keep Exit Routes clear at all times.

Keep your area clean, tidy and clutter free. Remove rubbish regularly and report any electrical faults to the Estates and Facilities Service Centre.

On discovery of fire:

- RAISE THE ALARM - by breaking the nearest break glass unit or call point,
- LEAVE the building using the nearest exit route, closing doors behind you.
- NOTIFY SECURITY CENTRE: on extn. 1999 or mobile 01 8961999

(Numbers may vary depending on location of building).

- REPORT to your assembly point.

Contractors at work in or on the exterior of a building must comply with the above instructions also (including dialling 01 8961999 for the Fire Brigade and assembling at University designated Assembly Points).

6.3 Means of Escape

Local management must ensure that safe means of escape are maintained in all buildings at all times. Fire escape signage must be prominently displayed. Escape routes must be kept free from obstructions and clear of combustible materials. For further information see 'University policy guidance on furniture and equipment on fire escape routes' on the safety office website, safetyoffice@tcd.ie



6.4 Fire Evacuation Plans

A Fire Plan must be in place for all buildings under the direct control of Trinity College Dublin. This will include:

- Evacuation Plan
- Fire Service pre-fire planning (as appropriate to the size / risk profile of the building)
- Building specific fire precautions, if applicable
- Fire Safety Register

Local management must ensure that a Fire Evacuation Plan is in place and kept up-to-date for each building and workplace under its control. Plans must provide for the nomination of Fire Wardens and written instructions on evacuation of the building / workplace in the event of a fire where necessary.

Fire Evacuation Plans must include evacuation procedures for those with disabilities or impairments. All disabled persons whose disability would prejudice their ability to escape from a University building should have a Personal Emergency Evacuation Plan (PEEP) to cover evacuation from all buildings they might expect to use. Details of PEEPs and how to set them up are available from the Disability Services Office and the University Safety Office. See Appendix 4 for further information.

Most of the University's premises have transient populations and therefore "Roll Call" type evacuation procedures are not regarded as viable. To provide a suitable evacuation management system, it is recommended that the Fire Warden system be used during normal working hours. This is where the evacuated building is declared clear of people, rather than people being accounted for at the assembly area (as in a "Roll Call" which, while positively accounting for those who are at the assembly area, fails to differentiate between those who may still be in the building under evacuation and those who may be legitimately elsewhere e.g. on business in another building, absent from work due to sickness, or on holiday etc.).

Lecturers are responsible for their students when in class and must make themselves aware (or, if visiting, must be made aware) of the fire procedures pertaining to the buildings in which they lecture.

On hearing the fire alarm, the lecturer must ensure that students under his or her supervision are made aware of the assembly point and that they leave the building by the nearest available exit route(s) in a calm and orderly manner. Details of evacuation routes and assembly points are normally displayed locally on entering the building (in general follow the nearest exit signage).

For Out-of-Hour's evacuation procedures, all persons are responsible for their own evacuation and in turn are fire wardens. Any person making use of out of hours work must be aware of the "Lone Working Policy" and have "Safe zone" in use at all times whilst on campus.



Evacuation Procedure:

On hearing the fire alarm and /or a warning announcement over the phone system, all persons on the premises should leave their area by the nearest emergency exit.

Laboratory processes and other operations may need to be stopped or shut down and gas/electric power shut off as appropriate. Personnel should not run or stop to collect personal belongings but should proceed to the nearest exit in an orderly fashion closing doors and windows behind them to starve any fire of oxygen and to stop it spreading. Those in charge of an area should, in the initial stages, adopt the role of fire wardens and assist evacuation of all staff in their area in an orderly fashion via the nearest exit.

The Fire Warden should be the last person to leave the area and should follow a designated route out of the area (if safe to do so), checking that all areas on the route have been evacuated. The Warden should report "Area Clear" to the Roll Call Coordinator (if applicable) on arrival at the Assembly Point and ensure that this is recorded on the evacuation control sheet if the building has such a system in place. However, most buildings are such that roll calls are not practical and the building is searched room by room by Security / Facilities Attendants / Fire Wardens as appropriate and if safe to do so.

Most Fire alarms are linked to the Security Centre which immediately dispatches Security personnel to the incident area. Security will try to ascertain the location of the fire / incident on the building Fire Panel and proceed to that area if safe and reasonable to do so. They will report back to the Security Centre as to the nature of the incident and if the Emergency Services are required. If the reason for the activation is not ascertained within five minutes, the Fire Brigade must be contacted (unless reasonably assured that there is no fire).

Depending on the incident, staff shall, for example, ensure that, if required, Spill Kits are brought to the assembly area if not already in use by the spill response team. Department staff or one of the First Aiders shall bring any portable First Aid Kits and an AED to the assembly area if possible.

Safety Data Sheets (SDS) if applicable should be readily available through the Lab Cup App or Lab Cup on a computer (accessible externally). An inventory of chemicals present in each building should be readily accessible and should be made available to the first attending fire officer.

6.5 Maintenance

Emergency lighting, fire alarm systems and fire-fighting equipment must be maintained in an effective working condition to the current relevant Irish standards. Planned maintenance will be carried out by the Facilities and Services Office on this equipment. Local management is responsible for monitoring this equipment and reporting defects as appropriate through estatesandfacilities@tcd.ie (see Appendix 5).



6.6 Fire equipment Checks

Local management must ensure that there are arrangements in place for the monthly fire safety checks (as can be found for safety officers and fire wardens on <https://iprotectu.tcd.ie/external>) checking of fire exits and escape routes, fire alarm systems and fire-fighting equipment. These checks must be recorded on the pre-filled iprotectu checklist.

6.7 Multiple Occupancy Buildings

For multiple-occupancy buildings, local management in the various areas should collaborate to ensure co-ordinated arrangements are in place for fire safety. Collaboration may be achieved through the formation of a Buildings Management Group.

7. INFORMATION AND INSTRUCTION

All staff, students and contractors must be provided with adequate information, instruction, and training on fire procedures.

Students must receive instruction on fire precautions at the beginning of lectures and other induction programmes within Schools.

Staff must do the Basic Fire Safety Awareness Training on iprotectu.tcd.ie/external. The Facilities and Services Office must ensure that contractors are provided with adequate information and instruction on fire safety arrangements.

Any public gathering on campus must begin with a short fire safety briefing for all attendees and be staffed with fire wardens.

Consult the University Safety Office for guidance and assistance regarding all fire safety precautions as necessary.

8. EMERGENCY CONTACT INFORMATION

In an emergency, inform the University Security Control Centre at extension 1999, giving them any relevant information, i.e, address, location within the building, type of emergency and details of any persons in immediate danger.

NB: Different local arrangements are in place for off-campus sites (check local emergency arrangements).



9. TRAINING

Heads of School / Unit must ensure that all staff receive training in the fire precautions relevant to their workplace and that appropriate numbers of staff are trained in the operation of fire equipment.

It is important that University personnel have adequate information, training and instruction to enable them to perform their work activities in a safe manner and to assist in the prevention of injury or ill-health in the workplace. The provision of various types of safety training to staff, postgraduate students and sometimes undergraduate students in the University is a mandatory requirement under various pieces of Safety Health & Welfare legislation. The University Safety Office provides a number of Safety Health and Welfare Training Courses on an annual basis to address these training requirements. Details of training courses which complement the University Incident / Emergency Plan are outlined below.

All staff must do Basic Fire Awareness training through the online module on Iprotectu at <https://ipropectu.tcd.ie/external> annually.

To book a place on any other training courses: e-mail safetyoffice@tcd.ie, or visit the University Safety Office web site at <http://http://www.tcd.ie/safetyoffice/health-and-safety/Safety-Training/> and book on line.

1. Fire Safety and Extinguisher Training for University Staff and Demonstrators Supervising Science Laboratories or Engineering Workshops:

University policy requires that all postgraduate students or staff employed to demonstrate in laboratories or workshops must have undergone fire extinguisher training in the previous three years. This training consists of introduction to fire safety and a hands-on demonstration of the use of fire extinguishers with a live fire simulation.

2. Fire Warden Training:

Each Head of School / Unit must nominate one or more staff members to act as Fire Warden for buildings occupied by that School. This is a half day training session and should be attended by all fire wardens appointed in the University. The course covers fire safety legislation, structural and building fire safety issues, such as escape routes, compartmentation, fire detection and alarm systems, emergency lighting, monthly fire safety checklist through Iprotectu and the use of fire extinguishers with a live fire simulation. It also covers fire safety management rules and policy in the University and the role and duties of the fire warden.

3. First Responders Emergency Training:

This is a health and safety course for First Responders and the aim of the course is to give additional knowledge that will help to ensure both their safety and the safety of others when attending incidents.

The course aims to provide first responders such as security staff, attendants, and library guards with an understanding of the risks of biological, chemical, and radiological hazards in



the University and provides guidance on dealing with emergencies in the University that may involve these specific hazards.

4. Stairway Evacuation equipment Training:

The University has a number of manual and battery powered evacuation chairs to assist the mobility impaired, as necessary, during evacuation. Separate training is provided for each of the equipment types (2 hours + depending on numbers).

The courses will aim to ensure the University has competent in-house stairway evacuation equipment operators to provide assistance to the mobility impaired enabling them to reach a place of safety in the event of a fire or other emergency.

Trainees will obtain a heightened awareness of fire safety issues in buildings and how these may affect the means of escape from fire for the mobility impaired. They will also gain an appreciation of how this equipment fits in and compliments the building evacuation procedures and the PEEPs system.

10. RECORD KEEPING / FIRE SAFETY REGISTER

Compliance with responsibilities under the Fire Services Act requires that the premises must be suitable for its intended use and certain essential fire safety features appropriate to the use of the premises must be provided. Also, a proactive fire safety management policy must be in place to minimise the risk of a fire occurring and ensure the safety of persons on the premises in an emergency.

School / Unit are required to keep appropriate records of fire precautions including: Risk assessments, Fire drills, fire equipment checks, training of staff/students. The Fire Safety Register should be used for this record keeping. An on-line copy of the site-specific Fire Safety Register is available to all heads of schools/ units, fire wardens and safety officers.

The keeping of fire safety records is an important element of the proper fire safety management of premises. Fire Safety Registers are located either inside the entrance as a hard copy or on-line and contain useful fire safety related information regarding the building. They contain templates / record sheets to assist in the keeping of records for specific items such as fire extinguishers, emergency lighting, fire doors etc. It will also be necessary to keep records and certificates for other items such as furnishings, bedding, electrical installations, gas installations as appropriate to the particular premises.

11. MONITORING / AUDIT

Heads must monitor the compliance of their areas with the Fire Safety Policy and take appropriate action where necessary.

The University Safety Office, will ensure that fire safety arrangements are audited on a periodic basis.



Records of risk assessment, instruction and training, fire equipment maintenance etc., must be made available for external auditors.

12. CONTRACTORS

Where contractors are on site it will be the duty of the relevant person with the responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is incorporated within any work schedule, contract agreement or risk assessment and where such works are likely to impact on the existing fire safety provision notification must be communicated to the University Safety Office for consideration. Contractors will also require to be made aware of the Fire Action Plan relevant to the area they are working in or are likely to attend. Where any work is likely to involve the application of a naked flame or mechanically induced heat source a Hot Work Permit must be acquired and agreed prior to the commencement of such works. Contractors should also be given a copy of the University 'Health, Safety and Environment Information for Contractors' booklet prior to commencing any works on site (see Appendix 7).

13. PERMITS (HOT WORK AND FIRE ALARM DETECTOR ISOLATION)

Permits must be requested through those responsible for organising the work i.e., Premises Manager, Project Manager or Researcher and the AEC (Area Executive Craftsman) for the building where the work is to take place.

Permits are issued to the AEC by the Safety Office, usually by the Fire Safety Officer).

Permits must be signed and returned, and all permits will be inspected by the college fire safety officer.

Hot work permit system:

A Hot Work Permit is required for any work requiring the application of heat to any substance and includes but is not limited to; electric welding, oxygen cutting or welding, grinding, hot air gun, blow torch / Bitumen/tar boiler, and other fire-producing or spark-producing operations that may increase the risk of fire or explosion.

- Permit requested by TCD staff member responsible for either the contractor or member of staff carrying out the work or a researcher carrying out lab work.
- A minimum of Two Working days' notice to the Safety Office is required. Rare and unforeseen exceptional circumstances may allow shorter notice but is not guaranteed.
- Ensure all required details are known when requesting permit
 - Contracted Company or Researcher name.
 - Name of contractor or Researcher in charge on site.
 - Exact details of the work and hot work method being used.
 - Date(s) permit required for.
 - Name of TCD building / exact location - floor / room number etc.
 - Name of AEC / Responsible Person appointed to supervise.If any details are incorrect or any contractor, staff member or AEC's details are different, a new permit hot must be sought.



Fire alarm detector isolating Permit system:

Approval to cover / isolate head(s) to prevent dust ingress due to refurbishment / demolition work or when unable to isolate detector heads from fire alarm panel.

- Detectors must not be covered without first notifying the University Safety Office.
- The Premises Manager or Project Manager is to notify the AEC / Responsible Person if the area concerned is to be left without protection for a prolonged period of time such as lunch breaks etc. and a fire watch shall be provided, or heads uncovered.
- Heads must be re-instated at the end of work each day unless pre-approved in advance with the Facilities and Services Office and the University Safety Office.
- AEC / Responsible Person to uncover heads overnight or whenever area is.

If any details are incorrect or any contractor, staff member or AEC's details are different, a new permit must be sought.

14. FIREFIGHTING INFORMATION

Large and complex fires must always be left to the Fire Brigade who are highly trained for the task, but small fires may, in some cases, be tackled by trained competent staff while awaiting the arrival of the Fire Brigade. The Fire Brigade can take several minutes to arrive, and during this time much of a building may be saved from devastation by the prompt efforts of staff.

No one should put their or anyone else's life at risk by brave attempts to save a building. Fire-fighting must always be secondary to the safety of individuals.

Once the building is evacuated and all persons are accounted for, it may still be safe for trained staff to make some attempt to control the fire if it is still small enough to be manageable. It is important that extinguishers of the correct type are used and that every attempt is made to control the spread of the fire by closing all windows and doors where this is practicable.

The following advice on simple fire-fighting may be helpful:

Fires involving ordinary combustible materials:

Such as wood, paper, cloth and general refuse are best extinguished using a fire water hose. In some cases even a simple bucket of water will suffice, but where water type extinguishers are used, the water jet should be directed at the base of the flame, and kept moving across the area of fire.

Fires involving flammable liquids:

Such as oil, fat, petrol and solvents are best extinguished by means of foam and / or dry powder which effectively smother the flames. The jet of the extinguisher should be directed towards the near edge of the fire and should be driven with a sweeping motion towards the far edge until the flames are extinguished. Canteen fat / oil fires are best tackled with a fire blanket which will effectively smother the flames. Jets from spray extinguishers can spread burning liquid fires if not used with care.



Fires involving gases:

Should be extinguished only by cutting off the gas supply where this is possible and safe to do so. Water may be used to cool the gas cylinder and adjacent area from a protected position. Do not extinguish a leaking gas flame (e.g. Propane) unless absolutely necessary. Spontaneous / explosive re-ignition may occur. Refer to product Safety Data Sheet.

Fires in or near electrical equipment:

This type of fire must only be treated with a non-conducting agent. Dry powder or carbon dioxide extinguishers directed into the heart of the fire will have a dramatic extinguishing effect. Where possible the electrical supply should be isolated first. Water and foam extinguishers must never be used on fires involving live electrical equipment as they can expose the user to the risk of serious electric shock.

In attempting to fight any small fire, take up a position where access is unrestricted, but ensuring at all times that a quick retreat to a place of safety is always possible. If there is any doubt about safety, leave the building immediately and wait for the experts.

Tackling a Fire:

- a) Do not start or continue to fight a fire if:
 - (i) It is dangerous to do so.
 - (ii) If there is a possibility that your escape route might be cut off by fire or smoke.
 - (iii) If the fire continues to grow despite your efforts.
 - (iv) If there are gas cylinders or explosive materials in the vicinity of the fire.
- b) Attack the seat of the fire with a suitable extinguishing agent. Always make sure you have a fresh air supply and escape route.
- c) Stop local transfer of flammable materials (such as propane gas).
- d) Close off all doors and vents if possible, to contain fire especially if you are forced to withdraw.
- e) Continue to monitor the location in the event that the fire has been extinguished to guard against re-ignition.

When responding to any emergency, your own personnel health and safety must be a priority. If in doubt, stay out!

15. ACTIVE AND PASSIVE UNIVERSITY FIRE SAFETY SYSTEMS

Doors General:

Door closers should only be installed where necessary to comply with the Fire Certificate and compartmentation of the building.

Doors fitted with door closers must be able to be opened to the full effective width of the door.

Fire doors to corridors should generally be fitted with electromagnetic hold open devices linked to the fire detection system.



The electromagnetic hold open device should have a local release button.

All circulation doors must be provided with vision panels. The vision panels must be provided at both high and low level.

Under no circumstances are Door Wedges to be tolerated as this will allow for the rapid spread of fire and toxic gases should an incident of fire occur. Any wedges along escape routes or on fire doors should be immediately removed.

All fire doors leading to services should be in a locked condition with signage stating, "Fire Door Keep Locked".

All Fire Doors along a means of escape should have indicating signage "Fire Door Keep Closed"

No Service areas should be used for storage.

Fire Rated Glass:

All fire rated glass installed must be clearly marked indicating it is fire rated and to what standard. This marking must be applied to each piece of fire rated glass.

Fire rated glass must be fitted with intumescent glazing beads.

Fire Stopping:

- Where work is taking place in occupied buildings that disrupts existing fire stopping temporary measures must be put in place to ensure the existing compartmentation is maintained during the works.
- When such work takes place and is unattended the openings must be temporarily sealed with intumescent sacks or pillows.
- At the completion of the project a drawing, certification and excel spreadsheet including pictorial evidence must be provided indicating the location of all fire stopping installed.
- The spread sheet is to be used for future sign off of maintenance inspections.
- Ducted and piped services passing through fire compartments must be fitted with either fire collars or smoke shutters to the same fire standard as the compartment.
- Where fusible link type smoke shutters are installed an accessible proprietary inspection hatch must be provided within the ductwork. It must also be possible to access this hatch if it is located above a fixed or lay in ceiling.
- All works must make a priority for stopping and compartmentation and they must be factored into costings at the planning stage.
- Should there be any queries regarding works and compartmentation, the Fire Safety Officer may be consulted through safetyoffice@tcd.ie

Automatic Fire Detection and Alarm:

- All buildings must be fitted with an automatic fire detection and alarm system.
- The minimum standard of system is L1 to IS 3218
- All Fire Detection and Alarm systems must be serviced quarterly, bi-annually, and annually and certification is to be provided as per current Irish Guidelines and Codes of Practice.



- Other requirements required by the Building Fire Certificate must always be complied with.
- The fire alarm and detection system must be fully addressable.
- Retrospective installation of a completely new detector and base must not require or cause all existing bases to be re-addressed.
- Break glass units should be mounted in accordance with current guidelines.
- Break glass units should be provided with mechanical protection where their location makes them vulnerable to damage.
- The alarm system should be a combined sounder and visual beacon throughout the building.
- An external beacon should be mounted above the main entrance door of the building.
- The sounder for the alarm must be a discriminated sound from other sounders in the building.
- The fire alarm panel must be fitted with a paper printer that prints and date/time stamps every event.
- The fire alarm panel must also keep an electronic log of all activations.
- The fire alarm or repeater panel must be located at or beside the main normal entrance to the building.
- Generally the fire alarm system will be interlocked to the normal building plant within the building. This plant should shut down in the event of activation unless specifically required to remain working or commence working in the event of a fire.
- The fire detection system must be monitored by the Building Management System (BMS) for both fire and fault.
- The BMS must be directed through to the University Security Centre at 200 Pearse Street.
- For external properties off main campus the alarm is to be monitored by dual com – i.e. GSM and land line to the current 24 hour manned monitoring company.
- All installed devices must be clearly identified with a p-touch type label.
- Any interference with First Aid Fire Fighting Equipment will result in Disciplinary Action.
- In addition to as built drawings a detailed excel spreadsheet is required listing all devices, device type, device address, device name, device location and circuit number.
- A cause/effect schedule must be approved by the University Safety Office before commissioning.
- A schedule of alarm addresses must be approved by the University Safety Office / Facilities and Services Office before commissioning.

Fire Suppression Systems:

Fire suppression systems should be installed where required by the building fire certificate or to cover specific risks within a building.



- The system must always be designed by a specialist consultant/supplier.
- Where a fire suppression system is installed it must signal to the general building fire alarm panel that it has activated.
- The fire suppression system should also have a common fault linked to the building BMS and hence to the critical alarms relayed to the Security Centre in 200 Pearse Street.
- The systems normally have their own independent detection systems linked to the control panel. Despite this local control the rooms or protected areas should also have automatic fire detection as part of the general building fire alarm and detection system.
- Where fire suppression systems are installed the design must make provision for the purging of the areas following an activation.
- The contractor must give a detailed instruction and operating manual to the Facilities and Services Office maintenance personnel and the occupants of the space.

Emergency Lighting:

- Emergency lighting in accordance with IS 3217 and the building Fire Certificate must be installed in all buildings.
- All Emergency Lighting must be serviced quarterly, bi-annually, and annually and certification is to be provided as per current Irish Guidelines and Codes of Practice.
- The central test unit must be located at the main lighting control panel.
- All emergency self-contained fittings must have a mains healthy green LED.
- External emergency lighting should be provided at the final exits of all buildings
- Where automatic test facilities are installed, they must be provided by an “open protocol” or Digital Addressable Lighting Interface (DALI) control system.
- In addition to as built drawings a detailed excel spreadsheet is required listing all emergency lights, lighting type, fitting address, device name, device location and circuit number.

First Aid Fire Fighting Equipment:

- All buildings must be provided with first aid fire-fighting equipment in accordance with EN3 IS 291.
- The University Safety Office should be consulted in relation to the exact location and types of the extinguishers.
- The as installed drawings provided must include the location of all extinguishers.
- In addition, an excel document listing the extinguisher type and location must be provided.
- Fire Point and Fire Extinguisher Signage must be in place for all First Aid Fire Fighting Equipment.
- Safety Officers and Fire Wardens should notify Estates and Facilities if any First Aid Fire Fighting equipment is missing or interfered with.



- Any interference with First Aid Fire Fighting Equipment will result in Disciplinary Action.

16. USEFUL SOURCES OF INFORMATION


Website: <https://www.tcd.ie/safetyoffice>



Appendix 1



TCDSafety-002.Fire
Safety Policy.Rev.1.0



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath.
The University of Dublin

University Fire Safety Policy

Trinity College Dublin has obligations under fire safety legislation to users of all buildings that we occupy or use and it is the policy of the University to comply with this legislation and any regulations or approved codes of practice made under this legislation and to conform, as far as is reasonably practicable, to best practice.

Trinity College Dublin further recognises that fire is potentially a major risk to the lives of its staff, students, residents and members of the public who visit the University premises. The loss of buildings and infrastructure due to fire also poses significant risks to the continuing research and teaching functions undertaken within the University. Trinity College Dublin will, therefore, ensure that fire safety is a priority in all areas under its control.

To achieve this, appropriate fire precautions shall be taken within all University buildings. The nature and extent of the University is such that no one person is capable of managing fire safety throughout the University on a day-to-day basis. The University has a system in place that assigns responsibility for the management of fire safety in buildings to the Head of Building. The designated Head of Building is responsible for ensuring that there is an adequate fire safety management system in place in their building.

Appropriate fire precautions would include the development, implementation and testing of fire evacuation procedures. All persons shall be provided with appropriate fire awareness training or instruction, and all buildings shall comply with relevant fire safety legislation and recognised good practice. Fire safety equipment shall be inspected, tested and maintained in an effective working condition and records maintained as per national standards and guidance.

Heads of Building and other responsible persons must ensure that the current policy guidance document 'University Fire Safety Policy Guidance' published by the University Safety Office is fully complied with. Any deviation from this policy guidance must be subject to a risk assessment and approved by the University Safety Office.

Approved by the College Board
Date: 20 September 2017

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Appendix 2:

Duties of Departmental Fire Warden

- Ensure Monthly Fire Safety Checks are Done through Iprotectu.
- Ensure that escape and refuge areas are available for use at all times.
- Assist in identifying fire hazards in the workplace.
- Ensure that any changes to work practices or modifications to existing processes do not introduce unforeseen fire hazards.
- Record and report their findings accordingly.
- Ensure the inspection of all fire safety equipment is carried out according to the requirements of the regulations and ensure that the findings are recorded in the Fire Safety Register.
- Ensure building users are aware of their nearest exits, the location of their Assembly point and the actions to be taken in the event of fire.
- Account for all the people on the premises at the designated assembly point as far as possible.
- Liaise with the fire services in relation to the location of fire hydrants, firefighting equipment, access to the building and the location of any possible dangers pending the arrival of Security personnel / Head of Safety and Safety Risk Management and / or the University Fire Safety Officer.
- Notify the appropriate people when a fire drill has been arranged.
- Liaise with the Head of Building to ensure that there is adequate fire warden cover in the event of holidays or sickness.

If a fire is discovered, the Fire Warden should;

- Ensure that the alarm has been raised.
- Evacuate the location in an orderly manner
- Fight the fire if it is safe to do so.
- Check that processes have been made safe.
- Ensure that staff, students or visitors with disabilities are assisted as per the local fire evacuation plan.
- Account for all personnel on the premises at the designated assembly point as far as possible.

On hearing the fire alarm the Fire Warden should;

- Don high visibility 'Fire Warden' yellow vest
- Enter all accessible rooms on their floor(s) and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor(s)
- Direct building occupants to their nearest emergency escape routes
- Ensure that the area is evacuated as quickly and orderly as possible.
- If the local fire evacuation plan requires measures such as closing fire resistant safes, doors and windows, these tasks should only be carried out if safe to do so and they do not significantly delay the evacuation process.
- Assist Security / Facilities Attendants in a search of the area to ensure that no-one remains on the premises.



- Report to the fire assembly point and ensure that nobody re-enters the building until it is safe and they have been authorised to return (de-activation of the alarm sounders is not a signal to return inside).
- Attend the post evacuation debrief and report any particular difficulties encountered during the evacuation



Appendix 3:

General Risk Assessment for University Buildings

There is an ever-present risk of fire occurring in University buildings. Common fire hazards include improperly stored combustible or flammable materials, the use of naked flames, faulty electrical equipment, the use of flammable fuels, the use of inappropriate equipment, the build-up of flammable materials or wastes in the workplace and smoking in undesignated areas. The accidental release of chemical material may also lead to the outbreak of fire, especially if the material is extremely flammable or a strong oxidiser.

An outbreak of fire can lead to:

- Serious bodily injury or fatality.
- Damaged property or plant.
- Disruption of premises causing loss of facilities.

The University is committed to providing a fire safety programme that guards against the outbreak of fire in all areas and also makes provisions for the safety of all persons in the event of a fire. It must also be understood that every employee has a responsibility to guard against the outbreak of fire in the workplace through the implementation of good fire safety practises and where applicable the adherence to the control measures outlined below.

Employees should refer to any specific risk assessments that apply to their specified places / type of work. Refer to your Departmental Safety Statement.

Persons at risk:

In the event of an outbreak of fire all persons (staff, students, residents, contractors, visitors) in the immediate area are at risk of injury, whilst there is also a risk of material damage.

Hazardous Substances

- Fire safety provisions for handling hazardous substances and mixtures must be detailed in any chemical risk assessments.
- Flammable materials may only be handled and stored in accordance with the requirements of their Safety Data Sheets, with due regard being paid to their fire risks.
- Flammable materials must be stored in a suitable storage area.



General Fire Safety Control Measures

- Where new buildings are constructed by the University or existing buildings are substantially modified the requirements of The Building Regulations Technical Guidance Document B will be adhered to.
- Smoking is prohibited by law in all indoor workplaces within the University.
- Trinity College has a “No Smoking Policy” on campus, this must be adhered to at all times and only allowed in the three designated smoking areas, 1: Front of the Pavilion, 2: Rear of the Dining Hall & 3: Kinsella Podium. More information may be found <https://www.tcd.ie/healthytrinity/smoking/>
- Employees are encouraged to make themselves familiar with the location of alarm activation points (BGU’s - break glass units) and escape routes in their working areas.
- Employees must not attempt to repair any electrical equipment unless they are competent to do so. All electrical repairs and installations within the University must only be completed by a competent person, following the rules laid down in the National Rules for Electrical Installations, as prepared by the Electro-Technical Council of Ireland.
- The number of combustible materials stored within the workplace should be kept to a minimum.
- In the event of a fire alarm activation, all persons must evacuate the workplace without exception and assemble at their designated assembly point.
- Employees must adhere to any instructions given by University incident control staff or outside emergency services personnel in the event of an emergency.
- Persons must not fight workplace fires unless they have been trained and it is safe to do so.

All employees are reminded of their statutory obligation to protect their own and their co-worker’s safety by guarding against the outbreak of fire in the workplace through the use of safe systems of work. All works and research must begin with a detailed Risk Assessment to outline the dangers that may occur, and Safety Systems required to carry out those works. All Risk Assessments must be documented and available for inspection.



Appendix 4:

Assisted Evacuation Plan / Personal Emergency Evacuation Plan (PEEP)

Most lifts cannot be used in an emergency. This is to prevent lifts being called to and opening onto the area involved in fire. A fire may also disrupt the electrical supply to a lift and endanger those within it. A lift used for the evacuation of disabled people should normally be either a 'firefighting lift' or an 'evacuation lift'. These lifts are protected from the effects of a fire and can be isolated from external control.

Current legislation and standards state that all people should be evacuated if there is a fire or other emergency. There is no document which states that disabled people should be left in a building to wait for the fire service. In fact, current legislative documents and standards state that it is the responsibility of building management to ensure their safe escape by introducing suitable escape plans.

A PEEP (Personal Emergency Evacuation Plan) should be prepared for all known disabled persons and standardised PEEPs for potential visitors with mobility issues.

Assisted Evacuation Plan / Evacuation process (no evacuation lift in building):

- Alarm operates - able bodied follow evacuation plan
- People who need assistance – move or are assisted to [safe refuge area](#)*
- Evacuation chair operator plus assistants (as necessary) respond to safe refuge area where needed
- By use of communications ascertain situation and respond accordingly
- First choice stay where you are, ready to evacuate if needed
- If threatened – move horizontally to another refuge area if safe to do so
- If still threatened – evacuate vertically and out of building using evacuation chair
- If threatened or uncertain at any point evacuate out of building

* A refuge is a place of reasonable safety in which disabled people can wait either for an evacuation lift or for assistance up or down stairs. Disabled people should not be left alone in a refuge area whilst waiting for assistance with evacuation from the building. A refuge is an area that is protected by fire resisting construction and could be a lobby, corridor, part of a public area or stairway, or an open space such as a flat roof, balcony or similar place which is sufficiently protected from any fire risk. A refuge should be provided with its own means of communications and with direct access to a protected route that leads directly to a place of safety.

*Safe Zone: Is used to provide up to date information about access and egress through the University. Should any changes occur to access or egress Safe Zone will email all users and update the App.



Appendix 5:

Inspection and testing of Fire Protection Equipment

Managers of premises should take careful note of the intervals at which various inspections, tests or inventory / location checks are to be carried out. These are summarised in the table below.

Those with responsibilities for fire safety shall record their findings in the appropriate record sheets. Such personnel would include Fire Wardens, Safety Officers, Area Executive Craftsman (AEC's), Premises Managers, Security and Attendants.

Note: the regular checks of the buildings fire equipment are generally basic visual checks with any faults observed being reported to the Facilities and Services Office. Only approved competent maintenance personnel or contracted service providers are authorised to repair / reset or adjust such equipment.

	Emergency Lighting	Fire Alarm	FE and Hose reels	Fire exit doors	Fire resisting doors	Furniture, seating etc.
Daily		√		√		
Weekly	√	√		√	√	√
Monthly			√	√	√	√
3 Monthly	√	√		√	√	√
6 Monthly				√	√	√
Yearly	√	√	√	√	√	√

A summary of the recommended tests for some fire protection systems and equipment is given below. More extensive details of the tests may be found in the relevant Irish Standard, such as IS 3218 for fire alarm systems. Reference should also be made to the relevant guidance for a particular premises type, such as the Code of Practice for the Management of Fire Safety in Places of Assembly.

Fire Extinguishers

Monthly: All fire extinguishers should be inspected to make sure that appliances are in their proper position, have not been discharged or lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage. Any extinguishers that are not available for use should be replaced by serviceable extinguishers.



Annually: A more thorough examination of extinguishers (a detailed description of which is given in I.S. 291) should be carried out by a person with the necessary training and experience, and with access to the requisite tools, equipment and information. Extinguishers should be discharged periodically in accordance with the provisions of I.S. 291. When discharge is taking place the opportunity to train staff in the use of extinguishers should be taken.

Hose Reels

Monthly: Hose reels should be inspected to ensure that the inlet valve, automatic on / off valve (if any), glands, tubing and shut-off nozzle are sound and free from leaks, that the outlet of the nozzle is not choked, and that none of the moving parts are seized.

Annually: The hose should be completely run out and subjected to operational water pressure to ensure that the hose is in good condition and that all couplings are water tight. A flow test should be carried out to ensure that a discharge of 30 litres / minute is achieved. A more detailed description of the maintenance and testing of hose reels is given in BS 5306: Part 1.

Emergency Lighting

Weekly:

An inspection should be made to check that:

- every lamp in a maintained system is lighting (including EXIT signs);
- the LED in each emergency lighting unit is illuminated;
- any fault found, and the action taken, is recorded in the Fire Safety Register.

Quarterly:

The following should be carried out:

- Clean exterior of luminaires and signs,
- Ensure the correct operation of luminaires and signs by operating the test facility or cutting the power to the lighting circuits
- Record results in the fire safety register.

Annually: The Technical Services Manager (Facilities and Services) should ensure that the annual inspection and test procedures as described in I.S. 3217 are carried out by the manufacturer, supplier or installer, or by an employee who has received special training with the manufacturer, supplier or installer.

Fire Detection and Alarm System

Daily: A check should be made every day* to check that (a) the panel indicates normal operation (and if not, that any fault indicated is recorded in the Fire Safety Register and is receiving urgent attention) and (b) any fault warning recorded the previous day has received attention.

* where premises are not used on a daily basis, these inspections should be made on each occasion before the public is admitted on the premises.

Weekly:

(a) The system should be set off from a detector or call point (break glass unit) to test the ability of the control and indicating equipment to receive a signal and to sound the alarm. A



different zone should be tested each week in turn; the zone and trigger device used should be recorded in the register.

(b) Any defect should be recorded in the Fire Safety Register and reported to the responsible person, and action should be taken to correct it.

Quarterly: The Technical Services Manager (Facilities and Services) should ensure that the quarterly inspection and test procedures as described in I.S. 3218 are carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer.

Annually: The Technical Services Manager (Facilities and Services) should ensure that the annual inspection and test procedures as described in I.S. 3218 are carried out by the manufacturer, supplier or installer or by an employee who has received special training with the manufacturer, supplier or installer.

Fire Drills

In accordance with fire safety legislation, fire evacuation drills must be carried out in every University building, at least annually.

The drills will be used to monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. They will also be used to time the evacuation and compare this to an “acceptable time”, based on the exigencies of the particular building and with reference to desired national standards and accepted good practice. In cases where the evacuation takes longer than the “accepted” time, a second drill may be carried out at a later date.

Arrangements for evacuation drills should be made with the University Fire Safety Officer. Where possible, the Officer will assist by organising the activation of the fire alarm and observing the drill, following which he / she will provide a report and present it to the local management of the building in question.

Supervised and recorded formal Fire Evacuation Drills are held at least once a year for each building. The drills are normally carried out during Michaelmas Term (from October). The University Fire Safety Officer will carry out the drills as required.

Heads of Building / Premises Managers are responsible for ensuring that their buildings have been included in the drill schedule and for confirming alternative dates / times if a drill is cancelled due to adverse weather, exams etc.

The evacuation drills also serve to practice multiple building evacuations. This could occur in the unlikely event of a major incident such as a multiple gas leak, external toxic waste release or similar, requiring the evacuation of a section of the University grounds and buildings.

Any unscheduled alarm activations in the course of the year should be treated as supplementary fire evacuation drills and do not obviate the need for an annual supervised fire drill.

The drills are for all occupants / users of a building except those who may need to ensure the security of the building, or staff who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.



Generally, drills should not take longer than 10 to 15 minutes or so to complete and provide minimum disruption.

The purpose and objectives of the fire evacuation drills include:

- to identify any weaknesses in the evacuation strategy
- to test the procedure following any recent change to working practices
- to familiarise new occupants with procedures
- to test the arrangements for those with disabilities
- to identify weaknesses in emergency communications procedures and systems
- to identify positive and negative reactions of staff with designated responsibilities such as Fire Wardens



Appendix 6:

ARSON AWARENESS

Premises can be targeted either deliberately or just because they offer easy access. Arson is a particular problem in educational premises, with most fires likely to be started by students, ex-students or those with knowledge of the premises.

Be aware of other small, deliberately set fires in the locality, which can indicate an increased risk to your premises. Be suspicious of any small 'accidental' fires on the premises and investigate them fully and record your findings.

Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk-reduction measures, the most benefit may come from efforts to reduce the threat from arson.

Measures to reduce arson may include the following:

- deter unauthorised entry to the campus or specific buildings by limiting site entrances, providing appropriate boundary security and implementing controlled site access;
- thoroughly secure all entry points to buildings, including windows and the roof, but make sure that this does not compromise people's ability to use the escape routes;
- ensure the outside of buildings are well lit;
- reduce the opportunity for an offender to start a fire by reducing concealed entrances or areas which offer cover;
- make sure you regularly remove all combustible rubbish;
- do not place rubbish skips adjacent to the building. Where this cannot be avoided, use lockable wheelie bins and empty regularly (avoid overflows).
- do not site wall-mounted waste bins beneath windows or on walls covered in combustible cladding - in general secure waste bins in a compound separated from buildings;
- do not allow combustible displays or storage on the internal windowsills of ground floor rooms;
- secure all storerooms, restrooms, offices and general office areas against intrusion at secure flammable liquids so that intruders cannot use them;
- reduce the scope for potential fire damage by limiting the availability of easily ignitable materials and the opportunity for fire to spread through the premises;
- maximise the use of video surveillance;
- encourage staff / students to report people acting suspiciously;
- promote good relations with neighbours who overlook your premises - they can be your eyes when the premises is unoccupied; and
- do not park vehicles next to windows or doors opening into buildings.

The effects of arson on unoccupied common areas are reduced in the University by the linking of automatic fire detection systems to the Security Centre which enables Security and the emergency services to make the earliest possible response to a fire.



Appendix 7:

HEALTH, SAFETY AND ENVIRONMENT INFORMATION FOR CONTRACTORS' BOOKLET

Health, Safety and Environment Information for Contractors

Welcome to the University of Dublin, Trinity College Dublin.

Health, Safety and Environmental (HSE) care constitutes an essential element of our University policies. In order to help us maintain our policies, we ask you to abide by the following rules:

1. Admittance to the College Premises

- All Contractors on arrival must sign the Register Book located at the Estates & Facilities Services Centre (194 Pearse Street) or, after hours, at the Security Control Centre (200 Pearse St.). On registering you will be issued with this HSE leaflet.
- Contractors and their employees must sign in and out as they enter and exit campus.
- Contractors must wait at the Service Centre until the person overseeing the work (Contact Person) comes to meet them (unless authorised otherwise).
- All new contractors and their sub-contractors must sign in for induction training.
- The Contractor will then be directed to the specific work area.

2. General HSE Rules

- Wear your Company's **photo identification badge /logo** and ensure it is visible at all times.
- Please drive slowly; speed limit is 15km/hr on the University campus.
- In general there are very restricted parking facilities for non- University vehicles. Service/delivery and visitors vehicles parking in marked parking spaces or blocking access routes **will be liable to be clamped**. Limited temporary parking/loading bays for service/delivery vehicles are available at agreed locations
- Smoking is prohibited in all buildings and external Smoke Free Zones.
- **Hot works require a permit**. Any work requiring the application of heat to any substance and includes but is not limited to; electric welding, oxygen cutting or welding, grinding and other fire-producing or spark-producing operations that may



increase the risk of fire or explosion. Permits may be requested through your Contact Person, Premises Manager or the AEC for the work area (48 hour notice required).

- **Do not cover fire detector heads.** If the work could contaminate a detector head (dust from sanding, demolition etc.) request a 'Fire Alarm detector head isolating Permit'
- Do not interfere with any of the University's safety equipment. Contact the local AEC or your Contact Person for advice.
- Unless specifically authorized, do not use University equipment (such as ladders, tools, etc.).
- Do not enter any other areas on the premises without the consent of your Contact Person. Do not enter **Restricted Areas** unless authorized.
- In-house personal protective clothing may be required in some areas or depending on the nature of the work to be undertaken. You will be instructed on how and when to wear it by your Contact Person.
- The Contact Person will give instructions regarding University site specific safety and environmental measures to be taken (e.g. waste recycling).
- Obey the requirements of any specific safety signs or notices posted inside or outside any premises.
- Dispose of your own waste material in your own bins, using University waste facilities is not permitted.
- Emergency exits, walkways, fire extinguishers, safety equipment and switch boxes must be kept accessible and must not be obstructed.
- Work must not commence until consent has been obtained from your Contact Person and the Premises Manager.

If you are in any doubt regarding the above instructions please consult your Contact Person.

- Below are some examples of label pictograms which may be visible on the premises.

They indicate that a substance is a potential physical, health or environmental hazard.



Class/Category	Signal Word	Pictogram
Explosives 1.1-1.3	Danger	
Explosives 1.4	Warning	
Flammable Liquids 1,2	Danger	
Flammable liquids 3	Warning	
Oxidising Liquids 1,2	Danger	
Oxidising Liquids 3	Warning	
(NEW) Gases under pressure, compressed gases	Warning	
Skin Corrosion 1A,1B,1C	Danger	
Corrosive to metals 1	Warning	
Acute Toxicity 1,2,3	Danger	
Acute Toxicity 4	Warning	
Skin Irritation 2	Warning	
Aspiration hazard Respiratory sensitization, Germ cell mutagenicity, Carcinogenicity, Reproductive toxicity, Specific target organ toxicity	Warning or Danger	
Hazardous to the aquatic environment 1	Warning	

3. Emergency Evacuation

a) When the fire alarm sounds:

- Fire alarms generally have a repetitive oscillating high pitch sound.
- Upon hearing the fire alarm you must evacuate the building immediately through the nearest exit. Know your escape route and Assembly Point prior to starting work
- Exits are clearly marked.
- Go to the designated Assembly Point and await further instruction.

b) Setting off the alarm (Contractors):

- Sound the alarm from one of the many alarm break glass units throughout the premises.

c) Alerting / Contacting the Emergency Services (Contractors):

- Telephone the Security Centre (dial 1999 on any internal phone) or, use your mobile phone - 01 896 1999

d) First Aid (Contractors):

- There are trained First Aid personnel available to administer first aid when required. A doctor is available for emergencies in the University Health Centre (01 8961556).
- See your Contact Person or contact the Security Centre (mobile phone - 01 896 1999).

e) Spillages / Accidents / Near misses (Contractors):



- Report any hazardous spillage, accident or near miss to your Contact Person or the Supervisor of the area immediately.

Your Contact Person will be overseeing your health and safety while you are on the University premises; however you have a responsibility for your own health and safety and for others who may be affected by your work or actions.

You are obliged to observe all health, safety and environmental precautions while you are on the University premises. Contractors are required to have a safe system of work for the work to be carried out and be in possession of an in date Safe Pass registration card. Failure to comply puts yourself and others at risk and you may be requested to leave the University premises.

All Contractors must have adequate Employers / Public Liability Insurance cover before undertaking any work or services for the University of Dublin, Trinity College Dublin.

REMEMBER all Contractors and their employees must sign in and out as they enter and exit campus. Thank you and WORK SAFE.