

FIRE SAFETY POLICY

1. POLICY STATEMENT

Dublin Cultural Institute is committed to ensuring, as far as reasonably practicable, the safety of all students, staff, visitors and contractors in relation to fire prevention and emergency evacuation.

The school will comply with all relevant Irish legislation including:

- Fire Services Act 1981 and amendments
- Safety, Health and Welfare at Work Act 2005
- Building Regulations (Part B – Fire Safety)
- General Application Regulations 2007

The school will take all reasonable measures to:

- Prevent fire occurring
- Ensure early detection of fire
- Provide safe evacuation routes
- Train staff and students in fire safety procedures

2. SCOPE

This policy applies to:

- All employees (teachers, administration, management)
- Students
- Visitors
- Contractors
- Volunteers

The policy applies to all premises used by the school including classrooms, offices, student common areas and storage rooms.

3. RESPONSIBILITIES

SCHOOL DIRECTOR



The School Director has overall responsibility for fire safety and must ensure: Dublin Cultural Institute
34a Bachelors Walk,

- Fire risk assessments are completed regularly Dublin 1, D01 A437, Ireland
- Fire safety equipment is installed and maintained
- Fire evacuation procedures are implemented
- Fire drills are conducted at least once per term

FIRE SAFETY OFFICER

The Fire Safety Officer is responsible for:

- Maintaining fire safety records
- Ensuring fire extinguishers and alarms are serviced annually
- Checking emergency exits are clear
- Organising staff fire safety training
- Coordinating fire drills

STAFF RESPONSIBILITIES

All staff must:

- Familiarise themselves with evacuation routes
- Ensure students understand evacuation procedures
- Report fire hazards immediately
- Participate in fire drills
- Ensure exits and corridors are not obstructed

STUDENTS

Students must:

- Follow instructions given by staff during emergencies
- Evacuate calmly and safely
- Not interfere with fire safety equipment

4. FIRE PREVENTION MEASURES

The school will implement the following preventative controls:

- Maintain clear escape routes at all times
- Ensure fire doors remain closed
- Store flammable materials safely
- Avoid blocking emergency exits
- Ensure electrical equipment is used safely



- Keep combustible waste away from buildings
- Regular inspections will be carried out to identify fire hazards.

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5. FIRE DETECTION AND EQUIPMENT

The school will ensure the following equipment is available and maintained:

- Fire alarm system
- Smoke detectors
- Fire extinguishers
- Emergency lighting
- Fire safety signage
- Clearly marked escape routes

Fire detection systems is inspected regularly and serviced by competent persons.

6. FIRE EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE:

1. Activate the nearest fire alarm immediately
2. Inform a staff member or the Fire Safety Officer
3. Call emergency services (999 or 112)
4. Evacuate the building immediately

ON HEARING THE FIRE ALARM:

- Stop work immediately
- Leave the building using the nearest safe exit
- Do not use lifts
- Do not collect personal belongings
- Proceed to the designated assembly point
- Follow staff instructions

Evacuation plans should be simple and practiced regularly to ensure safe and orderly exit.

7. ASSEMBLY POINT

The designated assembly point is:



Dublin Cultural Institute
Bachelor's Walk - The big tree to the right of the building, close to POG cafe.
Abbey Street – To the right of the building at the top of the lane.
34a Bachelors Walk,
Dublin 1, D01 A437, Ireland

At the assembly point:

- Teachers take a register of students
- Visitors report to reception staff
- No one may re-enter the building until authorised

Roll calls help confirm that all occupants are safely evacuated.

8. FIRE DRILLS

Fire drills will:

- Take place at least once per term
- Be recorded in the Fire Safety Log
- Identify any problems with evacuation procedures
- Include all staff and students

9. TRAINING

All staff will receive fire safety training including:

- Evacuation procedures
- Location of fire exits
- How to raise the alarm
- Basic use of fire extinguishers

New staff and students will be informed of emergency procedures during induction.

10. FIRE SAFETY RECORDS

The school will maintain records of:

- Fire drills
- Equipment inspections
- Staff training
- Fire incidents
- Risk assessments

11. REVIEW

This policy will be reviewed annually or following:



- Changes to premises
- Fire incidents
- Legislative updates

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