



ALEXANDRA COLLEGE DUBLIN

Fire Safety Policy

Section 1 : Overview & Legislative Framework

Alexandra College fully recognises its collective responsibility for complying with all legislation relating to Fire Safety. This policy ensures that Alexandra College complies with the requirements of the Fire Services Acts 1981 and 2003, the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007–2020, the Building Control Act 1990, the Building Regulations 1997–2024 including Part B (Fire Safety), together with all other relevant legislation, regulations and standards applicable to educational settings.

Alexandra College also operates and maintains its fire detection and alarm systems in accordance with I.S. 3218:2024 Fire Detection and Alarm Systems for Buildings and portable fire extinguishers in accordance with I.S. 291:2015 Selection, Commissioning, Installation, Inspection and Maintenance of Portable Fire Extinguishers.

The College Principal retains overall responsibility for Fire Safety within Alexandra College. Responsibility for the day-to-day management and implementation of this policy rests with the Operations Manager in consultation with external contractors and competent persons, ensuring that the College continues to meet all applicable legislative and regulatory requirements.

Alexandra College is a Vape and Smoking Free Campus.

Section 2 : Fire Alarms Systems

Alexandra College has fire detection and alarm systems installed throughout the campus in order to provide early warning of fire and facilitate the safe evacuation of students, staff, contractors and visitors. The fire detection and alarm systems are designed, installed, commissioned, serviced and maintained by competent and suitably qualified contractors in accordance with the requirements of I.S. 3218:2024 Fire Detection and Alarm Systems for Buildings.

Fire detection and alarm systems are installed within the following buildings:

- Preschool Cabin
- Junior School
- Jellico Building
- Senior School Building
- Old Residence Building
- HWC
- Canteen
- The Hermione Building

- Science Building
- Music Building
- Sixth Form Cabin
- Art Log Cabin

Section 3 : Fire Alarm Maintenance & Testing

All fire detection and alarm systems are tested, inspected and maintained by a competent and suitably qualified contractor on a quarterly basis in accordance with the requirements of I.S. 3218:2024 Fire Detection and Alarm Systems for Buildings. In addition to contractor servicing, Alexandra College undertakes routine user inspections to ensure the continued effectiveness and reliability of all systems.

All preventative maintenance visits, weekly tests, activations, faults and remedial works are recorded within the relevant fire log books and retained by Alexandra College. Certificates of inspection and servicing are also retained for audit and compliance purposes. Any faults or deficiencies identified during inspections, testing or maintenance activities are recorded and corrective actions implemented as soon as reasonably practicable.

Section 4 : Fire Alarm Monitoring

All Fire Detection and Alarm Systems throughout Alexandra College are connected to a 24-hour Alarm Receiving Centre (ARC) which provides continuous monitoring of fire alarm activations across the campus.

In the event of a Fire Alarm activation, the Alarm Receiving Centre will contact the designated Alexandra College personnel to determine whether the activation is genuine, accidental or associated with planned maintenance or testing activities.

Where a fire emergency is confirmed, or where designated Alexandra College personnel cannot be contacted within the required timeframe, Dublin Fire Brigade will be automatically mobilised in accordance with the monitoring arrangements in place.

Alexandra College ensures that all planned testing, servicing and maintenance activities involving the Fire Detection and Alarm Systems are communicated to the Alarm Receiving Centre in advance in order to prevent unnecessary emergency callouts.

The contact details for designated Alexandra College personnel are reviewed regularly to ensure that the monitoring and emergency response arrangements remain effective at all times.

Section 5 : Fire Detection Systems and Smoke Dampers

Automatic Fire Detection and Alarm Systems are installed throughout Alexandra College in accordance with the requirements of I.S. 3218:2024 Fire Detection and Alarm Systems for Buildings. The systems are designed to provide an appropriate level of protection based on the occupancy, use and risk profile of each building.

Fire detection systems are installed within the following buildings:

- Preschool Cabin - L3 Category System
- Junior School - L3 Category System
- Jellico Building - L1 Category System
- Senior School Building - L3 Category System
- Old Residence Building - L1 Category System
- HWC - L1 Category System
- Canteen - L2/L3 Category System
- The Hermione Building - L1 Category System
- Science Building - L3 Category System
- Music Building - L3 Category System,
- Sixth Form Cabin - L3 Category System
- Art Log Cabin - L3 Category System

Smoke dampers are installed within designated ventilation systems across the campus, including within the Hermione Building, to restrict the spread of smoke and fire through ventilation ductwork in the event of a fire.

Smoke dampers are inspected, tested and maintained as part of the College's Planned Preventative Maintenance programme to ensure their continued effectiveness and operation during emergency situations.

Any defects identified during inspections, testing or maintenance activities are recorded and corrective actions implemented as soon as reasonably practicable.

Section 6 : Science Labs and Home Economics Rooms

Alexandra College recognises that the Science Laboratories and Home Economics Rooms represent higher fire risk areas due to the presence of gas installations, cooking appliances, chemicals and other potential ignition sources. Access to these areas is controlled and they remain secured when not in use. The rooms are only accessed and operated under the supervision of appropriately qualified teaching staff.

All Science Laboratories and Home Economics Rooms are fitted with emergency gas isolation controls, suitable fire extinguishers and fire blankets to assist in managing fire emergencies.

Appropriate arrangements are in place for the storage, handling and management of chemicals and flammable substances in accordance with relevant safety guidance, risk assessments and manufacturer recommendations.

Relevant staff receive Fire Safety Training appropriate to the hazards associated with these areas and additional attention is given to the inspection, cleaning and maintenance of equipment located within these rooms.

Section 7 : Dining Hall Kitchen

Alexandra College recognises that the Dining Hall Kitchen represents a higher fire risk area due to the presence of commercial cooking equipment, gas installations, electrical appliances and cooking oils. The Dining Hall and Kitchen facilities have been designed, constructed and

commissioned in accordance with applicable Building Regulations and Fire Safety requirements.

The kitchen extraction and cooking equipment are protected by an automatic Ansul fire suppression system designed to activate in the event of a fire involving cooking equipment or cooking oils. The kitchen is also fitted with emergency gas isolation controls. The Ansul suppression system is inspected, tested, serviced and certified by competent contractors in accordance with manufacturer requirements and relevant industry standards.

All catering staff receive training in the safe operation of kitchen equipment and in the actions required in the event of a fire emergency. The catering contractor undertakes routine safety inspections and checks on kitchen equipment and reports defects for corrective action where necessary. Suitable fire extinguishers and fire blankets are provided within the kitchen and associated food preparation areas in accordance with the identified fire risks.

Section 8 : The Hermione Building

The Hermione Building would be also viewed as another high risk area as this building is in operations 24/7 and houses up to 200 people all year around. Additional Fire Safety Measures are taken within this building to ensure the safety of all within the building

- Fire Drill Walkthroughs are carried out by the Head of Boarding and Deputy Head of Boarding
- Daily Health & Safety checks are completed by Residence Staff including visual checks of the fire alarms , smoke and damper panels and to ensure that all fire doors on boarding wings remain closed at all times.
- Additional PPM visits on top of the scheduled maintenance visits are done.
- Overnight Security is present 11pm-7am each evening at Hermione
- 24/7 Fire Alarm and Monitoring is in place
- Fire Safety Training provided for Boarding Staff
- Operations Manager also undertakes bi weekly inspections of the fire extinguishers , fire alarms and ensures that the lists , torches and hi viz jackets are at reception in the event of a fire alarm.
- The building also conducts 2 boarding school specific fire alarms during the year.

Section 9 : Fire Wardens & Contact Persons

Alexandra College has appointed designated Fire Wardens to assist in the implementation of fire safety arrangements and emergency evacuation procedures across the campus.

The Operations Manager acts as the designated Fire Warden for Alexandra College and is responsible for overseeing the implementation of fire safety arrangements, liaising with emergency services where required and ensuring that fire safety procedures remain effective and up to date. The Maintenance Supervisor acts as Deputy Fire Warden and assumes the responsibilities of the Fire Warden in their absence.

Additional designated personnel are identified to support emergency response arrangements, alarm activations and out-of-hours incidents. Emergency contact details and escalation

arrangements are maintained separately within the College Fire Register and Emergency Response Procedures and are reviewed regularly to ensure their continued effectiveness.

Fire Wardens receive appropriate training and refresher training in accordance with Section 13 of the Safety, Health and Welfare at Work Act 2005 to enable them to effectively undertake their duties during emergency situations.

The following personnel are the appointed contacts as of September 2026

Monday - Friday between the hours 7:30 am - 4 pm

1. Conor Wakely (Operations Manager)
2. Franz Schutte (Maintenance Supervisor)
3. Laurentiu Puscasu (Maintenance Operative)
4. Patrick Tunney (Maintenance Operative)

All hours outside of the above times

1. Franz Schutte (Maintenance Supervisor)
2. Laurentiu Puscasu (Maintenance Operative)

Under Section 13 of the Safety, Health & Welfare at Work Act training has been provided for Fire Warden Training.

Section 10 : Fire Drills

Alexandra College conducts regular fire drills in accordance with fire safety best practice, Fire Risk Assessment findings and the College Fire Evacuation Procedures to ensure that students, staff and visitors are familiar with emergency evacuation arrangements. The College undertakes a minimum of two fire drills during each academic year. One fire drill is planned and communicated in advance, while the second drill is conducted without prior notice in order to assess emergency preparedness and evacuation effectiveness.

In accordance with Tusla guidance and requirements, the Preschool undertakes monthly fire evacuation drills and familiarisation exercises. The Fire Evacuation Procedures are communicated to staff at the commencement of each academic year and are reviewed periodically throughout the year where required.

Building-specific evacuation procedures are communicated to students, staff and boarding residents through inductions, assemblies and evacuation walkthroughs delivered by designated members of staff. Additional fire drills specific to boarding operations are conducted within the Hermione Building to ensure that residents and staff remain familiar with emergency arrangements outside normal school operating hours.

The Operations Manager is responsible for coordinating fire drills and ensuring that appropriate records are maintained. Records of all fire drills, alarm activations, inspections and testing activities are retained within the relevant Fire Register Log Books.

Section 11 : Fire Assembly Points

The following areas are the Designated Fire Assembly Points for the various buildings.

- Old Res (Tenants Only): Security Hut
- Old Res (Senior Students): Grass Football Pitch (A-G)
- Hermione : Grass Football Pitch (A-G)
- Senior School: Grass Football Pitch (A-G)
- HWC: Grass Football Pitch (A-G)
- Science Block: Grass Football Pitch (A-G)
- Music Block: Grass Football Pitch (A-G)
- HWC: Grass Football Pitch (A-G)
- Jellico (Senior Students): Grass Football Pitch (A-G)
- Jellico (Pre School & Junior School): Quad Area
- Junior School: Junior School Hill
- Preschool Cabin: Top of Hill
- Canteen: Maintenance Yard

Section 12 : Fire Extinguishers

In accordance with the requirements of I.S. 291:2015 Selection, Commissioning, Installation, Inspection and Maintenance of Portable Fire Extinguishers, Alexandra College ensures that suitable fire extinguishers are provided throughout the campus based on the identified fire risks within each building.

Fire extinguishers are inspected, serviced and certified annually by a competent and suitably qualified fire protection contractor. Records of inspections and maintenance activities are retained within the relevant Fire Register Log Books.

Section 13 : Fire Risk Assessment

Alexandra College undertakes a comprehensive Fire Risk Assessment of the campus which is completed by a competent external contractor and retained by the Operations Manager.

The Fire Risk Assessment is reviewed annually and following significant alterations to buildings, changes in occupancy or use, or following any fire-related incident or near miss.

Recommendations arising from the Fire Risk Assessment are reviewed and implemented as appropriate.

Section 14 : Fire Safety Training

Alexandra College provides Fire Safety Training to staff at regular intervals and following induction for new employees where appropriate.

Refresher Fire Safety Training is provided at least every three years, or sooner where required following significant changes to buildings, procedures or identified risks.

Section 15 : Fire Warden Training

In addition to general Fire Safety Training, designated Fire Wardens and Deputy Fire Wardens receive role-specific Fire Warden Training at intervals not exceeding two years.

Training is designed to ensure that Fire Wardens are competent to support evacuation procedures, assist with emergency response arrangements and undertake their responsibilities

during fire incidents.

Section 16 : Conclusion

Alexandra College recognises that Fire Safety is a fundamental component of the College's overall Health and Safety Management System and is committed to providing and maintaining a safe environment for all students, staff, contractors, visitors and residents.

The College will continue to implement appropriate fire prevention measures, maintain effective fire protection systems and ensure that suitable emergency arrangements are in place across the campus. Fire Safety is considered a shared responsibility and all members of the Alexandra College community are expected to familiarise themselves with the Fire Safety arrangements and cooperate with all emergency procedures and controls implemented by the College.

This Policy will be reviewed annually and updated as required to ensure continued compliance with relevant legislation, regulations, standards and best practice guidance.

This Policy was reviewed and approved by the Board of Management in September 2026

Next Review : September 2027