Saint Mary’s Primary School

Greenlough



Fire Safety Policy

**September 2022**

|  |  |
| --- | --- |
| **DATE** |  |
| **Chair of Board of Governors** |  |
| **Principal** |  |
| **Date of Review** | **September 2025** |

It is the aim of St. Mary’s Primary School to maximise fire prevention and minimise the risks to staff and children which may arise from fire. Most fires are caused by carelessness or ignorance and it is imperative that all staff are cognisant of this Policy.

Upon the outbreak of fire, the saving and preservation of life takes precedence over the protection of property. Therefore it is important that there is an immediate evacuation of all persons within the buildings and communication is made with the Fire and Rescue Service Northern Ireland (FRSNI).

During a Fire Alarm, in the absence of the Principal, the Vice Principal, will be the designated person. Should the Principal and Vice Principal be unavailable then Miss McGoldrick will act in this position.

In this policy you will find procedures to follow on:

* Responsibilities
* Fire Risk Assessment
* Maintenance of Fire Equipment and Systems
* Combustible materials
* Fire Evacuation
* New members of staff and groups/bodies hiring school premises out of hours
* Events outside school hours such as concerts, quiz or meetings
* Non PAT tested equipment
* Smoking

**Responsibilities:**

All Staff

Evacuation: It is the responsibility of all staff to raise the alarm on the discovery of fire. When a Fire Alarm is raised, staff without responsibilities for children should safely evacuate the building immediately. Staff with responsibility for children should ensure that these children are safely evacuated from the building as soon as possible. Staff should be conscious of individual children in transit at the time of an alarm and assist them in leaving the building.

Staff should be aware of their nearest fire escape routes and assembly point.

General: Staff will be responsible for ensuring that identified Fire Doors are kept in the correct position and that Fire Escapes are not obstructed. Similarly staff should ensure that all fire fighting equipment is retained in the correct position. Staff should ensure that door vision panels are not obscured by notices etc. and that corridors are not obstructed.

Candles or naked flames should not be lit unless agreement is sought from the Principal.

If staff have any concerns about any aspect of Fire Safety, they should consult the Principal.

A visitor/staff book must be signed by all when entering and leaving the premises in order to help account for people during the time of a fire.

At the assembly point, staff will inform the principal about any missing persons.

Any concerns or new observations which a member of staff has in regards to fire safety, they should bring this to the attention of the principal immediately.

Classroom Assistants (Special Needs) : Classroom Assistants (Special Needs) must ensure that they support the child to whom they are allocated when evacuating the building during an alarm. If a particular child requires more than one person to assist with evacuation, a specific plan will be implemented at the start of the school year during fire safety training, this will be attached in the appendix 2 of policy.

**Principal:**

Evacuation :The Principal or delegated person will have responsibility for phoning 999 to alert emergency services. The Principal will have assigned designated people to sweep the building to ensure that no person is left in locations other than classrooms, during the evacuation process. The Principal or delegated person will check with each class teacher to confirm numbers evacuated from the building and ascertain whether it is likely that someone may still be inside the building.

The Principal or delegated person will meet with the FRSNI on arrival to brief them.

The FRSNI will decide when the building can be reoccupied and they will inform the Principal or delegated person.

General: The Principal will have overall responsibility for Fire Safety. The Principal will ensure that a Fire Safety Audit is completed and any issues identified are acted upon. It is the Principal’s responsibility to ensure that regular checks of Fire Safety Equipment are made and logged.

The Principal will also be responsible for ensuring that regular fire evacuation drills take place, are recorded, reviewed and any improvements to be made are implemented. They are responsible for ensuring that evacuation procedure notices (Appendix A) are regularly updated and displayed throughout the school and are updated appropriately.

The Principal or delegated person will be responsible for ensuring that all staff and children are aware of fire evacuation procedures. They must ensure all new members of staff and students on placement receive fire safety training as part of their induction. They will ensure all staff receive refresher training and that all training should include all matters relating to fire risk and safety within the premises, action in the event of fire, method of operation of the call points, means for summoning the fire and rescue service, location and use of fire extinguishers and the identities of persons trained and nominated to use same.

Also visitors must be notified of our procedures in the event of a fire.

**School Secretary**

The School secretary will bring copies of class lists to the assembly point for distribution to teachers who were not in their rooms when the alarm was raised. The school secretary will also check the Visitors’ book and confirm with the Principal at the Assembly Point the number of visitors signed into the school.

**Building Supervisor**

The Building supervisor will:-

* On Evacuation of the building, prepare for the arrival of the FRSNI.
* be responsible for testing the fire alarm system every week and logging the findings. A different call point will be used on each occasion and the point logged each Friday.
* Be responsible for checking the Emergency lighting and fire doors monthly. They will record checks and log any issues identified. They will also ensure any maintenance issue is communicated to the ESA maintenance department.
* Ensure that combustible materials are not stored in electrical switch rooms, electrical cupboards or boiler rooms.
* also check that all fire extinguishers are in their proper position and have not been used or tampered with.
* check that all computers/electrical devices in the classrooms are switched off and that all doors should are closed. (If teachers remain on premises after the Building supervisor finishes, it will be their responsibility to switch off any electrical devices they are using and ensure the doors are closed in rooms which they have used.
* Check that all emergency exits are available and accessible prior to occupation of the building at the start of the school day.
* ensure that all combustible material for disposal is binned and that the bins are stored in the agreed locations away from all buildings.

**Lunchtime Supervisors**

Lunch time Supervisors should immediately evacuate the building if the fire alarm is raised over lunchtime. Those children in the Dining Hall should be evacuated to the assembly points through the fire exit at the back of the hall and those supervisors in the playground should line the classes up in their allotted areas in the bottom yard The Senior Supervisor and a nominated Supervisor will be responsible for checking the toilets.

**Fire Risk Assessment**

It is the responsibility of the school to ensure a Fire Risk Assessment is carried out. The Education Authority will arrange to carry out the Fire Risk Assessments when funding is available. It is the responsibility of the Principal to ensure that all issues raised in the risk assessments are communicated to the maintenance department so that identified faults can be rectified. The Fire Risk Assessment should be available for inspection during the Fire Audit carried out by the FRSNI.

**Maintenance of Fire Equipment and Systems.**

The Principal is responsible for ensuring that the Education Authority carries out an annual check of the fire fighting equipment and signage in the school.

Staff should ensure that fire extinguishers are never removed from their positions.

Fire doors must not be held in an open position. Door vision panels are used by Fire and Rescue Service to check rooms so these must not be obscured by at anytime.

|  |  |  |  |
| --- | --- | --- | --- |
| System | Frequency | | Test |
| Fire Alarm | Every Friday | | Full test using a different call point each week. Log made. Bells and flashing lights. |
| Emergency lighting and signage | Monthly | | All emergency lighting checked Log made and faults reported |
| Fire fighting equipment | Annual  Weekly | | Company appointed by EA. Log made  Checked to be in place and stored correctly. |
| Fire doors | Monthly | | All Fire doors checked.  Log made, faults reported. |
| Fire escapes | Monthly | | All checked to ensure they are free of obstruction. Log made |
| Fire Drill | One per term | | Full evacuation. Log made. Review conducted and any shortcomings actioned. |
| Fire Risk Assessment | | At the behest of NEELB | |

**Combustible Materials**

These must not be stored in electrical switch rooms, electrical cupboards or boiler house. Staff should ensure that all electrical equipment is turned off at the end of the day and be aware of heat build up and the proximity of combustible material.

**Fire Evacuation**

When the Fire Alarm is raised all children and staff should immediately evacuate the building and assemble in the designated areas as per the Evacuation Procedure. Staff should use the safest and most convenient escape route bringing with them a copy of their class register. Children in transit should attach themselves to the nearest class or make their own way out of the buildings. Staff without responsibility for individual children should assist their nearest class and shepherd any children in transit out of the school safely.

The P1, 2 &3 teachers check the toilets in the classroom on their way out of the classrooms. The P5 teacher checks the boys’ toilets and the P7 teacher checks the girls’ toilets on evacuation.

Once in the assembly area, teachers should inform the Principal or designated person if they have concern about children or others who may still be in the premises.

A Fire drill will take place once a term and one of these will be during lunch time. During fire drills, some exits will be blocked so children will know the different routes to use.

**New members of staff and groups/bodies hiring school premises out of hours.**

The Principal or delegated person will be responsible for ensuring that all new members of staff, visitors and students on placement are trained in fire safety and are aware of procedures to follow in the event of a fire or a fire alarm. (Training will form part of the induction of new members of staff and written statements will be available to other visitors if working in school. A written announcement will be given to an audience before events begin.)

For groups or persons using school facilities out of hours, it is the responsibility of the principal to highlight fire safety issues. In particular the following should be highlighted to the hirer:

* The need for the person in charge of the group to explain relevant fire safety information at the start of the evening to all those participating.
* The location of the fire alarm points and how they operate.
* Escape routes.
* The need to evacuate the building immediately on hearing the alarm.
* What the alarm sounds like.
* What will happen when the alarm is raised (emergency lighting comes on if the event of a power failure.)
* It is the responsibility of the principal or staff member in charge, to ensure that all persons under his/her charge are evacuated.
* The position of fire fighting equipment. It should be explained fire fighting equipment can be used by anyone without putting themselves or anyone else at risk. How and who is responsible for contacting the Fire Service.

**Events outside school hours**

Where events are organised outside normal school hours it is the responsibility of the teacher in charge to ensure that the Principal has been consulted about fire safety arrangements. There should be consultation about the performance/activity and any evacuation or fire risk concerns. Agreement should be made about communication to the audience about fire safety issues.

From the recent Fire Risk Assessment, it was recommended that only 50 unlocked chairs can be used in the school hall at any time. The ESA representative recommended that for a school concert it would be necessary to cable tie the chairs in rows to ensure safe evacuation. (This was to comply with BS5588-6 in respect of seated audience greater than 50 persons.)

Non PAT tested equipment

If using a newly purchased device from a reputable suppler, then it is presumed safe to use and will be subject to PAT testing on the next visit to the premises.

Smoking

St. Mary’s Primary School is a no smoking environment and hence smoking should not occur within the grounds.

APPENDIX A

**FIRE ESCAPE ROUTES**

**ASSEMBLY POINT** – Bottom Yard – Playing Field.

**STANDARD ROUTE** - No Fire Exits Blocked (e.g. blocked due to fire in the event of a fire.)

(P1-3) teachers sweep the classroom and toilet when leaving. If an assistant in room, the assistant leads the line to the assembly point. (Must stay in straight line behind each other and walk.)

Primary 1- leave by front door of classroom and disable access door to yard.

Primary 2 – leave by front door of classroom.

Primary 3 – leave by front door of classroom.

Primary 4 & 5 – leave by exit at boy’s toilets

Primary 6 & 7 – leave by exit at girl’s toilets and year 7 teacher will check the girl’s toilets

Secretary – leaves by exit at girl’s toilets

Principal – leave by exit at girl’s toilets / may sweep the hall and stage and leave by hall exit.

Assistants in foyer – leave by hall/sweep stage.

Kitchen Staff – use back door at kitchen.

**Plan A**

Primary 2 or 3 main exit blocked.

Primary 2 or 3 use exit at back of classroom.

Everyone else follows “Standard” Route.

**Plan B**

Primary 1 main exit is blocked.

Primary 1 use exit at back of classroom and assemble at furthest point from school building in the sensory garden. They remain there until a designated adult comes to instruct them where to go or when the school is safe to enter.

Everyone else follows “Standard Route”.

**Plan C**

If exit at boy’s toilets is blocked.

Primary 4 leave by disabled access at Primary 1.

Primary 5 leave by door at girl’s toilets. (P5 Teacher sweeps the boys toilets.)

Everyone else follows the standard route.

**Plan D**

Exit at girl’s toilets is blocked.

Primary 6 & 7 and secretary leave by hall fire escape - Primary 7 teacher sweeps the toilets.

Everyone else follows the standard route.

**Plan E**

If both exits boys and girls toilets are blocked.

Primary 6 & 7 leave by hall exit. Primary 7 teacher sweeps girls toilets.

Primary 4 & 5 leave by disabled access at Primary 1. Primary 5 teacher sweeps boys toilets.

Secretary leaves by hall exit.

Everyone else uses standard route.

**Plan F**

If only hall exit is blocked.

Anyone in hall, leaves by front door and joins the kitchen staff at the back of the school.

**Fire Escape Plan for Night Time or After School’s Clubs**

Hall in use 3pm-4pm

Leave by hall fire exit and assemble in lower yard or playing field.

Night Time (Concert/Quiz – with more than 50 people in hall – and chairs cable tied.)

Front half of audience go out front door and assemble in carpark.

Back half of hall leave by hall fire exit and assemble in lower yard or playing field (if cars in carpark.)

Children in classrooms use standard routes or routes use if any exits blocked. (Teachers will follow Plan A to F)

If children in hall along with class performing, the teacher & assistants lead children out front door together to be counted.)