



Fire Prevention and Fire Safety Policy

Signed: _____ Dated: _____
(Chairperson of the Board of Governors)

Signed: _____ Dated: _____
(Principal)

ST. MARY'S PRIMARY SCHOOL FIRE PREVENTION AND FIRE SAFETY POLICY

PRINCIPLES: The welfare and safety of pupils and staff are of paramount importance and override all other considerations. Within the context of the Fire Safety Regulations (NI), the school has drawn up this policy (following training led by Bill Kavanagh and Jolene Arkinson (EA - Southern)). This training was attended by -

- Mrs A Keown
- Miss McRory
- and
- Mrs B Monaghan, Building Supervisor

All school staff attend school based training on Fire Prevention and Fire Safety annually.

MANAGEMENT OF FIRE SAFETY

The Principal is responsible for the management of Fire Safety within the school.

The Principal will work with representatives from the EA-Southern Region, the building supervisor, the kitchen supervisor and all staff and pupils to:

- Reduce the risk of fire,
- Ensure people are able to escape safely if there is a fire.

THE ROLE OF THE PRINCIPAL

The Principal will

- Develop and implement appropriate emergency procedures in the event of fire.
- Ensure that training and drills are carried out at appropriate intervals and a record kept of the date and time of drills and staff who have participated (times will be varied).
- Keep a fire log book with details of issues regarding Fire Safety.
Eg: the schools fire evacuation plan, certificates issued by companies who service the fire alarm system, fire extinguishers and electrical equipment,
a log of all fire drills carried out, the staff present and any issues arising from these and the action taken, a record of checks made on fire doors and fire extinguishers (by the principal and/or building supervisor).
- Ensure that outside groups using the school premises carry out their own fire risk assessment and provide a copy to the school.
- Ensure substitute teachers and school visitors are aware of the Fire Evacuation Plan.

- Ensure a Fire Risk Assessment will be carried out and reviewed annually. Within this risk assessment the school will co-operate with the representatives to identify fire hazards and risks associated with the premises, identify the people or groups of people at risk and anyone who may be especially at risk.
- An action Plan will be drawn up to address any issues highlighted in the risk assessment. The aim will be to remove or reduce the risks as far as possible and put in place precautions to deal with any remaining risks.

THE BUILDING SUPERVISOR SHOULD:

- Check that all Fire Stop and Exit Doors are serviceable and not wedged open and exit routes are unobstructed monthly.
- Test the fire alarm at a different call point each week.
- Assist the Principal in a monthly check of fire extinguishers.
- Ensure fire exit signs and information notices are adequately displayed.
- Ensure combustibles are not allowed to accumulate in the boiler room or switch room.
- Ensure electrical appliances are used correctly and sockets are not overloaded.
- Ensure photocopiers and printers are not obstructing exit routes.
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THE KITCHEN SUPERVISOR SHOULD ENSURE THAT:

- Kitchen equipment is used safely.
- Spills are cleaned up immediately.
- Emergency cut off switches are accessible and indicated by appropriate signage.
- All staff are familiar with fire suppression systems.
- Extraction systems are cleaned, filters changed and certificates held.
- Waste is not allowed to accumulate.

In the event of a fire at dinner time, raise the alarm, switch off all electric, assist with the evacuation of children from the dinner hall.

THE OFFICE MANAGER SHOULD:

- They are aware of procedures for calling the Fire Service should the alarm be raised.
- Ensure paper and files are suitably stored.
- Ensure the office is kept tidy and work station if free of clutter.

- Ensure messages regarding a child going home early for any reason are related to the principal and the appropriate teacher.
- Meet and greet visitors to the school, check their identity and inform the Principal (Mrs. A. Keown) or Teacher (Miss K. McRory)

FIRE EVACUATION PLAN.

THE ROLE OF THE PRINCIPAL

- To ensure fire drills are carried out at regular intervals.
- To keep a record of the date and time of each drill, the staff present and any issues arising.
- To ring, or direct the secretary/classroom assistant to ring the fire service, preferably from the school landline.
- To ensure everyone is accounted for at the assembly point.
- Should children need to be removed from the assembly point and taken to an alternative place, the Principal will contact the parents through text message and inform them where their children can be collected.
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In the Principal's absence, Miss K. McRory will assume the role of the Acting Principal.

THE ROLE OF THE TEACHER

- Each teacher must ensure that they take an accurate roll call each morning and keep a copy on hand in the event of a fire emergency.
- Ensure cloakrooms are tidy enough to allow speedy access through emergency doors.
- Teachers should regularly practice how to respond to a fire alarm in a calm and organised manner within their class.
- Close all doors in the classroom as they leave.
- Quickly check the toilets within the class before leaving or direct a classroom assistant to do so.
- Remove children through the nearest available exit and lead them towards the agreed assembly point at the car park at front of the school.
- Take a roll at the assembly point and inform the Principal if anyone is missing. In the event of the Principal not being present, inform Mrs. Patton.
- Should there be a large fire or a lot of smoke teachers should walk their class from the assembly point on to the Football Club grounds once all children have been accounted for.
- Should children be removed from the assembly point and taken to an alternative place, the Principal will contact the parents through text message and inform them where their children can be collected.

- Ensure children who are going home early have the permission of their class teacher and/or the Principal.

THE ROLE OF THE CLASSROOM ASSISTANT/ STUDENTS /VOLUNTARY STAFF/VISITING TUTORS

- Fully participate in all fire drills practised by the teacher.
- Check the classroom and toilets to ensure all children are out.
- Check that the teacher has remembered the roll book and has closed all doors.
- In the event of a fire alarm at dinner time Classroom Assistants should quickly sweep their respective classrooms and toilets and remove any children through the nearest exit to the assembly point.
- Support a substitute teacher should the class teacher be absent in the emergency.
- Begin the routine without the teacher should the teacher be out of the room for any reason.

THE ROLE OF CHILDREN

- To participate fully in all fire drills and listen carefully to the instructions of the teacher.
- In the event that a child is on a message or in another classroom or in the toilet when the fire alarm goes off, the child should return to their class as quickly as possible. Children should NOT attempt to collect any belongings or coats no matter what the weather!
- Keep cloakrooms tidy.

THE ROLE OF OUTREACH TEACHERS

- Make themselves familiar with the schools Fire Evacuation Plan.
- Remove the children in their care to the assembly point in the small playground at the front of the school and return them to their teacher at this point.

AN EMERGENCY AT DINNERTIME

- Children should stand behind their seats and wait on instructions from the dinner supervisor.
- The dinner supervisor and a classroom assistant should open the nearest exit door and start removing children table by table to the assembly point.
- The dinner lady/ladies should turn off all electrical equipment and assist with evacuating children safely.

- Classroom Assistants should quickly sweep their respective classrooms and toilets and remove any children through the nearest exit.
- Teachers should turn off any electrical equipment in the staffroom, collect their register and gather their class at the assembly point. Teachers should attempt to leave through the dining hall and assist dinner supervisors with the emergency exit, if they feel it is safe to do so.
- Teachers should take a roll at the assembly point and inform the Principal if anyone is missing. In the event of the Principal not being present, they should inform Mrs. Patton.
- Should there be a large fire or a lot of smoke, teachers should walk their class from the assembly point on to the Football Club grounds once all children have been accounted for.
- Should children be removed from the assembly point and taken to the Football Club grounds, the Principal will contact the parents through text message and inform them where their children can be collected.

WHOLE SCHOOL FIRE PREVENTION

NIFRS has developed a programme for Primary 5 pupils designed to make them aware of the dangers of fire and how to make their homes safer. Fire safety is discussed in all classes after fire drills in school. As part of PDMU, 'Fire Prevention and Fire Safety in the Home and at School' is discussed with all pupils (P.1-7). P.7 pupils also take part in the RADAR programme where they discuss/think about all aspects of safety.

PREVENTING DELIBERATE FIRES

The Principal will report any fires to police, no matter how small.

The Building Supervisor will ensure a robust procedure for closing the school and opening up in the morning.

- Ensure all windows and doors are locked.
- Ensure that both the security alarm and fire alarms are on.
- Ensure bins are a safe distance from the school.
- Ensure the boiler house is free from storage.

All staff will ensure that entrance to the school is controlled and limited. Staff should be vigilant at all times and challenge and report any person they are unsure of.

- The front door will be left open between 9.00 and 9:15am (to allow children into school), 10.45-11.00am (during break-times) and 12.45-1.00pm (during lunch-times).
- **Other than this the front doors should be closed securely at all times.**
- Teachers and classroom assistants all assist in the 'home-time routines' at 2pm and 3pm.
- The front door will be closed at 2.05 pm.
- The front door will be closed at 3.25 pm.

MONITORING, EVALUATING AND REVIEW

The monitoring of policy and procedures will be completed **on a monthly basis** as detailed above. A full review of procedures will be completed annually and advice from the EA - Southern Region sought where necessary.