

Polasaí Riosca Dóiteáin

Fire Risk Policy

Gaelscoil Uí Néill



*‘Fonn a dhéanann foghlaim’*

## Gaelscoil Uí Néill

### FIRE RISK POLICY

<b>DOCUMENT CONTROL</b>	
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**CONTENTS:**

PURPOSE

SCOPE

OBJECTIVE

LEGISLATION

POLICY

FIRE SAFETY SYSTEMS

TRAINING

SITE SPECIFIC PROCEDURES

ROLES AND RESPONSIBILITIES

GLOSSARY OF TERMS AND ACRONYMS

ASSOCIATED DOCUMENTS

## 1 PURPOSE

This policy is designed to ensure, so far as is reasonably practicable, that no person is put at risk from a fire occurring on any of our premises and that procedural measures are maintained at each site commensurate with the risk. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are expected also to co-operate fully in complying with any procedure that the school may introduce as a measure to protect the safety and wellbeing of our employees and other persons for whom we have responsibility. This policy forms part of our overall Health and Safety Policy.

## 2 SCOPE

This document explains the policy and procedural arrangements necessary for the school to control fire risk in its premises. This policy is based on the SELB's strategic document, which is used to ensure consistency across the organisation. As the Board provides a fire risk assessment service in maintained schools, this strategic document has been used to inform this policy and fire safety procedures have been adopted for these particular premises (see appendix).

## 3 OBJECTIVE

The objective of this policy is to ensure that fire risk is managed consistently throughout the school.

## 4 LEGISLATION

The relevant legislation in respect of fire safety is The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010 which are enforced by the Northern Ireland Fire and Rescue Services. Further advice pertaining to fire safety can also be found within the current Building Regulations, the appropriate DCLG Fire Safety Risk Assessment guidelines and BS 9999:2008.

## 5 POLICY

A fire risk assessment has been undertaken for all Board premises and maintained schools to the PAS (Publicly Available Specification) 79: 2012 standard. A formal review to PAS 79:2012 (Periodic Review) will be carried out in each premises at an interval commensurate with the risk. If there are significant changes made to a premises/school, this will initiate a new fire risk assessment.

On completion of the assessment, the Health and Safety and/or Environmental Risk Team will review the recommendations and prioritise the works arising based on the level of risk as follows:

- **Intolerable or Substantial:** Immediate action required, seek monies from contingency budget if no funding available.

- **Moderate:** Prioritise and plan the works arising from within the capital budget or the Maintenance (revenue) budget in conjunction with the Maintenance Manager.
- **Trivial or Tolerable:** Prioritise revenue or capital works in line with the risk.

In all instances the Principal/Premises Manager of individual schools/premises will be informed by letter of those recommendations that are procedural or are a school's responsibility to remedy from its LMS budget. They will also be advised as to which recommendations will be handled (or funded) centrally. A copy of the fire risk assessment will also be sent to the school. In respect of maintained schools, a copy of the assessment and letter will be sent to the appropriate employing authority for action as they see fit.

## **FIRE SAFETY SYSTEMS**

The Board will ensure that fire safety systems, e.g. Alarms, automatic fire detection and emergency lighting, are installed (in those premises where they are the employing authority) and maintained in each premises/school as required by the fire risk assessment.

## **TRAINING**

Training will be provided for those staff with specific responsibilities for fire safety and for those nominated as fire marshals. It is expected that this group of employees will cascade their knowledge to the remainder of staff on their premises during formal fire awareness or induction training.

Centralised training for these individuals will be arranged by ESA to include:

- Fire safety
- Fire prevention.
- Emergency evacuation.
- Routine testing or inspection of equipment provided for fire safety, e.g. fire alarms, emergency lighting, fire extinguishers etc.
- Duties of fire wardens/marshals
- Maintaining a fire log
- Use of fire extinguishers.

The group who have been trained in the above mentioned areas will be expected to cascade the following training to staff during in-house school/premises training or induction sessions:

- Fire Prevention
- Evacuation Procedure

## SITE SPECIFIC PROCEDURES

- **INDUCTION** - All new staff and temporary employees will be made aware of how to raise the alarm in the event of fire and the available escape routes.
- **EVACUATION PROCEDURE** – Each building requires a written evacuation procedure with a simplified version in a placard format displayed on escape routes at break glass call points.
- **DRILLS** – The premises manager/principal shall ensure the fire evacuation procedure is practiced twice per annum for all non-school related premises and once per term for all schools.
- **FIRE LOG** - The premises manager/principal shall ensure a standard fire log (available at: <http://www.selb.org/healthsafety/index.htm> ) is maintained on each premises and made available for inspection by Health and Safety staff, Fire Risk Assessors or the Northern Ireland Fire and Rescue Service.
- **ESCAPE ROUTES** – Will be clearly signed and kept free from obstruction at all times.
- **EQUIPMENT** – All fire related equipment will be regularly serviced and maintained.
- **ALARMS or AUTOMATIC FIRE DETECTION SYSTEMS** – Will be tested on a regular basis (each call point and panel once per week as detailed in the fire log) with each test recorded in the fire log. The Board will also maintain an external servicing and preventative maintenance regime for this equipment which will be carried out as prescribed in the appropriate guidance, recommended as every six months (see BS 5839-1:2002).
- **EMERGENCY LIGHTING** - Will be tested on a regular basis (monthly as detailed in the fire log) with this test recorded in the fire log. The Board will also maintain an external inspection and test regime for this equipment which will be carried out as recommended in the appropriate guidance (as detailed in the fire log and BS 5266-1:2011).
- **FIRE/SMOKE DOORS** – Will be retained in the closed position unless they are fitted with an automatic ‘hold open’ device. Seals and door closers will be inspected monthly as detailed in the fire log with any defects reported to the Board’s Maintenance Section. This inspection is to be recorded in the fire log.  
Where automatic ‘hold open’ devices are fitted to the doors and are linked to an automatic fire detection system, the Board will maintain an external servicing and preventative maintenance regime which will be carried out as prescribed in the appropriate guidance, recommended as every six months (see BS 5839-1:2002).
- **SIGNAGE** – Fire safety signage will be required and must be provided per the relevant guidelines (BS 5499) and as recommended in the fire risk assessment.
- **FIRE PREVENTION** – It is important that good housekeeping practices are maintained at all our premises, with corridors and circulation areas free from combustible items. **Electrical switch rooms and boiler houses are not used as storage areas.**

## **6 ROLES AND RESPONSIBILITIES**

Senior management/Boards of Governors are responsible for ensuring this policy is adopted and its implementation monitored as part of the overarching safety policy. They should ensure that it is promulgated appropriately throughout their area of control.

The Principal is responsible for implementing this policy and ensuring that it is adhered to by staff. The Principal is also responsible for ensuring that site specific procedures are formulated and adhered to.

Individual employees have a responsibility to comply with this policy and any site specific procedures that are linked to it.

The senior management team, with support from Board Health and Safety, will manage this policy and ensure its relevance and consistent application across the estate. They will amend and update its requirements in light of changes in legislation and good practice.

If you have any concerns in relation to fire safety or require any advice, please contact the school's Fire Marshalls or your Board Health and Safety Officer at: Tel 3751 2429.

## **7 GLOSSARY OF TERMS AND ACRONYMS**

BS	British Standard, a compliance standard.
BSI	British Standards Institution – An organisation that provides compliance standards.
DCLG	Department for Communities and Local Government (GB).
Maintained School	A school where the Board is not the employing authority but retains an obligation to maintain the premises. In Northern Ireland these are mostly Catholic schools where the employing authority is the Council for Catholic Maintained Schools. There are a small number of non-Catholic maintained schools where the Board of Governors is normally the employer.
NIFRS	Northern Ireland Fire and Rescue Service.
Premises Manager	The person responsible for the management of premises (usually involving the maintenance, cleaning, security etc. of that premises). In a smaller school this would probably be the school principal.

## 8 ASSOCIATED DOCUMENTS

This procedure supports and should inform the local fire safety and evacuation procedures at individual premises and should be read in conjunction with the following documents:

The Fire Safety Regulations (Northern Ireland) 2010

<http://www.legislation.gov.uk/nisr/2010/325/made>

The Fire and Rescue Services (Northern Ireland) Order 2006

<http://www.legislation.gov.uk/nisi/2006/1254/made>

The appropriate DCLG Guide <http://www.firesafetyguides.co.uk/>

The Building Regulations (Northern Ireland) 2012

<http://www.legislation.gov.uk/nisr/2012/192/contents/made>

PAS (Publically Available Specification) 79: 2012

<http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030251919>

BS 5266-1:2011 *Emergency lighting – Part 1: Code of practice for the emergency escape lighting of premises*. British Standards Institution.

BS 5499 *Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs*. British Standards Institution.

BS 5839-1:2002 *Fire detection and alarm systems for buildings. Code of practice for*

*system design, installation, commissioning and maintenance*. British Standards Institution. ISBN 0 580 40376 9.

<http://shop.bsigroup.com/en/SearchResults/?q=BS%205839-1>

BS 9999:2008. *Fire safety code of practice for the design, management and use of buildings*. British Standards Institution.

<http://shop.bsigroup.com/ProductDetail/?pid=000000000030158436>



## **Appendix 1**

**Gaelscoil Uí Néill's Fire Marshalls are:**

- **Conor McPhillips**
- **Siobhán Mhic Néill**
- **Fidelma Maguire**
- **Marie McLernon**

## Appendix 2

### Procedures in the Event of an Emergency (including Fire Drills)

- Alarm sounds
- Immediate call to Fire Service
- Marshalls immediately react (prepare to check designated area)
- Everyone is verbally ordered to evacuate building and go to assembly point at wall in front yard (Classes will line up from right to left in order, Naíscoil nearest the gate)
- Teachers are responsible for their own class and must bring their class attendance register to assembly point
- Marie, the school secretary, will bring whole school register to assembly point for role call
- Fire Marshalls will check designated areas to ensure evacuation (Conor/Siobhán – classrooms, Marie – Office block, Fidelma – lunch hall)