

St Joseph's Primary School (Madden)



Fire Safety Policy



Policy Review

Date Agreed: January 2024

Next Review Date: January 2027

Signed by Chair of Governors:
Mr P Mc Aleavey

FIRE SAFETY POLICY STATEMENT

Premises Name: [St. Joseph's Primary School Madden](#)

This Fire Safety Policy Statement has been prepared by [Paul Hart \(Principal\)](#) as the Appropriate Person (AP) for [St. Joseph's Primary School Madden](#).

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 the school premises and that procedural measures are maintained commensurate with the risk.

The purpose of this policy is to ensure the safety, from Fire, of all 'relevant persons' on, in or in the vicinity of the premises. 'Relevant persons' includes all members of staff, pupils, parents, visitors, volunteers, contractors, suppliers and statutory agencies who may be working in, or visiting the premises.

This will be achieved by effective planning, organisation, control, monitoring, and review of the preventive and protective measures.

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 Board of Governors may introduce, as a measure to protect the safety and wellbeing of all employees and other persons for whom the Governors have responsibility.

SCOPE

This document explains the policy and procedural arrangements necessary for the Board of Governors to control fire risk in its premises.

LEGISLATION

This Fire Safety Policy Statement also ensures ST Joseph's Primary School complies with the legal obligations of The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010, both of which are enforced by the Northern Ireland Fire and Rescue Service (NIFRS).

OBJECTIVE

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

As such, the following will be provided:

- The Premises Fire Safety Officer will be responsible for assisting the AP in carrying out their duties under the relevant legislation.
- A suitable and sufficient Fire Risk Assessment (FRA) will be prepared, regularly reviewed, and its significant findings acted upon. V1.1
- A suitable and sufficient Emergency Evacuation Plan will be prepared, regularly reviewed, and practised by the carrying out of Fire drills at least once per term.
- All relevant persons will be trained to satisfactorily carry out the requirements of the Emergency Evacuation Plan, take part in regular Fire drills and fulfil any other necessary actions to comply with the legislation.
- All relevant persons will be provided with comprehensible and relevant information regarding the risks identified from the FRA and any other notification of risk highlighted by other relevant persons, the preventative and protective measures, the Emergency Evacuation Plan, and the identities of persons nominated to carry out the duties of the AP.
- The employer of any employees from an outside undertaking and any other persons working on the premises will be provided with the same information as the relevant persons.
- All necessary systems required as part of the general Fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of Fire) will be tested and maintained in accordance with the relevant code of practice. Full records of these measures will be kept and made available for audit by the Northern Ireland Fire & Rescue Service (NIFRS) as required.

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POLICY

A fire risk assessment has been undertaken for St Joseph's Primary School to the PAS (Publicly Available Specification) 79: 2012 standard. A formal review to PAS 79:2012 (Periodic Review) will be carried out in St Joseph's Primary School at intervals commensurate with the risk. If there are significant changes made to the school premises, 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 the Education Authority's (EA) 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 Education Authority's (EA) Maintenance Manager; or
- **Trivial or Tolerable:** Prioritise revenue or capital works in line with the risk.

In all instances the Principal of the school 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 also be sent to the appropriate employing authority for action as they see fit.

FIRE SAFETY SYSTEMS

The Education Authority EA will ensure that fire safety systems, e.g. alarms, automatic fire detection and emergency lighting are maintained in St Joseph's Primary 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 EA 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; and
- Use of fire extinguishers.

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

- Fire Prevention; and
- Evacuation Procedures.

INDUCTION

All staff, coaches, volunteers, substitute members of staff, tutors and children will be made aware of how to raise the alarm in the event of fire and the available escape routes.

DRILLS

The Principal shall ensure the fire evacuation procedure is practised once per term.

FIRE LOG

The Principal shall ensure a standard fire log is maintained and made available for inspection by Health and Safety Officers, Fire Risk Assessors and/or the Northern Ireland Fire and Rescue Service.

EQUIPMENT

All fire related equipment will be regularly serviced and maintained.

Location of Fire Extinguishers and Alarm Points.

Location	Type
Assembly Hall	Alarm Point 1 Alarm Point 2
Assembly Hall	Co2 Extinguisher Foam Spray extinguisher
Front door / Main Entrance	Alarm Point 3 Co2 Extinguisher Foam Spray extinguisher
Comms Room	Co2 Extinguisher
Staff Room	Co2 Extinguisher
P7 Classroom (Cloakroom)	Alarm Point 4 Foam Spray extinguisher
Shared Toilet P4 / P5	Alarm Point 5
Central Hallway	Co2 Extinguisher Foam Spray extinguisher
P6 Classroom (Cloakroom)	Alarm Point 8 Foam Spray extinguisher
Rear door (Foundation Entrance)	Alarm Point 6 Co2 Extinguisher Foam Spray extinguisher
P1 Classroom (Cloakroom)	Alarm Point 7 Foam Spray extinguisher

EMERGENCY LIGHTING

This will be tested on a monthly basis, 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

These will be retained in the open position as they have been fitted with an automatic 'hold open' device. Seals and door closers will be inspected monthly as detailed in the fire log with any defects will be reported to the EA's Maintenance Section. This inspection is to be recorded in the fire log.

ESCAPE ROUTES

These will be clearly signed and kept free from obstruction at all times.

ALARMS or AUTOMATIC FIRE DETECTION SYSTEMS

These 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).

SIGNAGE

Fire safety signage is in place as 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 in St. Joseph's School, so as to help prevent fires. This issue will be included in the agendas for staff meetings and assemblies, on a termly basis or more often if the need arises.

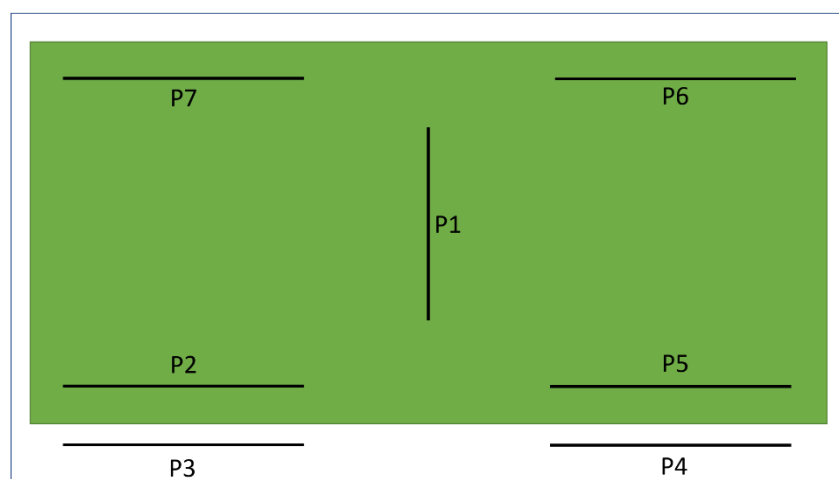
FIRE EVACUATION PROCEDURES

In the event of a fire or a fire drill the following procedures must be followed

1. The adult/child who discovers the fire will sound the fire alarm by breaking the glass. The fire alarm will sound in the whole school, including the kitchen area.
2. When the fire bell rings, staff directly in charge of class groups should lead pupils to the nearest exit (as specified below) or safest exit. All other staff members, kitchen staff, coaches, tutors and volunteers will exit by the nearest or safest exit.

Class / Teacher	Exit
P1 Mrs Donnelly	P1 Fire Door
P2 Miss Rock	Rear Entrance Door outside classroom
P3 Mrs King	P7 Fire exit Door
P4 Mrs Meegan	Shared Fire Exit Door (P4 / P5)
P5 Mrs Smith	Shared Fire Exit Door (P4 / P5)
P6 Miss Mone	P6 Fire exit Door
P7 Mr Hart	P6 Fire exit Door

3. The Principal and secretary will sweep the school to ensure all pupils and staff have safely vacated the building before exiting. (Principal – Assembly Hall & Left hand side of building)
(Secretary – Right hand side of building). On exit the principal will contact the Fire Brigade (Dial 999)
4. The assembly point for all pupils and staff is the 3G football field at the front of the school. In the event of the 3g football field becoming unsafe, staff will lead pupils, class by class, to the roadside pavement and walk to St. Joseph’s Church, Madden.
5. To avoid congestion, class groups will line up on the 3g field as indicated below:



6. In the event of an emergency during break or lunch/dinnertime, all staff members on duty will escort the pupils in their charge to the assembly point via their designated exit or via a safer route. Pupils will rejoin their class on the 3g field. This also applies to pupils receiving tuition or coaching outside the classroom e.g. Music, Peripatetic Teaching or P.E. activities.

REVISION OF FIRE SAFETY PROCEDURES

The Principal will revise the Fire Drill instructions once a term, to avoid any confusion in the event of a fire or a fire drill.

FIRE SAFETY REQUIREMENTS

Every teacher will be provided with the Fire Safety Policy. A class list will be available on the back of the classroom door, which will be used in the event of a fire drill or a fire.

CLASS INSTRUCTIONS

- A. When you hear the alarm it is important to line up quickly and quietly.
- B. Walk in single file to the nearest exit or safest exit.
- C. Do not run.
- D. Do not take anything with you.
- E. If you are outside your class when the alarm sounds, it is important that you join the closest evacuating class. After all classes have been evacuated, make your way to the 3G Play Area, join your own class and tell your teacher.
- F. DO NOT return to your classroom.
- G. When you have reached the assembly point, line up quietly and in single file.
- H. Teachers will call the roll, using class lists. Shout that you are present and raise your hand so that the adult calling the roll can visibly see you.
- I. You must not return to the school once you have exited the school, until Mr Hart (Principal) or staff member in charge gives permission for all classes to return.
- J. In the event of a missing pupil, class lists will be checked again and any pupil who is still missing will be reported to the Principal.

WHAT TO DO IF FIRE IS SPOTTED.

Sound the fire alarm. Begin evacuation procedures. Phone 999.

GET OUT!

GET THE FIRE BRIGADE OUT! – Phone 999.

STAY OUT!

ROLES AND RESPONSIBILITIES

The Board of Governors and Principal are responsible for ensuring that this policy is adopted and its implementation monitored as part of the overarching Health and Safety Policy. They should ensure that it is fully implemented and adhered to by staff for whom they are responsible. They are also responsible for ensuring that site specific procedures are formulated and adhered to.

Individual employees, coaches, tutors, volunteers, substitute staff members and students are provided with a copy of the school's Fire Safety Policy and have a responsibility to comply with this policy and any site-specific procedures that are linked to it.

The Board of Governors will manage this policy and ensure its relevance and consistent application. They will amend and update its requirements in light of any changes in legislation and good practice.

Staff members in charge of Fire Drill, evacuation procedures and Fire Policy: Mr Hart
(Principal)

Staff member in charge of Fire Alarm System, including maintenance and testing: Mr Rafferty. (Caretaker)

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

ASSOCIATED DOCUMENTS

This policy supports and should inform the local fire safety and evacuation procedures 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. ISBN058403769.

<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>

Conclusion

This policy will be reviewed every 3 years, or sooner, if required.

Signed: **Mr Paul Hart** (Principal)

Signed: **Mr P McAleavey** (Chairperson of Board of Governors)

Date:

Review Date: