

Glencraig Integrated Primary School



Fire Safety Policy

Date: May 2017

Coordinator Review Date: June 2018

Full Review Date: June 2022

Approved by Board of Governors: _____

Glencraig Integrated Primary School Fire Safety Policy

Introduction

At Glencraig Integrated Primary School we are a Rights Respecting School and uphold the articles contained in the UN Convention on the Rights of the Child and in particular Article 28 - *Every child has the right to an education* and Article 19 *Every child has the right to be protected from harm.*

This policy forms part of a whole-school policy for Health & Safety designed to keep the entire school community safe from harm or injury.

It is the aim of Glencraig Integrated Primary School to maximise fire prevention and minimise the risks to staff and children which may arise from fire. 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 and the immediate evacuation of the buildings and all persons within the buildings and communication with the Fire and Rescue Service Northern Ireland (FRSNI), should be considered before any attempt is made to fight the fire.

During a Fire Alarm, in the absence of the Principal, Mr Spillane, Vice Principal, will be the designated person. Should the Principal and Vice Principal be unavailable then Mrs Braniff 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
- Events outside school hours such as Carol Service
- Non PAT tested equipment
- Smoking

Responsibilities:

All Staff

Evacuation: It is the responsibility of all staff to raise the alarm when they consider fire to be occurring. 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.

General: Staff will be responsible for ensuring that identified Fire Doors are kept in the correct position and that Fire Escapes are not obstructed. If the door of an occupied room is wedged open it must be closed upon exit of the room. Apart from toilets the doors of unoccupied rooms must never be wedged open. 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 only be lit in agreement with the Principal.

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

If staff intend to leave the premises at break/lunchtime they must let the Secretary or a colleague know so that remaining staff are aware that they are not inside the building following evacuation.

Classroom Assistants (Special Needs) : Classroom Assistants (Special Needs) must ensure that they support the child to whom they are allocated in evacuating the building during an alarm. A Personal Emergency Evacuation Plan (PEEP) will be written for any individual who it is deemed may require particular support on evacuation whether through disability or special needs.

Principal:

Evacuation :The Principal or delegated person will have responsibility for phoning 999 to alert emergency services. If it is safe to do so and paying due regard to their own safety, the Principal will also sweep the building to ensure that no person is left in the building after an evacuation. 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 Principal or delegated person will be responsible for deciding when the premises may be reoccupied following an alarm.

General: The Principal on behalf of the Governors will have overall responsibility for Fire Safety. The Principal and Governors will ensure that a Fire Safety Audit is completed and all

issues highlighted are implemented. 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 and that evacuation procedure notices are regularly updated and displayed throughout the school.

The Principal will be responsible for ensuring that all staff and children are aware of fire evacuation procedure. This includes new members of staff, visitors and students on placement who will receive training on the first day.

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 at the front of the school the number of visitors signed into the school.

Caretaker

Evacuation: If it is safe to do so and paying due regard to their own safety, the caretaker will check all toilet areas, stores and shared learning spaces eg. Computer Suite, Library & Hub when an alarm is raised. The Caretaker will report to the Principal or designated person in the assembly point and confirm that these areas have been evacuated.

General: The caretaker will be responsible for testing the fire alarm system every Monday morning before school starts and logging the findings. A different call point will be used on each occasion and the point logged each Friday.

Emergency lighting and fire doors are checked and logged monthly and any maintenance issue communicated with the Education Authority maintenance department.

The Caretaker will ensure that combustible materials are not stored in electrical switch rooms, electrical cupboards or boiler rooms.

The caretaker should also check that all fire extinguishers are in their proper position and have not been used or tampered with.

The caretaker will ensure at the end of each school day that all computers in the Computer Suite are switched off and all other electrical devices in school are switched off and that all doors should be closed (except for the toilets).

The caretaker will ensure that all combustible material for disposal is binned and that the bin storage area is locked outside school hours.

Lunchtime Supervisors

Evacuation: Lunchtime supervisors/teachers on duty should immediately evacuate the pupils they are supervising from the building if the fire alarm is raised over lunchtime. Those children in the Dining Hall or classrooms should be evacuated to the normal assembly points at the front of the school and those supervisors/teachers in the playground should line the classes up in their allotted areas before escorting the pupils to the normal assembly points. If able to join their classes in the playground the class teachers take over responsibility for their classes and make their way to the assembly point at the front of the school.

If it is safe to do so and paying due regard to their own safety, the caretaker will be responsible for checking the toilets and the Principal will sweep the area for persons not evacuated.

Fire Risk Assessment

The Education Authority is responsible for the Fire Risk Assessment taking place in Glencraig Integrated Primary School. It is the responsibility of the Principal to ensure that all issues raised in the risk assessment are communicated to the Governors so that identified faults can be reported to the EA maintenance department and rectified.

The Fire Risk Assessment should be available for inspection during the Fire Audit carried out by the FRSNI or EA.

Maintenance of Fire Equipment and Systems.

The Education Authority are responsible for ensuring that an annual survey is carried out of fire fighting equipment and signage.

Staff should ensure that fire extinguishers are not removed from their positions for other purposes as their longevity is reduced if they are not stored/positioned as intended.

Fire doors must not be held in an open position unless the room is occupied. Door vision panels are used by Fire & Rescue Service to check rooms so these must not be obscured.

System	Frequency	Test
Fire Alarm	Every Monday morning before school starts	Full test using a different call point each week. Log made. Emergency doors checked
Emergency lighting and signage	Monthly	All emergency lighting checked. Log made
Fire fighting equipment	Annual Weekly	Company appointed by EA Log made
Fire doors	Monthly	All fire doors checked for intumescent strips and air gaps. Log made
Fire escapes	Monthly	All checked to ensure that they are free from obstruction. Log made
Fire Drill	Termly	Full evacuation. Log made
Fire Risk Assessment	At the behest of the education Authority	

Combustible Materials

These must not be stored in electrical switch rooms, electrical cupboards or boiler rooms. 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. Mats used for Physical Education must only be stored in the Mat Store.

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.

Once in the assembly area situated at the front of the school, 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 each term.

New members of staff.

The Principal 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.

Events outside school hours (Such as Parent Evenings)

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.

Non PAT tested equipment

Equipment which has not got a valid PAT test sticker must not be used in school. Any concern about whether a piece of equipment should be used must be brought to the attention of the Principal.

Smoking

Glencraig Integrated Primary School is a no smoking environment and hence smoking should not occur within the grounds.

Naked Flames

Naked flames including candles can only be lit with the agreement of the Principal.

