**ST PATRICK’S PRIMARY SCHOOL, HILLTOWN**



**FIRE SAFETY policy**

**March 2021**

**Progress through partnership**

**Fire Safety Policy**

It is the aim of St Patrick’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. 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, Miss Una Lawless, the Vice Principal, Mrs Orla Reavey will be the designated person. Should the Principal and Vice Principal be unavailable then Mr Plunkett Mc Conville, Ms Maeve Mc Neill and Miss Catherine Murphy will act in this position.**

In this policy we outline our procedures on:

* Responsibilities
* Fire Risk Assessment
* Maintenance of Fire Equipment and Systems
* Combustible materials
* Fire Evacuation
* New members of staff and groups/bodies using school premises out of hours
* Events outside school hours such as the Christmas Concert and sacramental celebrations
* 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 Practice: 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 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 lunchtime it would be advisable to let the Secretary or a colleague know so that we are aware that they are not inside the building following evacuation.

**Classroom Assistants**: 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 (Mr Liam Downey or Mrs Debbie Brown) will have responsibility for phoning 999 to alert emergency services. The Principal will also sweep the building to ensure that no person is left in the building after an evacuation. The Principal and Mr Downey 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. Staff from Rooms 6 and 7 who evacuate the building via the side door at the Assembly Hall will check the Parochial Hall when passing it to ensure there is no one inside it.

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 will have overall responsibility for Fire Safety. The Principal 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. 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.

# 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.

# Caretaker

**Evacuation:** The caretaker will check all toilet areas, and all rooms other than classrooms 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**: Emergency lighting and fire doors are checked and logged monthly and any maintenance issue communicated with the EA maintenance department.

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

Staff will ensure at the end of each school day that they log-off their computers, close over the lids of laptops, switch off computer screens and switch off all other electrical devices in school. They will ensure that all doors are closed. The caretaker will check these procedures.

# Lunchtime Supervisors

**Evacuation**: Lunchtime 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 and those supervisors in the playground should line the classes up in their allotted areas.

The caretaker will be responsible for checking the toilets and the Principal will sweep the area for persons not evacuated. When gathered at the assembly points the class teachers take over responsibility for their class.

# Fire Risk Assessment

The EA are responsible for the Fire Risk Assessment taking place in St Patrick’s Primary School. It is the responsibility of the Principal to ensure that all issues raised in the risk assessment are communicated to the maintenance department of the EA 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 EA are responsible for ensuring that an annual survey is carried out of firefighting 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. Door vision panels are used by Fire and Rescue Service to check rooms so these must not be obscured.

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| **System** | **Frequency** | **Test** |
| Fire Alarm | Regular checks | Full test using a different call point. Log made.  Bells and flashing lights.  Emergency doors checked. |
| Emergency lighting and signage | Monthly | All emergency lighting checked Log made |
| Fire-fighting equipment | Annual | Company appointed by EA.  Log made |
| Fire escapes | Monthly | All checked to ensure they are free of obstruction. Log made |
| Fire Drill | Termly | Full evacuation. Log made |
| Fire Risk Assessment | At the behest of EA |  |

# Combustible Materials

These must not be stored in electrical switch rooms, electrical cupboards, Comms room 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.

# 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, 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 every term.

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

The Principal will be responsible for ensuring that all new members of staff, visitors and students on placement are aware of procedures to follow in the event of a fire or a fire alarm.

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

* 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
* It is the responsibility of the user to ensure that all persons under his/her charge are evacuated
* The position of fire-fighting equipment. It should be explained that fire-fighting equipment should only be used by trained personnel and any fire must only be fought once all persons are safely evacuated
* How the FRSNI can be contacted even though the system is automated

# 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.

# 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

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

# Naked Flames

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

Fire Procedure

**In the event of a fire, staff must take responsibility for the safety of the children and themselves. To this end, the procedure below should be followed.**

1. The signal for the fire will be the continuous ringing of the fire bell.
2. On hearing the signal for fire, staff will commence evacuation of the building in an orderly fashion, using the nearest available exit as outlined in the plan below.
3. Miss Lawless, Mr Downey or Mrs Brown will phone 999.
4. Mrs Brown will be responsible for taking the registers to the assembly point.
5. Mr Downey and Miss Lawless will ensure that the buildings are empty.
6. Mrs Brown will take responsibility for taking a means of communicating (mobile phone).
7. All staff will meet at the assembly point in the middle playground.
8. Teachers will do a head count and then call the register. Absentees will immediately be reported to Miss Lawless or Mr Downey who will organise a search, if safe to do so.
9. Permission to re-enter the building will only be given by Miss Lawless or Mr Downey.

**St Patrick’s Primary School, Hilltown**

**Fire Drill Procedure**

1. WARNING: CONTINUOUS SOUND OF THE FIRE ALARM

2. EVACUATION OF PREMISES IN A QUIET AND ORDERLY

MANNER USING THE FOLLOWING PROCEDURE:

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| **Rooms** | **Fire Escape Door** |
| Rooms 1 & 2 | Door at end of P1 corridor |
| Rooms 3 & 4 | Main door |
| Room 5 | Via Dinner hall fire escape doors |
| Rooms 6 & 7 | Doors left of dinner hall |
| Room 8 | Top door beside rooms 9 & 10 |
| Rooms 9 & 10 | Top door beside rooms 9 & 10 |
| Rooms 11 & 12 | Via main classroom door |
| Kitchen Staff | Main kitchen door or via hall if fire in kitchen |
| Secretary | Main door with registers and mobile phone |
| Principal | Exit after checking the building |
| Caretaker | Exit after checking the building |

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| P.4 | P.3 | P.2 | P.1 | P.5 | P.6 | P.7 |

Order for lining up

**ALL CLASSES LINE UP IN MIDDLE PLAYGROUND**

**3.** TEACHERS WILL TAKE THE CLASS REGISTER. CLASSROOM ASSISTANTS WILL CHECK TOILETS ON WAY OUT THEN REPORT ANY CHILDREN MISSING TO THE PRINCIPAL

N.B. Children in the dinner hall eating lunch/dinner or doing P.E/music etc, must not return to their classroom, they leave the hall via fire escape doors and assemble at their class’s fire assembly point.