

ST MARY'S PRIMARY SCHOOL



Fire Safety Policy 2022

Aims

It is the overall aim of St. Mary's Primary School to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

General Fire Safety Requirements

Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke
- **Keep them shut** and **never** prop them **open** or remove self closing devices
- Keep corridors clear of storage and waste material
- Ensure that final exit doors can be readily opened from the inside without the use of a key
- Keep areas **outside** final exit doors clear of obstructions at all times
- Always ensure that exits and access thereto, which are not in normal use, are clearly indicated, with the exit signs visible from the furthest part of a room.

Fire Alarm System

- Always ensure that the fire alarm system is in working order, that the staff know how to use it and what action to take on hearing the alarm.

Fire-Fighting Equipment

- These are intended for fires in the early stages. Ensure that all staff know where the extinguishers are sited and how to operate them safely
- Always ensure that they are inspected and maintained regularly

Emergency and General Lighting

- Ensure that all lighting systems are checked and maintained regularly
- Replace any defective bulbs/components immediately.

Instructions to Staff and Occupants

- Ensure that all staff are aware of their responsibilities in the event of an emergency. Ensure that they know how to:
 - Raise the alarm
 - Call the Fire Brigade
 - Know the correct evacuation procedures for the premises.

The Fire Service may be able to provide staff training

Guests

- Ensure that all occupants/visitors to the premises are aware of the actions to take in the event of an emergency

Electrical Installations

- The misuse of electricity is a major cause of fire, old wiring should be regularly checked and renewed if necessary

Heating

- Keep boiler houses free of all combustible materials and easily accessed.
- Keep portable heating appliances away from furniture and combustible materials.

Smoking Materials

- Adhere to the school's Smoking Policy 2019.

Pupil prohibited areas.

- Children are strictly prohibited from the School Kitchen area.
- Children are only permitted in the school staffroom with staff supervision or SEN support staff present.
- Pupils are strictly prohibited from the school boiler house

Arson

Help to protect your premises against arson by;

- Locking away any flammable liquids or gases
- Effectively secure your premises at the end of the day
- Keep refuse and debris secure and away from the perimeter of the building.

Overall Responsibility for Fire Safety Matters

The Principal (Mr. John Prunty) is appointed as the Fire Safety Manager and the Building Supervisor (Mrs Margaret Kelly) is the Deputy Fire Safety Manager. The Fire Safety Manager will have overall responsibility for fire safety matters at the school. He will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken in Term 1 and Term 3, that fire action notices are kept up to date and that fire safety equipment is being maintained.

Fire Risk Assessment

The Fire Safety Manager will ensure that a fire risk assessment is carried out every two years, or when something changes, e.g. a new extension / change of use of room. The fire risk assessment will be carried out by a competent person as detailed in the Regulatory Reform (Fire Safety) Order.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire evacuation procedure (see Appendix A). They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure and that a copy of the written procedure is on view in the classroom.

Fire Training and Evacuation Drills

Training will be provided at least every two years for all permanent full time school staff in fire safety and the school fire procedure. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly point. It is the responsibility of the Fire Safety Manager to ensure this instruction is given in accordance with the Checklist in appendix C. The Fire Safety Manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The Fire Safety Manager will provide a written report each year to the Governing Body.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarm	Fortnightly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating
Electrical wires/sockets	daily	Staff and pupils instructed on being vigilant of the condition of portable electrical equipment i.e loose, absent or exposed wiring.

Appointment and Duties of Fire Wardens

The school will appoint a number of teaching or administrative staff as fire wardens one of which will be appointed as senior fire warden. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the Fire Safety Manager, or the person in charge of the evacuation (see Appendix B).

Raising the alarm

In the event of alarm failure the school bell will be rung continuously in order to raise the alarm.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any suspected outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and calling the fire brigade.

Meeting the Fire Brigade

The Fire Safety Manager / deputy is responsible for meeting, or ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

The school is used outside of school hours for Board of Governor Meetings, Parents Association meetings, Curricular parent meetings and occasional community meetings. All these meetings are held in the staff room or dining hall which has adequate emergency lighting to the nearest exit. The Fire Safety Manager or Deputy will be present at all these meetings and will inform those present of the evacuation procedures in the event of a fire.

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the school:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

St. Mary's Primary School Emergency Evacuation Procedure Appendix A

PLEASE NOTE:

- ALL EMERGENCY EVACUATION OF THE BUILDING MUST FOLLOW THIS PROCEDURE e.g. fire, gas leak, bomb alert
- Up to date fire routine notices are placed at every exit; designated fire exits are clearly marked
- Only attempt to tackle fire extinguishers on small fires if you are trained or confident to do so
- In the event of a missing person, report immediately to the Principal or person in charge. **DO NOT GO BACK INTO THE BUILDING** until the Fire Safety Manager or Fire Officer has given the all clear.

ACTION WHEN THE FIRE ALARM SOUNDS	
Role	Action / Responsibility
Class Teachers / TAs	<ol style="list-style-type: none"> 1. Instruct pupils to remain calm, to leave all personal belongings and to line up at the nearest / most appropriate exit 2. Immediately evacuate the building taking all children in your charge through the nearest / most appropriate exit 3. Close the doors and windows on leaving 4. Lead all pupils to the designated assembly point via the quickest / safest route and line up 5. Call the register, which the Secretary will distribute (conduct a head count while registers are being distributed) 6. Notify Fire Safety Manager (Principal) immediately of any missing children for a search to be initiated 7. Wait for further instruction
Secretary	<ol style="list-style-type: none"> 1. Call the Fire and Rescue Service (999), giving name and postcode of location 2. Pick up registers & visitors book 3. Leave the building through the nearest exit 4. Distribute registers to Class Teachers – ensure all classes present 5. Check visitors against visitors' book 6. Notify Fire Safety Manager (Principal) immediately of any missing children / classes / staff / visitors for a search to be initiated 7. Wait for further instruction
Fire Safety Manager	<ol style="list-style-type: none"> 1. Upon exiting the building, thoroughly check the areas you move through, ensuring all fire doors are closed 2. Checks on toilet areas should include a check on individual cubicles 3. If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of school should be ushered to an exit – not just pointed in the general direction of one 4. Never open a door if you suspect that there may be a fire beyond it
Kitchen Staff	<ol style="list-style-type: none"> 1. Switch off power 2. Evacuate the building through the nearest / most appropriate exit 3. Go to the designated assembly point via the quickest / safest route
Visitors	<ol style="list-style-type: none"> 1. Evacuate the building through the nearest / most appropriate exit 2. Go to the designated assembly point via the quickest route

DESIGNATED FIRE ASSEMBLY POINTS	
All staff, pupils and visitors.	Evacuation Point 1 & 2: Netball Court located at the front of the school.
Fire Safety Manager	Liaise with Office Staff and Fire Wardens to establish that everyone is accounted for at the assembly point. Check that the building is secured from the outside In the event of a missing person, attempt to locate them from outside the building Meet Fire Brigade and appraise them of the situation

Appendix B

Roles and Responsibilities in case of Emergency Evacuation

Role / responsibility	Person responsible	In case of absence (1)	In case of absence (2)
Fire Safety Manager <ul style="list-style-type: none">- Check with class teachers for missing children- Check with Office staff that visitors / contractors are all accounted for- Meet fire brigade- Report any missing children / staff / visitors so that a search may be initiated	John Prunty (Principal)	Margaret Kelly (Building Supervisor)	Helen O Hanlon
Calling the fire brigade: fire discovered by individual	Person discovering the fire, after breaking glass at nearest alarm point	John Prunty	Margaret Kelly
Distributing Class registers	Rita Collins (Office staff)	John Prunty	Helen O Hanlon
Holding & checking visitors / contractors book	Mary Magee (Office staff)	John Prunty	Helen O Hanlon
Meeting the fire brigade	John Prunty (Principal)	Margaret Kelly (Building Supervisor)	Helen O Hanlon

Appendix C

Checklist for First Day Fire Safety Instruction

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix D

Emergency Plan Guidance

An emergency plan needs formulating and implementing. The staff will need to be trained in its procedures. This plan needs to be tested at set regular intervals with the information recorded. The emergency plan should be appropriate to your premises and could include:-

- How people will be warned if there is a fire;
- What staff / visitors should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Individual needs / risks relating to individual areas / users;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes, how people can gain access to them and escape from the them to a place of total safety;
- Arrangements for fighting the fire;
- The duties and identity of staff who have specific responsibilities if there is a fire;
- Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, young families, contractors and visitors;
- Any machine / appliance power supplies that need to be stopped or isolated if there is a fire;
- Contingency plans for when life safety systems are out of order, e.g. fire detection and alarm systems sprinklers or smoke control systems;
- How the fire and rescue service and any other necessary services will be called and who will be responsible for doing this;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of the location of remaining people and any special risks e.g. the location of any highly flammable materials.

Signature:

Principal

Signature:

Chair, Board of Governors