



# St Clare's Abbey Primary School

## Fire Safety Policy

Ratified by BOG Dec 17  
Reviewed April 2019  
*Ratified 3<sup>rd</sup> May 2019*

## **Fire Safety Policy**

It is the aim of St Clare's Abbey 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 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 Mrs Monaghan, Mr Sweeney 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 and groups/bodies hiring school premises out of hours
- 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. Similarly, staff should ensure that all firefighting 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 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.

**POINTS TO TAKE NOTE OF:**

- Epi pens and a defibrillator must accompany potential user children as they make their way to the Assembly Point.
- Classes at P.E. use emergency door in P.E. Hall and make their way to Main Playground
- Classes in the Dining Hall use emergency door in Dining Hall and make their way to Main Playground
- Children at the toilet should join their class and all exit the building together.
- ECPD children return to ECPD teacher in the playground if involved in Reverse Integration.
- All classes should assemble in the Main Playground at their allocated position.
- In the event of a fire in the main building the Nursery pupils will remain in class.
- In the event of a fire in the Nursery the pupils in the main building will remain in class.
- Evacuation: The Nursery class should follow the footpath via the Drop Off Zone and make their way to the Main Playground.

In the event of an emergency pupils and staff should vacate the building through the following exits:

| Name                     | Class | Fire Exit                   |
|--------------------------|-------|-----------------------------|
| Mrs Cribbin/Mrs Mc Keown | P1    | Class Fire Exit Classroom 1 |
| Mrs Gallagher            | P1    | Class Fire Exit Classroom 2 |
| Mrs Davey/Mrs Mc Keown   | P1    | Fire Exit B                 |
| Miss Mallon              | P2    | Fire Exit B Classroom 6     |
| Miss O' Shea             | ECPD  | Class Fire Exit G           |
| Miss Mackin              | P2    | Class Fire Exit B           |
| Mrs Kearney/Miss Friel   | P2    | Class Fire Exit Classroom 5 |
| Mrs Tierney              | P3    | Class Fire Exit Classroom 4 |
| Miss Duffy               | P3    | Class Fire Exit Classroom 3 |
| Miss Rocks               | P3    | Class Fire Exit Classroom 7 |

|                        |         |                           |
|------------------------|---------|---------------------------|
| Mrs A Mc Parland       | P6      | Fire Exit C               |
| Mrs Mc Veigh           | P6      | Fire Exit C               |
| Miss Mc Coy            | P7      | Fire Exit C               |
| Mrs M Mc Parland       | P7      | Fire Exit D               |
| Mr Clarke              | P4      | Fire Exit D               |
| Mr Byrne               | P4      | Fire Exit D               |
| Mr Digney              | P5      | Fire Exit D               |
| Mrs Doherty/Mr Hillen  | P5      | Fire Exit E               |
| Mrs Brown              | P5/P6   | Fire Exit E               |
| Mrs Bennett            | Nursery | Class Fire Exits N - O    |
| SENCO                  |         | Fire Exit C               |
| Sensory Room           |         | Fire Exit C               |
| Nurture Room           |         | Fire Exit B               |
| Assembly Hall          |         | Assembly Hall Fire Exit J |
| Staffroom              |         | Fire Exit B               |
| Reprographics          |         | Fire Exit B               |
| General Office         |         | Fire Exit B               |
| Canteen (Eating Area)  |         | Canteen Fire Exit I       |
| Canteen (Cooking Area) |         | Canteen Fire Exit H       |

**Classroom Assistants** (Special Needs): must ensure that they support the child to whom they are allocated in evacuating the building. 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. Delegated staff will 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 should also check the lift.

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 and that evacuation procedure notices (Appendix A) 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.

**Vice Principal:**

The Vice Principal will check that all staff and children have vacated the building on the first floor.

**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 caretakers will check that all staff and children have vacated the building on the ground floor. The Caretakers will report to the Principal or designated person in the assembly point and confirm that these areas have been evacuated.

General: The caretakers will be responsible for testing the fire alarm system every week and logging the findings. A different call point will be used on each occasion and the point logged weekly.

The Fire Doors are checked every week and Emergency Lighting is checked and logged every three months and any maintenance issue communicated with the EA (Southern Region) maintenance department.

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

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

The caretakers will ensure at the end of each school day that only those computers which are not in use are switched off and all other electrical devices in school are switched off and all doors closed.

The caretakers will ensure that all combustible material for disposal is binned.

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/Vice Principal will sweep the area for persons not evacuated.

Once in the playground 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 Clare's Abbey 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.

| <b>System</b>                  | <b>Frequency</b>  | <b>Test</b>  |
|--------------------------------|---|--|
| Fire Alarm                     | Weekly  | Full test using a different call point each monthly. Log made. Bells and flashing lights. Emergency doors checked. |
| Emergency lighting and signage | Every Three Months  | All emergency lighting checked<br>Log made   |
| Firefighting equipment         | Annual  | All emergency lighting checked<br>Log made to include nursery sessions   |
| Fire doors                     | Weekly  | All Fire doors checked for intumescent strips and air gaps.<br>Log made.   |
| Fire escapes                   | Weekly  | All checked to ensure they are free of obstruction. Log made   |
| Fire Drill                     | Twice termly/ To incorporate a drill for AM & PM sessions of Nursery. | Full evacuation. Log made  |
| Fire Risk Assessment           | At behest of EA   |  |

Date policy agreed by Board of Governors and staff

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Signed Chair of Governors

3<sup>rd</sup> May 2019

Date for review of policy April 2021

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## **Fire Drill Held On:**

### **Friday 13 May 2016**

Time to vacate the building 5min 15 sec

- Canteen Staff did not vacate the building

### **Monday 16 January 2017**

Time to vacate the building 5min 0sec

- Confusion where P1 pupils assemble
- Confusion over which route P7 pupils take to access the main playground
- Registers did not appear
- Master key for Fire Service
- Lift not to be used!!!! (How do immobile children exit the first floor?)
- Evac chair required.
- Main classroom doors to be closed (Some doors were wedged open)
- Did EpiPens accompany user children?

### **Thursday 30 March 2017**

- Fire alarm was activated at approximately 12.00noon
- Whole school began to evacuate immediately
- As school began to evacuate Mr Sweeney was informed that burnt toast in the Staff Room caused the alarm to activate.
- As a result of having this knowledge two classes (beside staffroom) remained in the building.
- Two side gates were locked and this caused some confusion.
- Opportunity was taken to use the Evacuation Chair. (very pleased)
- Registers did appear.
- Not all EpiPens accompanied user children. Two substitute teachers in two of the classes that have user children.

### **Thursday 26<sup>th</sup> October 2017 (Fire Drill)**

Time to evacuate building 4min 30secs

- Fire alarm was activated at approximately 1.40pm
- Whole school began to evacuate immediately.
- Evac Chair was used successfully.
- EpiPens did not accompany user children as they were making their way to Assembly.



- Registers were distributed to check attendance.

### **Thursday 29<sup>th</sup> March 2018 (Fire Drill)**

Time to evacuate building 3min

- Fire alarm was activated at approximately 10.00am
- Whole school began to evacuate immediately.
- Evac Chair was ready for use but was not required as user children were not on the first floor.
- Epipens and a defibulator accompanied children as they were making their way to Assembly Point.
- Registers were distributed to check attendance.
- Green Exit Button at main door was not deactivated.

### **Wednesday 18<sup>th</sup> April 2018 (Alarm Activated)**

Time to evacuate building 3min

- Fire alarm was activated at approximately 12.15pm
- Whole school began to evacuate immediately.
- Evac Chair was ready for use but was not required as user children were not on the first floor.
- Epipens and a defibulator accompanied children as they were making their way to Assembly Point.
- Registers were distributed to check attendance.
- Green Exit Button at main door was not deactivated.
- Canteen Staff did not evacuate.
- External Side gate (Staffroom) locked.

A pupil in P3 (Miss Duffy's Room) broke the Fire Glass and activated the alarm.  
False Alarm

### **Evacuation Chair Training (Delivered by Mr Murphy)**

**30-10-2018**

Mr Byrne

Mr Clarke

Mr Sweeney

### **Tuesday 6 November 2018 (Alarm Activated)**

Time to evacuate building 3min 20secs

- Fire alarm was activated at approximately 1.40pm
- Whole school began to evacuate immediately.
- Evac Chair was ready for use but was not required as user children were not on the first floor.
- Epipens and a defibulator accompanied children as they were making their way to Assembly Point.
- Registers were distributed to check attendance.
- Green Exit Button at main door was deactivated.
- Canteen Staff did evacuate.

- External Side gate (Staffroom) locked. (Continues to be a problem)

**Wednesday 6<sup>th</sup> February 2019 (Alarm Activated)**

Time to evacuate building 3min

- Fire alarm was activated at approximately 1.45pm
- Whole school began to evacuate immediately.
- Evac Chair was ready for use but was not required as user children were not on the first floor.
- Epipens and a defibulator accompanied children as they were making their way to Assembly Point.
- Registers were distributed to check attendance.
- Green Exit Button at main door was deactivated.
- Canteen Staff did evacuate.
- Member of Healthy Kidz returned to the main building before the 'All Clear' was given. He was reminded of this.
- P2 (Miss Mallon's Class who were outside did not hear the alarm.
- External Side gate (Staffroom) was unlocked but was not required.