

Brookeborough Primary School



Fire Safety Policy

The school will review this policy in Sept 2025

Signed: Mr B Ovens (B.O.G.) Date: Sept 2024

Signed: Mr A Young (Principal) Date: Sept 2024

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. 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. This policy forms part of the school's overall Health and Safety Policy.

SCOPE

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

POLICY

A fire risk assessment has been undertaken for Brookeborough 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 Brookeborough 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.

OBJECTIVE

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

LEGISLATION

The relevant legislation in respect of fire safety is The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010 which are enforced by the Northern Ireland Fire and Rescue Services. Further advice pertaining to fire safety can also be found within the current Building Regulations, the appropriate DCLG Fire Safety Risk Assessment guidelines and BS9999:2008.

MANAGEMENT OF FIRE SAFETY

The Principal is responsible for the management of Fire Safety within the school.

The Principal will work with representatives from EA, the building supervisor, the kitchen supervisor and all staff and pupils to:

- Reduce the risk of fire
- Ensure people are able to escape safely if there is a fire

ROLES

The Principal will

- Develop and implement appropriate emergency procedures in the event of fire.
- Ensure that training and drills are carried out at appropriate intervals and a record kept of the date and time of drills and staff who have participated
- Keep a fire log book with details of issues regarding Fire Safety
- Eg: the schools fire evacuation plan certificates issued by companies who service the fire alarm system, fire extinguishers and electrical equipment, a log of all fire drills carried out, the staff present and any issues arising from these and the actions taken, a record of checks made on fire doors and fire extinguishers by the principal and/or building supervisor.
- Ensure that outside groups using the school premises carry out their own fire risk assessment and provide a copy to the school.
- Ensure substitute teachers and school visitors are aware of Fire Evacuation Plan.
- Ensure a Fire Risk Assessment is carried out by EA and reviewed annually. Within this risk assessment the school will co-operate with EA representatives to identify fire hazards and risks associated with the premises, identify the people or groups of people at risk and anyone who may be especially at risk.
- An action Plan will be drawn up to address any issues highlighted in the risk assessment. The aim will be to remove/reduce the risks as far as possible and put in place precautions to deal with any remaining risks.
- Ensure that designated Fire Marshalls are identified and are made aware of the duties/responsibilities should an evacuation arise.

The Building Supervisor should:

- check that all Fire Stop and Exit Doors are serviceable and not wedged open and exit routes are unobstructed – check monthly.
- test the fire alarm at a different call point each week.
- check emergency lighting and ensure all luminaries are working – check monthly.
- monthly check of fire extinguishers.
- ensure fire exit signs and information notices are adequately displayed.
- ensure combustibles are not allowed to accumulate in the boiler room or switch room.

The Kitchen Supervisor should ensure that:

- kitchen equipment is used safely
- spills are cleaned up immediately
- emergency cut off switches are accessible and indicated by appropriate signage
- all staff are familiar with fire suppression systems
- extraction systems are cleaned, filters changed and certificates held
- waste is not allowed to accumulate.

In the event of a fire at dinner time, raise the alarm, switch off all electric, assist with the evacuation of children from the dinner hall.

The Secretary should:

- Be aware of procedures for calling the Fire Service should the alarm be raised.
- Ensure paper and files are suitably stored.
- Ensure the office is kept tidy and work station is free of clutter.
- Electrical appliances are used correctly and sockets are not overloaded.
- Ensure photocopiers and printers are not obstructing exit routes
- Ensure messages regarding a child going home early for any reason are related to the principal and the appropriate teacher.
- Meet and greet visitors to the school, check their identity and inform the Principal.

FIRE SAFETY SYSTEMS

The Board will ensure that fire safety systems, e.g. alarms, automatic fire detection and emergency lighting are maintained in Brookeborough 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 fire blankets:

- Triclass and carbon dioxide – exit of resource area R to P2 classroom
- Water and carbon dioxide – Corridor adjacent girls toilets
- Carbon dioxide – outside maths store
- Water – entrance corridor
- Water and carbon dioxide – dining hall adjacent fire exit
- Water and carbon dioxide – dining hall adjacent fire exit
- Foam, dry powder, carbon dioxide – kitchen
- Fire blanket – kitchen
- Fire blanket – kitchen/staff area

Alarm points:

1. Main corridor entrance
2. Dining hall adjacent fire exit
3. Dining hall adjacent fire exit
4. Kitchen

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.

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.

SIGNAGE

Fire safety signage is in place as per the relevant guidelines (BS 5499).

FIRE PREVENTION

It is important that good housekeeping practices are maintained in Brookeborough Primary 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.

Whole School Fire Prevention

NIFRS has developed Safety Team, a programme for Primary 5 school children designed to make them aware of the dangers of fire and how to make their homes safer.

Fire safety is discussed in all classes after fire drills in school.

Preventing Deliberate Fires

Report any fires to NIFRS, no matter how small.

The Building Supervisor will ensure a robust procedure for closing the school and opening up in the morning. All windows and doors should be locked. The surveillance cameras and the security alarm both on.

Ensure bins are a safe distance from the school.

Ensure the boiler house is free from storage.

Ensure the perimeter fence is secure and the gate is locked at night.

FIRE EVACUATION PLAN

The Role of the Principal:

- To ensure fire drills at regular intervals
- To keep a record of the date and time of each drill, the staff present and any issues arising.
- To ring, or direct the secretary to ring the fire service, preferably from the school landline.
- To ensure everyone is accounted for at the assembly point.
- Ensure all relevant information needed to contact parents, should the need arise, is at hand in the event of a fire emergency.

The Role of the Designated Teacher for Child Protection:

- In the Principal's absence the Designated teacher will assume the role of the Principal.

The Role of the Teacher:

- Each teacher must ensure that they take an accurate roll each morning of their class, and a copy of each class roll will be kept by the secretary/Principal and class teacher in the event of a fire emergency.
- Ensure cloakrooms are tidy enough to allow speedy access through emergency doors.
- Teachers should regularly practice how to respond to a fire alarm in a calm and organised manner within their class.
- Close all doors in the classroom as they leave.
- Quickly check the stores, cloakrooms, work areas within the class before leaving or direct a classroom assistant to do so.

- Remove children through the nearest available exit and lead them towards the agreed assembly point, outside the green gates at the entrance to the school.
- Take a roll at the assembly point and inform the Principal if anyone is missing. In the event of the Principal not being present, inform the Designated teacher for Child Protection.
- Should there be a large fire or a lot of smoke teachers should walk their class from the assembly point to the school gates once all children have been accounted for.
- Should children be removed from the assembly point and taken to the school gates, the Principal will contact the parents through text message and inform them where their children can be collected.
- Ensure children who are going home early have the permission of the Principal.

The role of the Classroom Assistants and Fire Marshalls

- Fully participate in all fire drills practised by the teacher.
- Check the classroom and toilets to ensure all children are out.
- Check that the teacher has remembered the roll book and has closed all doors.
- In the event of a fire alarm at dinner time Classroom Assistants should quickly sweep their respective classrooms and toilets and remove any children through the nearest exit to the assembly point.
- Support a substitute teacher should the class teacher be absent in the emergency.
- Begin the routine without the teacher should the teacher be out of the room for any reason.

The Role of Children

- To participate fully in all fire drills and listen carefully to the instructions of the teacher.
- In the event that a child is on a message or in another classroom or in the toilet when the fire alarm goes off, he/she must not return to the classroom, but instead must exit the school by the nearest, safest exit and rejoin his/her class by the green gates at the front of the school.
- Children should NOT attempt to collect any belongings or coats no matter what the weather!
- Keep cloakrooms tidy.

The Role of Outreach Teachers

- Make themselves familiar with the schools Fire Evacuation Plan.
- Remove the children in their care to the assembly point in the front car park at the school and return them to their teacher at this point.

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 pressing the nearest fire alarm point. The fire alarm will sound in the whole school, including the kitchen area. The fire brigade will be contacted by Mr Young/school secretary when the fire alarm is sounded.

2. When the fire bell rings teachers will bring their class 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.

- R to P1 class: exit via playground door OR resource area exit OR classroom entrance into main corridor and then via pupil entrance (in that order of preference).
- P3/4 class: exit via playground door OR classroom entrance into corridor and then through main entrance (in that order of preference).
- P5/6/7 class: exit via playground door OR classroom entrance into corridor and then through main entrance (in that order of preference).

3. The assembly point for all classes will be outside the green entrance gates to the school.

4. All classes will make their way to the green entrance gates via the above routes or by a safest available route.

5. In the event of the green entrance gates becoming unsafe, the staff will lead the children, class by class, to the outdoor grass area and line up at the back hedge.

6. If any staff or pupils are in the mobile classroom, they will exit and walk through the playground to the green entrance gates. Any children have music tuition in the dinner hall will exit via the front fire exit. Any children having music tuition in the computer area or copying area will exit via the main entrance corridor OR through the P5/6/7 classroom in that order of preference.

7. In the event of a child being in the bathroom when the fire bell rings, he/she must not return to the classroom, but instead must exit the school by the nearest, safest exit and rejoin his/her class by the green gates at the front of the school.

8. To avoid congestion the double gates will be opened and:

- R to P1 class will line up on the drive in front of the gates
- P3/4 class will line up on the pathway in front of the gates.
- P5/6/7 class will line up on the grass in front of the main fence adjacent the green gates.

9. In the event of an emergency during break or lunch/dinnertime, children should stand behind their seats and wait on instructions from the dinner supervisors. Two dinner supervisors should start removing children table by table and escort the pupils in their charge to the assembly point via the front fire exit or via a safer route (rear fire exit or main entrance corridor).

Should there be a large fire or a lot of smoke teachers should walk their class from the assembly point to the school gates by the main road once all children have been accounted for.

10. All pupils and staff, including kitchen staff, will assemble in front of the green gates.

REVISION OF FIRE SAFETY PROCEDURES

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

FIRE SAFETY REQUIREMENTS

Every teacher should have a Fire Safety Policy and a class list on the back of the classroom door, which they will bring with them in the event of a fire or a fire drill.

MONITORING AND EVALUATION

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 Young and the school secretary.

Staff member in charge of Fire Alarm System, including maintenance and testing: Mr Leo McCaffrey

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

FIRE: CLASS INSTRUCTIONS

- A. When you hear the alarm it is important to line up quickly and quietly.
- B. Do not take anything with you.
- C. Do not run.
- D. Walk in single file to the nearest exit or safest exit.
- E. If you are outside your class when the alarm sounds, it is important that you walk to the nearest exit and go to the green gates and join your class.
- F. DO NOT return to your classroom.
- G. When you have reached the assembly point, line up quietly in single file.
- H. Teachers will call the roll, using class lists.
- I. You must not return to the school once you have exited the school, until Mr Young or the school secretary gives permission for all classes to return.
- J. In the event of a missing pupil, class lists will be checked and any pupil who is missing will be reported to the Principal.

REMEMBER:

- FOLLOW YOUR TEACHER
- GET OUT
- STAY OUT