

# Carrick Primary School



# Fire Safety Policy

September 2020

# **Carrick Primary School**

## **Vision Statement**

Forward Together: “Ar aghaidh le chéile”.

## **Mission Statement**

In Carrick Primary School we aim to provide a safe, caring and stimulating environment, in order to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and encourage parents to assist us in helping children to learn and to become lifelong learners.

## **School Aims**

We aim to:

- develop and strengthen each pupil’s understanding and love of Catholic values by promoting the Catholic ethos throughout the school;
- create a safe, enjoyable learning environment, in which effective learning is facilitated and quality teaching is provided;
- implement all aspects of the Northern Ireland Curriculum;
- help our pupils to develop a positive attitude towards life and a love of learning;
- value, respect and nurture every child in our care;
- encourage pupils to respect themselves and others and to support and care for one another;
- equip our children with the necessary life skills to enable them to participate in a fast changing society;
- endorse the United Nations’ Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention; and
- involve the parents, Board of Governors and wider community in the life of the school and in the holistic development of the children in our care.

## 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.

## 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.

## POLICY

A fire risk assessment has been undertaken for Carrick 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 Carrick 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.

## **FIRE SAFETY SYSTEMS**

The Board will ensure that fire safety systems, e.g. alarms, automatic fire detection and emergency lighting are maintained in Carrick 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 Alarm Points.

<b>Location</b>	<b>Type</b>	<b>Code</b>
Entrance Lobby	Alarm Point	GF 52
Entrance Foyer	Water + CO <sub>2</sub> + Alarm Point	GF 53
Foundation Resource Area	Water + CO <sub>2</sub> + Alarm Point	GF 37
KS1 Resource Area	Water + CO <sub>2</sub> + Alarm Point	GF 17
Dinner Hall (1) + (2)	Water + CO <sub>2</sub> + Alarm Point	GF 04
Kitchen	Water + CO <sub>2</sub> + Alarm Point	GF 01E
Kitchen Office	CO <sub>2</sub>	
Mrs McPolin's/Mrs Kelly's P3/P1 Cloakroom	Water + CO <sub>2</sub> + Alarm Point	GF 28
Mrs Duffin's/Mrs Murray's P2 Cloakroom	Alarm Point	GF 33
Mrs McCann's P3 Cloakroom	Alarm Point	GF 22
Mrs O'Hagan's P1 Cloakroom	Alarm Point	GF 42
Assembly Hall	Water + Alarm Point	GF 55
Staffroom	CO <sub>2</sub>	
Outside Mrs Magill's Room	Water + CO <sub>2</sub>	
Hub Room	CO <sub>2</sub>	
KS2 Resource Area	Water	
P5 Cloakroom	Alarm Point	GF 68
Outside P5 Classrooms	Water + CO <sub>2</sub>	
Outside P7 Classrooms	Water + CO <sub>2</sub>	
Boiler House	Water + CO <sub>2</sub> + Alarm Point	GF 05
Switch Room	Alarm Point	GF 05A
P7 Cloakroom	Alarm Point	GF 65
Play Equipment Store	Alarm Point	GF 03
Miss Fegan's/Mrs O'Hare's P4 Cloakroom	Alarm Point	GF 12

Fire Doors are located at:

1. Main entrance;
2. Entrance to KS1 Resource Area;
3. Entrance to KS2 Resource Area; and
4. Entrance into Dining Hall.

### **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 which will be carried out as recommended in the appropriate guidance (as detailed in the fire log and BS 5266-1:2011).

### **FIRE/SMOKE DOORS**

These will be retained in the open position as they have been fitted with an automatic 'hold open' device. Seals and door closers will be inspected monthly as detailed in the fire log with

any defects will be reported to the EA's Maintenance Section. This inspection is to be recorded in the fire log.

### **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, (Recommended as every six months see BS 5839-1:2002).

### **SIGNAGE**

Fire safety signage is in place as per the relevant guidelines (BS 5499) and as recommended in the fire risk assessment.

### **FIRE PREVENTION**

It is important that good housekeeping practices are maintained in Carrick 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.

### **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 glass. The fire alarm will sound in the whole school, including the kitchen area. The fire brigade will be contacted by Mrs Cassidy/Mrs O'Brien when the fire alarm is sounded.
2. When the fire bell rings please bring your 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.

<b>Teacher</b>	<b>Exit</b>	<b>Door</b>
Mrs O'Hagan	P.1 Cloakroom Door	1
Mrs Kelly	Foundation Stage Resource Area	2
Mrs Duffin	P2 Cloakroom Door (front of school)	3
Mrs Murray	P2 Cloakroom Door (front of school)	3
Mrs McPolin	P1/P3 Cloakroom Door (back of school)	4
Mrs McCann	P3 Cloakroom Door (front of school)	5
Mrs O'Hare	P4 Cloakroom Door (side of school)	6
Miss Fegan	Key Stage One Resource Area (front of school)	7

Miss McArdle	P.5 Cloakroom Door (back of school)	8
Mrs Fitzpatrick	P.5 Cloakroom Door (back of school)	8
Mrs Harkin	P.5 Cloakroom Door (back of school)	9
Mr Keenan	P.7 Cloakroom Door (front of school)	9
Mr Murdock	P.7 Cloakroom Door (front of school)	9
Mrs Doran	P.7 Cloakroom Door (front of school)	9
Office Staff/Mrs Magill	Main Entrance (front of school)	10
Kitchen Staff	Kitchen Entrance (side of school)	11
Dining Hall	Dining Hall Entrance (back of school)	12

3. The assembly point for all classes will be the Hard Play Area at the front of the school.
4. All classes will make their way to the Hard Play Area by the above routes or by a safer route.
5. In the event of the Hard Play Area becoming unsafe, the staff will lead the children, class by class, down the avenue and across to the Village Green Area.
6. Mrs Magill will escort any pupils in the Learning Support room to the Hard Play Area. Pupils must not return to their classrooms. They will rejoin their class in the Hard Play Area. This also applies to pupils receiving tuition or coaching outside the classroom e.g. Music, Peripatetic Teaching or P.E. activities.
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 in the Hard Play Area.
8. To avoid congestion on entering the Hard Play Area, Primary One and Primary Five classes will enter by the side gate closest to the P7 classrooms. Primary Two, Three, Four, Six and Seven will use the double gates at the front of the school. Classes will line up at the first available spot facing the school.
9. In the event of an emergency during break or lunch/dinnertime, all staff members on duty will escort the pupils in their charge to the assembly point via their designated exit or via a safer route.
10. All pupils and staff, including kitchen staff, will assemble on the Hard Play Area.

### **REVISION OF FIRE SAFETY PROCEDURES**

The Principal will revise the Fire Drill instructions once a term, at both assemblies, 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.

## **CLASS INSTRUCTIONS**

- A. When you hear the alarm it is important to line up quickly and quietly.
- B. Walk in single file to the nearest exit or safest exit.
- C. Do not run.
- D. Do not take anything with you.
- E. If you are outside your class when the alarm sounds, it is important that you join the closest evacuating class and inform the staff members with that class. If all classes have been evacuated, make your way to the Hard Play Area, join your own class and tell your teacher.
- 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 Mrs Cassidy or Mrs Kelly gives permission for all classes to return.
- J. Teachers from Foundation Stage will report any missing pupils to Mrs Duffin (Foundation Stage Coordinator).
- K. Teachers from KS1 will report any missing pupils to Mrs McCann (Key Stage 1 Coordinator).
- L. Teachers from KS2 will report any missing pupils to Mr Murdock (Key Stage 2 Coordinator).
- M. In the event of a missing pupil, class lists will be checked again and any pupil who is still missing will be reported to the Principal.

## **WHAT TO DO IF FIRE IS SPOTTED.**

1. Sound the fire alarm. Begin evacuation procedures. Phone 999.

## **REMEMBER**

**GET OUT!**

# **GET THE FIRE BRIGADE OUT! – Phone 999.**

## **STAY OUT!**

### **ROLES AND RESPONSIBILITIES**

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.

If you have any concerns in relation to fire safety or require any advice, please contact the Board's Health and Safety Officer on: Tel 028 3751 2429.

Staff members in charge of Fire Drill, evacuation procedures and Fire Policy: Mrs Kelly and Mrs Cassidy.

Staff member in charge of Fire Alarm System, including maintenance and testing: Mr Mulholland.

### **GLOSSARY OF TERMS AND ACRONYMS**

BS                      British Standard, a compliance standard.

BSI                     British Standards Institution – An organisation that provides compliance standards.

DCLG Department for Communities and Local Government (GB).

Maintained School                      A school where the Board is not the employing authority but retains an obligation to maintain the premises. In Northern Ireland these are mostly Catholic schools where the employing authority is the Council for Catholic Maintained Schools. There are a small number of non-Catholic maintained schools where the Board of Governors is normally the employer.

NIFRS                      Northern Ireland Fire and Rescue Service.

### **ASSOCIATED DOCUMENTS**

This policy supports and should inform the local fire safety and evacuation

procedures and should be read in conjunction with the following documents:

The Fire Safety Regulations (Northern Ireland) 2010  
<http://www.legislation.gov.uk/nisr/2010/325/made>

The Fire and Rescue Services (Northern Ireland) Order 2006  
<http://www.legislation.gov.uk/nisi/2006/1254/made>

The appropriate DCLG Guide <http://www.firesafetyguides.co.uk/>  
The Building Regulations (Northern Ireland) 2012

<http://www.legislation.gov.uk/nisr/2012/192/contents/made>  
PAS (Publically Available Specification) 79: 2012

<http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030251919>

BS 5266-1:2011 *Emergency lighting – Part 1: Code of practice for the emergency escape lighting of premises*. British Standards Institution.

BS 5499 *Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs*. British Standards Institution.

BS 5839-1:2002 *Fire detection and alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance*. British Standards Institution. ISBN058403769.

<http://shop.bsigroup.com/en/SearchResults/?q=BS%205839-1>

BS 9999:2008. *Fire safety code of practice for the design, management and use of buildings*. British Standards Institution.

<http://shop.bsigroup.com/ProductDetail/?pid=000000000030158436>

## **Conclusion**

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

Signed: ***Mrs A Cassidy*** (Principal)

Signed: ***Mr G Murdock*** (Chairperson of Board of Governors)

Date: ***September 2020***

Review Date: ***September 2021***