



FIRE SAFETY POLICY

Date Ratified by Board of Governors: 11/9/23

Date of Review: 11/9/25

It is the aim of St John's PS 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. 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, Principal, Mr Morgan, will be the designated person. Should the Principal be unavailable then Miss McGeown will be the delegated person.

In this policy you will find procedures to follow on :

- Responsibilities
- Fire Risk Assessment
- Maintenance of Fire Equipment and Systems
- Combustible materials
- Fire Evacuation
- Events outside school hours
- Non-PAT tested equipment
- Smoking and the use of Naked Flames

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 inform the Secretary or a colleague.

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 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. The Principal will also sweep the building to ensure that no one 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 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 termly fire evacuation drills take place and that evacuation procedure notices 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 procedures. This includes training for new members of staff, visitors and students on placement.

The Principal will be responsible for testing fire alarm system every Friday at 3.30pm and logging the findings. A different call point will be used on each occasion and the point logged each Friday.

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 Visitor's Book and confirm with the Principal at the Assembly Point the number of visitors signed into the school.

Caretaker

Evacuation: If on the premises, the caretaker will check all toilet areas, stores and the library when an alarm is raised. The caretaker will report to the Principal or designated person at 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 EA Maintenance Department.

The Caretaker will ensure that combustible materials are not stored in the electrical switch room or the boiler room.

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

The Caretaker will ensure at the end of each school day that all computers are logged off and all other electrical devices in school are switched off and that all doors are closed.

The Caretaker will ensure that all combustible material for disposal is binned and that the bin storage area is locked outside school hours.

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 in the allocated area. (Top of Playground)

The 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 is responsible for the Fire Risk Assessment taking place in St John's PS. 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 NIFRS.

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.

There are twenty extinguishers in total – five in the Key Stage 2 mobile, six in the Key Stage 1 mobile and nine in the dining hall. There are eight water extinguishers, eleven carbon dioxide extinguishers and one foam extinguisher (kitchen).

Fire doors must not be held in an open position. Door vision panels are used by Fire Rescue Service to check rooms so these must not be obscured.

System	Frequency	Test
Fire Alarm	Every Friday 3.30 – 4.00pm	Full test using a different call point each week. Log made. Bells and flashing lights. Emergency doors checked.
Emergency lighting and signage	Termly	All emergency lighting checked. Log made.
Fire Fighting Equipment	Annual	Company appointed by EA, Southern Region. Currently ALPHA
Fire Doors	Monthly	All Fire Doors checked for intumescent strips and air gaps. Log made.
Fire Escapes	Monthly	All checked to ensure they are free of obstruction. Log made.
Fire Drill	Once a Term	Full evacuation. Log made.
Fire Risk Assessment	Under directive of EA (Southern Region).	

COMBUSTIBLE MATERIALS

These must not be stored in electrical switch rooms 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 once a term.

EVENTS OUTSIDE SCHOOL HOURS

Where events are organised outside normal school hours it is the responsibility of the person 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 AND THE USE OF NAKED FLAMES.

St John's PS is a no smoking environment and hence smoking should not occur in school or within the grounds. Naked flames, including candles, can only be lit with the agreement of the Principal.