

# **MALLUSK INTEGRATED PRIMARY SCHOOL**

## **Fire Safety Policy**

It is the aim of Mallusk Integrated 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. 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, the Principal (Mrs Kinsella) and the Building Supervisor (Mrs Morrison), will be the designated people. In the event of either's absence, Mr McGrath will take over their role.

In this policy you will find procedures to follow on :

- Responsibilities
- Fire Risk Assessment
- Maintenance of Fire Equipment and Systems
- Fire Prevention
- Induction
- Fire Evacuation
- Events outside school hours

## **RESPONSIBILITIES**

### **All staff:**

1. Staff are responsible for reading and being familiar with this policy and the Fire Evacuation Procedure.
2. Staff and visitors should sign in on arrival, so that there is a record of who is in the building in the event of an evacuation.
3. 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, that door vision panels are not obscured by notices etc. and that corridors are not obstructed.

4. If staff have any concerns about any aspect of Fire Safety, they should consult the Principal.
5. If staff intend to leave the premises at lunchtime, it would be advisable to inform the Secretary or a colleague.
6. Teachers will ensure at the end of each school day that their computers are logged off, that all other electrical devices in classrooms are switched off and that all doors are closed.
7. 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.

**Teachers:**

1. Teachers will be responsible for calling the role of pupils in their class in the event of an evacuation.
2. At the end of the day, teachers are responsible for checking that all computers are logged off, that electrical devices in their room are switched off and that doors are closed to prevent the spread of a fire.

**Classroom Assistants (Special Needs):**

One to one assistants 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:**

1. The Principal will have overall responsibility for Fire Safety.
2. The Principal will ensure that a Fire Safety Audit is completed and all issues highlighted are implemented.
3. It is the Principal's responsibility to ensure that regular checks of Fire Safety Equipment are made and logged.
4. 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.

5. 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.
6. The Principal will also check the Visitor's Book and confirm at the Assembly Point the number of visitors signed into the school.
7. The Principal or delegated person will have responsibility for phoning 999 to alert emergency services.
8. The Principal/ Building Supervisor will also sweep the building to ensure that no one is left in the building after an evacuation.
9. 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.
10. The Principal or delegated person will meet with the FRSNI on arrival to brief them.
11. The Principal or delegated person will be responsible for deciding when the premises may be reoccupied following an alarm.

**Building Supervisor:**

1. In the event of an evacuation the Building Supervisor will check all toilet areas, stores and the library when an alarm is raised and will report to the Principal or designated person at the assembly point and confirm that these areas have been evacuated.
2. The Building Supervisor will be responsible for testing fire alarm system every Friday at 3.45pm and logging the findings. A different call point will be used on each occasion and the point logged each Friday.
3. Emergency lighting and fire doors are checked and logged monthly and any maintenance issue communicated with EA (Southern Region) Maintenance Department.
4. The Building Supervisor will ensure that combustible materials are not stored in the electrical switch room or the boiler room and will also check that all fire extinguishers are in their proper position and have not been used or tampered with.
5. At the end of each school day, the Building Supervisor/ Principal/ Senior Teacher (whichever is last to exit the building) will check that electrical devices in school are switched off and that all doors are closed.

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

### **Lunchtime Supervisors**

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. 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 Mallusk Integrated 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 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.

### **LOCATIONS OF FIRE EXTINGUISHERS/ BLANKETS**

TYPE	IDENTIFYING COLOUR	APPLICATION	LOCATION
Water extinguisher		Paper, wood and other free burning material. <b>NOTE:</b> not to be used on electrical equipment or burning oil.	1 at side door (p1-3 classrooms) 1 outside office 1 in dinner hall 1 at top of corridor (old staffroom) 1 at back door
Foam extinguisher		Oils, fats, paints and petrol	1 in kitchen
Carbon dioxide extinguisher		Electrical fires.	1 outside office 1 in kitchen 1 at top of corridor (old staffroom) 1 at back door
Fire blanket		Flammable liquids in a container.	1 in staff room 1 in kitchen

### **FIRE PREVENTION**

- 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.
- The Fire Alarm is tested every Friday 3.45 – 4.15pm. Full test using a different call point each week. Log made. Bells and flashing lights. Emergency doors checked.
- Termly All emergency lighting checked. Log made.
- Fire Doors- checked monthly, checked for intumescent strips and air gaps. Log made.
- Fire Escapes- checked monthly to ensure they are free of obstruction. Log made.
- Fire Drill- once a term. Full evacuation. Drills will be carried out at different times of the day to monitor potential problems relating to the time and enable them to be remedied prior to a real emergency, e.g. lunch times etc. Log made.
- Fire Risk Assessment- under directive of EA.
- Combustible materials must not be stored in electrical switch areas or the boiler room.
- 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.
- The test and inspection of all electrical appliances to BS 7671:1992 (Portable Appliance Testing).
- Non PAT Tested equipment 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.
- No Smoking/ use of naked flames- Mallusk Integrated Primary 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.
- Induction for new staff members (see below).
- Staff undertaking annual fire-safety training (online, provided by EA).
- Maintaining firefighting equipment, emergency lighting, alarms.
- Fire Log

## **INDUCTION**

Fire safety and emergency evacuation procedures should be included in an Induction programme for new staff should include the following: -

- Conducted tour of building indicating items worthy of note, e.g. emergency exits, break glass points, alternative routes, assembly point(s) etc.
- Fire warning system. The system will be explained with a demonstration of the audible warning.
- All means of escape will be indicated to building users. They are signed appropriately to aid identification.
- Action on discovering a fire will be explained to staff/pupils and their attention should be drawn to the 'Fire action' placards on display.
- Location of fire fighting equipment will be pointed out. This can be done during the conducted tour.
- Fire drill systems will be explained e.g. frequency of drills, target evacuation times, action at assembly points etc.
- School policy is that there is no smoking on the premises or school grounds.
- A brief outline of good house keeping practices that aid emergency evacuation will be given, e.g. keeping corridors and emergency exits free from obstructions etc.
- The reasons why fire stop doors should be kept closed during normal occupation and while evacuating the building will be explained.
- All breakdowns or faults in the emergency evacuation system or procedures should be reported immediately to the Principal for investigation and remedy.

All staff should complete an EA training module along with the above.



## **FIRE EVACUATION PROCEDURE**

- The fire alarm is a continuous ringing of the bell.
- It may be activated by breaking the glass of the fire alarm.
- In the event of a fire, the Fire Brigade should be called by phoning 999.
- The Fire Brigade should only be contacted away from the immediate danger.
- When the Fire Alarm is raised all children and staff should immediately evacuate the building and assemble in the designated area.
- Staff should use the safest and most convenient escape route bringing with them a copy of their class register.
- The Principal/ designated person will sweep the building to ensure that no one is left in the building after an evacuation and will then evacuate.
- Once in the assembly area, teachers should take a roll call to ensure all pupils are there.
- They should inform the Principal or designated person if they have concern about children or others who may still be in the premises.
- The Principal/ designated person will check the Visitors log.
- All staff/ visitors/ pupils should be accounted for at the assembly point.
- The Principal/ designated person will liaise with the FSNI upon their arrival.
- Pupils, staff & visitors should remain out of the building until there is no danger.

## **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.

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>

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 as required.

**Implementation Date: April 2024**

**Review date: April 2025**