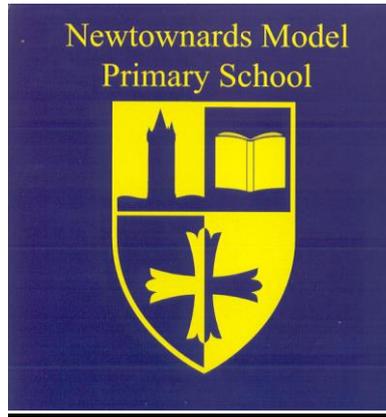


Newtownards Model Primary School



Fire Safety Policy

It is the aim of Newtownards Model 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 Simpson, Vice Principal, will be the designated person. Should the Principal and Vice Principal be unavailable then Mrs Langley and then Mr Watson 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. The lift becomes inoperative during an alarm and must not be used.

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 fire fighting 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.

Classroom Assistants (Special Needs): 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 it is deemed may require particular support on evacuation whether through disability or special needs.

Principal:

Evacuation: The Principal will ensure that all upstairs rooms have been evacuated.

The Principal or delegated person will have responsibility for phoning 999 to alert emergency services.

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 premises must not be re-entered until permission is received from the FRSNI.

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 their first day

School Secretary

The School secretary will bring copies of class lists to the assembly point for distribution to teachers so that pupil numbers can be checked 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. The School Secretary will also bring a box containing emergency medication for all those children on the Pupil Medical Register to the Assembly Point.

Building Supervisor

Evacuation: The Building Supervisor will be responsible for ensuring that all downstairs rooms including the Art Suite and Computer Suite have been evacuated.

General: The Buildings Supervisor will be responsible for testing the fire alarm system every Friday afternoon at 4.00pm and logging the findings. A different call point will be used on each occasion and the point logged each Friday.

Emergency lighting and fire doors are checked and logged monthly and any maintenance issue communicated with the Education Authority maintenance department.

The Building Supervisor will ensure that combustible materials are not stored in electrical switch rooms, electrical cupboards, Comms rooms or boiler rooms. The Building Supervisor will also ensure that the emergency stairwell inside the tower is kept clear, there are no obstructions at the bottom of the tower and no combustible materials are stored in the space at the bottom of the tower.

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

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

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

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.

Once at the Assembly point the class teachers takes over responsibility for their class.

Fire Risk Assessment

The EA are responsible for the Fire Risk Assessment taking place in Newtownards Model 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 fire fighting 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 and windows are used by Fire and Rescue Service to check rooms so these must not be obscured.

System	Frequency	Test
Fire Alarm	Every Friday at 4.00pm	Full test using a different call point each week. Log made. Bells and flashing lights. Emergency doors checked.
Emergency lighting and signage	Monthly	All emergency lighting checked Log made
Fire fighting equipment	Annual Weekly	Company appointed by SEELB Log made
Fire doors	Weekly	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	Last Friday of every second month	Full evacuation. Log made
Fire Risk Assessment	At the behest of EA	

Combustible Materials

These must not be stored in electrical switch rooms, electrical cupboards, Comms 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.

Mats used for Physical Education must only be stored in the Mat Store as it is fitted with a safety device that reduces air available when the fire alarm is raised.

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. 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.

The Principal will be responsible for checking that all the rooms including the toilets upstairs, are evacuated and the Building Supervisor will check all the rooms including the toilets, downstairs and the Art and Computer Suites are evacuated.

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 on the last Friday of every second month.

New members of staff and groups/bodies hiring school premises out of hours.

The Principal will be responsible for ensuring that all new members of staff, visitors and students on placement are trained in fire safety and are aware of procedures to follow in the event of a fire or a fire alarm.

For groups or persons hiring or using school facilities out of hours, it is the responsibility of the Caretaker to highlight fire safety issues. In particular, the following should be highlighted to the hirer:

- The need for the person in charge of the group to explain relevant fire safety information at the start of the evening to all those participating.
- The location of the fire alarm points and how they operate.
- Escape routes.
- The need to evacuate the building immediately on hearing the alarm.
- What the alarm sounds like.
- What will happen when the alarm is raised (Hatch closes, lift inoperable, emergency lighting comes on)
- It is the responsibility of the hirer to ensure that all persons under his/her charge are evacuated.
- The position of fire fighting equipment. It should be explained that fire fighting equipment should only be used by trained personnel and any fire must only be fought once all persons are safely evacuated.
- How the FRSNI can be contacted even though the system is automated.

Events outside school hours (Such as Carol Service)

Where events are organised outside normal school hours it is the responsibility of the teacher 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

Newtownards Model Primary School is a no smoking environment and hence smoking should not occur within the grounds. This includes vapour cigarettes

Naked Flames

Naked flames including candles can only be lit with the agreement of the Principal.

NEWTOWNARDS MODEL PRIMARY SCHOOL

EVACUATION PROCEDURE

FIRE ALARM SIGNAL - CONTINUOUS RING

ASSEMBLY POINTS (dependant on situation)

1. Middle Playground (or) 2. Front Playground (or) 3. Car Park (or) 4. Cinema /Shopping Centre car park

EXIT POINTS

1. **A-** FRONT PEDESTRIAN/VEHICULAR GATE TO SCRABO ROAD
 2. **B-** WEST GATE TO SHOPPING CENTRE CAR PARK
 3. **C-** EAST GATE TO CIRCULAR ROAD
- P1L - Sides or Front Exit
 - P1G - Sides or Front Exit
 - P2Raph - Sides or Front Exit
 - P2R - Sides or Front Exit
 - P3McC - Front, Side, Canteen Exit
 - P3B - Front, Side, Canteen Exit
 - P4W - Front, Side, Canteen Exit
 - P4C - Tower/Back/Main Staircase
 - P5O – Tower/Back/Main Staircase
 - P5L – Spiral emergency staircase or Main /Back/Tower staircase
 - P6McC - Spiral emergency staircase or Main /Back/Tower staircase
 - P6M - Spiral emergency staircase or Main /Back/Tower staircase
 - P7S - Spiral emergency staircase or Main /Back/Tower staircase
 - P7T - Spiral emergency staircase or Main /Back/Tower staircase
 - Learning Support (and persons using offices beside Learning Support) – Tower/Back/Main staircase
 - Classes using the Hall or Dining Hall - nearest exit

1. On discovery of a fire - ring fire alarm and evacuate any children in your care to the nominated assembly areas.
2. The Principal, or Nominated Person, **should ring Emergency Services once Fire Alarm has been raised.**
3. Teachers should check their classes once assembled for any unaccounted children.
4. The Principal will be responsible for checking all rooms upstairs in the building while the Building Supervisor will check all rooms downstairs in the building along with the Art and Computer Suites.
5. Inform Mr Stewart or Mrs Simpson if any children are unaccounted for.
6. Learning Support/Peripatetic/Music teachers should bring children they are teaching to the nominated Assembly Point.
7. Children in transit around the school should go to the nearest class/classroom on hearing the fire bell or evacuate the building.
8. If The N.I. Fire and Rescue Services are called, then no one should re-enter the premises until given the all-clear by Fire and Rescue staff.
9. The School Secretary will bring a list of class registers to the Assembly Point to assist teachers confirm class numbers.
10. The School Secretary will also bring a box to the Assembly Point, containing emergency medicine for those children on the Pupil Medical Register.

FIRE EVACUATION WILL BE TESTED ON LAST FRIDAY OF EVERY SECOND MONTH