

‘Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential’ (article 6, UNCRC)



Fire Safety Policy

Reviewed: June 2015

Holy Child Primary School will provide a safe and healthy working environment with respect to fire safety. Within the context of Fire Safety Regulations NI November 2010 the school has drawn up this policy following training which was attended by N Cullen and B McCay

The building supervisor – Mr McCay will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open. .
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Vice-Principal Mrs N Cullen.

The Health and Safety Representative is the building supervisor – Mr McCay

Special Responsibilities:

Checking all areas: Mrs Cullen Mr McCay

Nursery toilets classroom assistant in each room

ICT – teacher in Room 7

Keystage 2 toilets & meeting room – teacher in Room 8

Keystage 1 toilets & photocopying room – teacher in Room 5

Rm 10 & Rm11(back huts)- teacher in Room 4

Foundation & adult toilets – Miss K McDonald

Kidz Club, Staff room, Learning support and library – Mrs C McLaughlin

Phoning fire service, sign out book and visitor’s book – Mrs Sheehan

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Copies of fire evacuation plans are posted on the internal doors of classroom, the Assembly hall and the school office.

The fire alarm is tested weekly by the building supervisor and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Policy will be reviewed annually.

Fire Risk Assessments

An annual risk assessment will be made by the Building Supervisor (or when changes are made to the building whichever is first). It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation
- Review the evacuation plan and each rooms instructions for this
- Look at the past years records of fire practices
- Ensure the provision of adequate training
- Review the Fire Risk Assessment sheets
- Review the provision of instruction to students or visitors to the building

Staff Training

Every member of staff will receive instructions in fire precaution during induction. The training will be recorded in the fire logbook. All members of staff will receive refresher training every 12 months. Students and visitors will be instructed at the beginning of their attendance.

Training will include

- Fire Prevention
- Actions on discovering a fire
- Raising the alarm
- Action on hearing the alarm
- Escape routes
- Assembly points
- Evacuation and roll call

MrMcCay and Mrs Cullen

- Operation of Fire alarm
- Evacuation of visitors and disabled

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APPENDIX 1

Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Ensure that the classroom is empty before leaving.

Designated members of staff will check the toilets are empty.

Children will line up in register order.

Everyone on site, children and adults, must leave by the nearest exit.

Mrs Sheehan School Secretary will call the fire brigade.

Mrs Cullen and Mr McCay will do a sweep of school. Mrs Cullen will check that all adults and children are accounted for. Mr McCay will unlock the playground gate to allow access for the fire brigade. If either Mrs Cullen or Mr McCay is absent the other will check children and adults and then unlock gates.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the canteen register reflects the true number of children in school at the start of the day, it is important that each teacher takes it with them when exiting the building. Please ensure that children arriving after registration has taken place are added to register. Teachers should be mindful of any child that is later taken off site for illness or an appointment. If any visitors are present the adult they are working with should ensure that they know what to do.

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APPENDIX 2

STAFF TRAINING RECORD

Date	Staff
28 th Aug 2012	All staff
27 th Aug 2013	All staff
26 th Aug 2014	All staff including canteen supervisors
26 th August 2015	All staff including canteen supervisors