



St Joseph's Boys School

Fire Safety Policy

Reviewed _____ Date: _____

Agreed SMT _____ Date: _____
Principal

Agreed BOG _____ Date: _____

Next review due _____ Date: _____

Introduction

This document outlines the guidance required to minimise the risk of fire within the school premises.

FIRE Safety Policy

The chance of a fire occurring at a school can be minimised by ensuring that there is:

- adequate provision of equipment;
- management of fire safety issues;
- appropriate training and instruction to staff and pupils including induction training;
- provision of a sufficient number of emergency routes and exits;
- clear indication of emergency exits by signage; and
- clear and unobstructed emergency exits.

Action to be taken when discovering a fire

Any person discovering a fire should:

- activate the fire alarm;
- ring 999;
- evacuate the building.

To enable staff and pupils to become familiar with the building, a fire action notice should be displayed in every occupied room. It may be appropriate to show a plan of the school highlighting the escape routes and assembly point. This is especially useful when the school is used for evening meetings, musicals parent interviews or other activities that bring in people who would not otherwise be familiar with the building layout.



On hearing the alarm, all staff, pupils and visitors must stop their what they are doing and evacuate the building in an orderly manner.

Where possible and if it is safe to do so, teachers should ensure that any equipment in use in their classroom is turned off, and windows and doors are closed to prevent the spread of fire and smoke to other parts of the school. All cloakrooms, stores and toilets should be checked to ensure that no one is left inside. Lifts should not be used as a means of escape in the event of an evacuation.

Emergency routes and exits

There should be a sufficient number of emergency exits in a school. The routes to emergency exits must be kept clear at all times and where necessary open in the direction of travel. Emergency doors should be indicated by signage and must not be locked or fastened in such a way that they could not be opened in the event of an emergency.

Evacuation of pupils and staff

Each form class, teacher, classroom assistant, secretary, building supervisor, catering staff, cleaner, technicians and any other person in the school should have a pre-determined point where they will assemble immediately after evacuating the building. Places of assembly should be away from the building and not allow those evacuated to act as an obstruction to emergency service vehicles such as fire engines. Where possible the school should have one assembly point. Staff and pupils must remain there until they receive further instruction.

For staff or pupils who need assistance to evacuate, a Personal Emergency Evacuation Plan, (PEEP) may be required. Please consult your Health and Safety Officer for guidance on this matter. Visitors to the school who require special assistance should also complete a PEEP when they sign into the school.

Teachers should check that all pupils are present at the assembly point and report to the Head of Year, either that all pupils have been accounted for or that some are missing. The Head of Year should relay this information to the Principal who can then provide this information to the Fire and Rescue Services on their arrival including the last known location of those who are missing.

Fire drills

To test the evacuation procedure, a fire drill should be held once per term. Information such as the date, time taken to evacuate, etc. should be recorded on fire drill review. The target time for evacuating the building is 2½ minutes.

Data Rooms and Electric Rooms

Data rooms, electric rooms and the boiler house located within the school are checked bi-monthly to ensure that they are in good order and no flammable materials are being stored there.

Fire alarm systems

The purpose of an alarm system in the event of a fire is to alert occupants to evacuate the premises quickly and summon the Fire and Rescue Services. The fire alarm in St Joseph's takes the form of an electronically operated bell or siren. This alarm should be recognised by pupils and staff and should not be confused with any other signal. The alarm must be audible in all parts of the building so that the warning is given to pupils and staff immediately. At the sound of the alarm, everyone should begin to exit the building to the assembly points by the safest escape route. It should never be assumed that it is a false alarm.

The alarm system should be tested weekly and a record kept of the test detailing the date, call point tested, and any deficiencies noted. A different manual call point should be tested each week. This should be recorded in the appropriate section of the fire safety measures log book.

How to test your call points

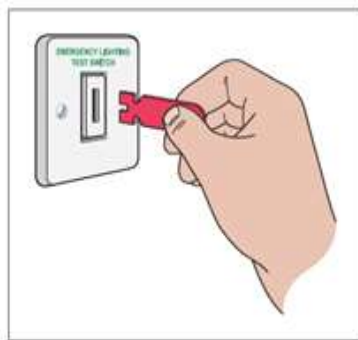


Plastic key required

Emergency lighting

The purpose of emergency lighting is to provide sufficient illumination in the event of a failure of the normal electric lighting. This will allow the building to be evacuated quickly and safely. Emergency lighting should be tested on regular basis (normally once a month) with the details recorded in the fire safety measures log book.

Types of emergency lighting



Testing Emergency Lighting

Fire/smoke doors

These must be retained in the closed. Smoke seals, intumescent strips and door closers should be inspected on a regular basis with any defects reported.



Intumescent strip



Fire door closed
with no gaps



Smoke Seal



Fire door with gap







Fire door wedged open

Fire extinguishers

Fire extinguishers are located to assist with escape. There are 4 main types of fire extinguisher:- Water, Foam, Dry Powder and Carbon Dioxide. Fire extinguishers have now mainly red bodies with a zone of colour up to 5% to indicate the type of extinguisher.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

Fire extinguishers should be sited in conspicuous positions, on the exit routes, adjacent to doors and in similar positions on each floor. They should be checked monthly. If any extinguishers that have been discharged, this should be reported to Senior Teacher (Mr. P. Breen) arrange for recharging, and a record should be made in the fire safety measures log book. A cross section of staff should receive training in the selection and use of fire fighting equipment.

Training

Fire safety training within a school is required at a number of different levels. Certain members of staff will have specific duties in the event of the fire. It is important that these are communicated clearly to staff and that everyone understands their responsibilities.

Principal	Manage and co-ordinate the evacuation
Senior Teacher	Meet the fire dept at the entrance to the school and relay pertinent information from the assembly to the fire authority.
VP's/teachers	Check that all equipment in use has been turned off and all doors closed if safe to do so.
Receptionists/ office staff	Collect class registers so that an effective system of roll call be administered at the assembly point. Contact emergency services.
Head of Year	Collect and distribute class registers to form teachers. When registers are return report to Principal either that everyone is accounted for or given names of anyone who is missing.
Form Teachers	Take a register at your class assembly point and inform Year Head that everyone is accounted for or give the names of those whoare missing.
Catering supervisor	Ensure catering staff evacuate, and services to kitchen are isolated e.g. gas.
Science Technician	If possible the science technician should evacuate to the fron of the building to meet with the Fire Department and give them required information on any dangerous substances stored within the department.

As a result of these responsibilities, the aforementioned staff should receive comprehensive training in fire safety to include:

- fire safety;
- fire prevention;
- operating fire drills and managing assembly points;
- maintaining a fire safety measures log; and
- operation of and periodic checks of fire alarm, emergency lighting and fire extinguishers.

Relevant information should be cascaded to the remaining staff in the school by the principal at a staff meeting or during induction for new staff, including supply teachers. It should include:

- fire prevention;
- action to be taken on discovering the fire;
- how to raise the alarm and location of call points;
- action to be taken on hearing the fire alarm;
- location of escape routes;
- evacuation procedure;
- the evacuation of visitors and disabled persons;
- location of assembly point and roll call;
- how to call the Fire and Rescue Services; and
- the location of fire fighting equipment and selection of fire extinguishers.

The training for pupils consists of their participation in fire drills once per term.

Signage

All escape routes need to be signed with the running man, open door and arrow pictograms. Escape routes should no longer be signed FIRE EXIT without the pictograms. Fire doors should be labelled as 'Fire door keep shut'. (See BS 5499 for further guidance).



Good fire prevention practices

There are a number of actions which can be taken to prevent a fire. The following are examples:

- identify all materials that are combustible within the school and ensure that these are not stored on escape routes or close to sources of ignition;
- avoid the use of multi point adapters where possible. Ensure that electrical equipment has undergone user checks, visual inspection and testing as appropriate. Keep an up to date inventory of electrical equipment. Any faulty equipment should be taken out of use immediately;
- only competent persons should wire plugs etc.;
- waste is removed on a regular basis. All large bins, skips etc., should be sited at least 6 metres away from the building. They should be secured in an enclosure or locked to a metal post; and
- unplug all electrical equipment when not in use.

Please refer to the fire safety audit inspection sheet later in this section.

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).
PAS79: 2012	A Publically Available Specification for fire risk assessment used extensively in schools and last amended in 2012.
PEEP	Personal Emergency Egress Plan. A requirement for those who need assistance during an emergency evacuation.

Associated documents

BS 5266-1:2016 Emergency lighting – Part 1: Code of practice for the emergency escape lighting of premises. British Standards Institution.

BS 5499-10:2014 Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs. British Standards Institution.

BS 5839-1:2013 Fire detection and alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance. British Standards Institution. ISBN 978 0 580 78332 6. <http://shop.bsigroup.com/en/SearchResults/?q=BS%205839-1>

BS 9999:2017. Fire safety code of practice for the design, management and use of buildings.
British Standards Institution.

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

Fire safety measures log book

www.eani.org.uk/schools/health-and-safety

PAS (Publically Available Specification) 79: 2012

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

The appropriate DCLG Guide

www.eani.org.uk/schools/health-and-safety

The Building Regulations (Northern Ireland) 2012

<http://www.legislation.gov.uk/nisr/2012/192/contents/made>

The Fire and Rescue Services (NI) Order 2006

www.legislation.gov.uk/nisi/2006/1254/made

The Fire Safety Regulations (Northern Ireland) 2010

<http://www.legislation.gov.uk/nisr/2010/325/made>

Monitoring and Review of Policy

This policy will be monitored and reviewed every two years by Health and Safety Committee / SMT member with responsibility for Health and Safety or as appropriate after a particular event or situation which necessitates review.

Fire safety audits/inspections (to be completed by the school)

Are combustible materials close to light bulbs or fittings?

YES/NO

Are portable heaters used?

YES/NO

Are there multi point adapters in electrical sockets?

YES/NO

Are plugs fitted with the correctly rated fuse?

YES/NO

Has portable electrical equipment been routinely inspected and has it been deemed safe to use?

YES/NO

Is there any evidence of damage to portable electrical appliances, frayed leads etc.?

YES/NO

Is someone designated to switch off electrical equipment and to remove plugs before closing the building at night?

YES/NO

Are gas appliances regularly checked and faults rectified?

YES/NO

Are gas systems regularly isolated at the end of the day?

YES/NO

Is there any evidence of smoking?

YES/NO

Are bulk quantities of textiles and furniture stored within the school?

YES/NO

Are there displays, notice boards containing combustible materials on escape routes or elsewhere? YES/NO

Are flammable liquids kept stored in fire resisting stores away from sources of ignition? YES/NO

Are stores capable of being secured against unauthorised entry? YES/NO

Are aerosols stored within the premises close to sources of ignition? YES/NO

Are flammable and oily rags disposed of separately from other combustible materials? YES/NO

Are housekeeping standards good? YES/NO

Is waste and rubbish disposed of on a regular basis? YES/NO

Are outside bins secured away from the building? YES/NO

Are all members of staff aware of the risk of fire and measures to be taken to reduce the risk? YES/NO

Are members of the Public who use the premises made aware of what to do in case of a fire? YES/NO

Is someone designated to check that all doors and windows are closed last thing at night? YES/NO

Are exits and escape routes kept free from obstructions, tripping and slipping hazards?

YES/NO

Are emergency exits kept unlocked?

YES/NO

Are internal fire doors labelled as such and kept in the closed position?

YES/NO

Are 'Push Bar To Open' signs on Fire Doors fitted with a Push Bar?

YES/NO

Are Fire Action Notices displayed in all areas of the building?

YES/NO

Have fire extinguishers undergone routine testing?

YES/NO

Are all extinguishers wall mounted?

YES/NO

Have any extinguishers been discharged?

YES/NO

Are there fire extinguisher guides fitted beside each fire extinguisher?

YES/NO

Red responses require a risk assessment and appropriate corrective action

Green responses are indicators of safe conditions, however, vigilance is usually required.

Fire exits particularly in mobile classrooms should be inspected weekly for ease of opening.

Comments
