

BOTANIC PS

BELFAST

FIRE SAFETY POLICY

It is the aim of Botanic 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 Mr Douglas is the designated Fire Marshall. In his absence the Principal or Vice Principal or next most senior member of staff will take on the role.**

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 not working at that time with 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 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. Class teachers should bring their roll books out with them; roll books should travel with the school each time the class move around the school as a matter of course.

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 during the school day they should advise 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 specific individual who may require particular support on evacuation whether through disability or special needs.

### **Principal**

**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.

### **Building Supervisor**

**Evacuation:** When on the premises, the Building Supervisor will check all toilet areas, stores and the upstairs front corridor when an alarm is raised. She will report to the Fire Marshall at the assembly point and confirm that these areas have been evacuated.

**General:** The Building Supervisor will be responsible for testing fire alarm system every second Friday at 3.45pm 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 should be checked and logged monthly and any maintenance issue communicated with EANI Maintenance Department. This is contracted to Irwin Mechanical and Electrical Integrated.

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

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 are logged 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 put in a bin and that bins are not located immediately beside the school building.

### **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 and take the children to the Assembly Point.

Once at the Assembly Point, class teachers take responsibility for their class.

### **Fire Risk Assessment**

The EANI is responsible for the Fire Risk Assessment taking place at Botanic 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 EANI 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 EANI are responsible for ensuring that an annual survey is carried out of fire fighting equipment and signage. This is contracted to Alpha Fire Protection.

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 six extinguishers on the bottom corridor, 7 on the ground floor, 4 on the north or front top corridor and 6 on the upper South area. Eleven of these are carbon dioxide to extinguish flammable liquids, electrical equipment and cooking oils/fats. There are 12 water fire extinguishers.

**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.

| <b>System</b>        | <b>Frequency</b> | <b>Comments</b>  |
|----------------------|------------------|--|
| Fire Alarm           | Every 2 weeks    | Test by Building Supervisor checking a different alarm button weekly (email David Clarke, 12/5/17) was countered by advice from Crane's (5/11/19) for it to be 2 weekly, logged in blue book |
| Smoke Alarm Detector | Twice a year     | Specialist fire alarm contractor responsible (email David Clarke,12/5/17)  |

|                                |                          |  |
|--------------------------------|--------------------------|--|
| Emergency lighting and signage | Monthly                  | All emergency lighting checked. Log made. Responsibility of Irwin's (19/3/19 email). |
| Fire Fighting Equipment        | Annual                   | Company appointed by EANI: 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 EANI. |  |

### 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 evacuate the building immediately 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 in a classroom without specific responsibility for individual children should assist their nearest class and shepherd any children in transit out of the school safely. Teaching and ancillary staff who are not in a classroom should evacuate the building immediately. Classroom assistants should return to their class, if safe to do so, to help evacuate the class.

Each room has a copy of the Fire Procedure.

Once at the assembly area, teachers should inform the Fire Marshall or Principal if they have concern about children or others who may still be in the premises.

A Fire Drill will take place once a term.

### Evacuation Procedure:

An alarm will automatically be raised at FRSNI. The **receptionist** will check the **downstairs** corridor to ensure that no one is left in the building after an evacuation. The **principal** will check the **front** corridor. The **Building Supervisor** will check the **two upstairs corridors** and the linking corridors between the front and rear of the school. She will also check the boys' toilets.

The **Fire Marshall** will take the **visitor's book** outside and 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 Fire Marshall** will meet the FRSNI on arrival to brief them. The Principal or Fire Marshall will be responsible for deciding when the premises may be reoccupied following an alarm.

### **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.**

Botanic Primary School is a non-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.

### **Useful Contacts**

**ADT Monitor Intruder/Fire Alarm – 03448001999**

**CRANE conduct Fire Alarm Testing – 02890456071**

**ALPHA Fire – contract to test Fire Extinguishers annually – 02890461681**

**HF Electrical – Portable Appliance Testing – 02890815831**

## **Fire Procedure/Evacuation Procedure**

In the event of a fire a continuous alarm will sound. The alarm sounds automatically if a fire is sensed, or it can be set off manually by hitting one of the red fire Alarm boxes (BREAK GLASS-PRESS HERE).

At least once a term a Fire Drill will take place (note that this may be triggered accidentally). These should be treated as real emergencies.

1. On hearing the alarm, exit with your class and take your Attendance Sheet to check that everyone is out safely.
2. Close doors behind you as you vacate the building as this will contain a fire.
3. No running, pushing or overtaking. WALK on the left side of the corridor.
4. Keep calm.
5. If walking through smoke, pupils should maintain contact by forming a chain. It is also safer to keep low.
6. Do not re-enter the building until told to do so by the Fire Marshall, or Principal or Vice Principal in his absence.

**Our Assembly Point is inside Botanic Gardens Park, close to the gate.**

#### **EXIT POINTS**

**P1, P2, P3, Structured Play Room and Newcomer Room: exit through the doors to the balcony.**

**P4, P6 and Maths Room: exit through the Assembly Hall Fire Door.**

**P5, P7, Library, ICT Suite, Offices and Staffroom: exit through the main Front Door.**

**Nursery: through the Nursery entrance at the west side of the school.**

All staff should familiarise themselves with alternative evacuation routes in case a designated route is blocked.