



Fire Safety Policy

Skerries Educate Together NS

November 2021

Introduction

Fire safety is not only a health and safety issue but also an educational issue for the children in the school. Any sounding of the fire alarm must result in the evacuation of the building without question, even in cases where there is an obvious minor reason such as burnt toast. Children must learn that there is no such thing as a 'fake' alarm and need to learn to always evacuate a building when they hear a fire alarm. Only when the building has been declared clear by the most senior person present, can people return to the building when they are told to do so by that person. Children should not be told when a fire drill is on but just that they are to evacuate the building. In this way they will treat every evacuation seriously and will realise that there is nothing to be worried about.

Fire drills

Fire drills should take place twice a year. Once in September and once in February. These occasions are an opportunity to reinforce the important facts around fire safety and always adhering to fire alarms.

These drills are to be logged in the fire safety folder. The timing of the full building evacuation is to be recorded along with comments on compliance where necessary.

Fire safety lessons can be taught as part of SPHE. Junior and Senior Infant teachers may wish to do a practice with their class at the beginning of September so that the children know what to expect and so that they know what to do and where to go.

Clubs and renters should also perform fire drills as specified below.

Fire assembly points

Our fire assembly points are deliberately far away from the building so as not to impede the access for the fire brigade and also to provide possible escape routes if necessary. For the academic year 2021/2022 the Assembly Points are as follows

Assembly Point A	Assembly Point B	Assembly Point C	Assembly Point D
Senior Infants	5 th Class	2 nd Class	Seolta
6 th Class	1 st Class	4 th Class	David's Class
Happy Feet	Junior Infants	3 rd Class	



Evacuation procedures

Once the fire alarm is activated, all personnel must leave the building. The following are the evacuation procedures depending on the time of day.

During the school day (during class time)

On hearing the fire alarm, teachers are to ask the children to line up quietly and calmly without putting their coats on. Teachers should take the laminated class list at the door of the classroom to call the roll when they reach the correct assembly point. This list should accompany teachers any time they leave the classroom and should reflect who is in school that day and who is absent. It is the responsibility of teachers to ensure their classroom is empty. Teachers should ensure they check the toilets in the room. Teachers then lead their class out of the evacuation door indicated on the wall of their classroom and out/around the building to the fire safety assembly points at the front fence of the school. Please note: Each classroom has two fire safety routes mapped out. Teachers should select the most appropriate exit at the beginning of the year.

Teachers are not to delay or wait for another teacher to come out. Please double up and use both sides of the path and both sides of the corridor and stairs. One class on each side. Children must at all times walk in silence so that they can hear instructions from their teacher. Children should remain quiet for the duration of the evacuation.

Learning support teachers should lead their children with them out the evacuation door indicated on the map in their room, out/around the building and bring them directly to their class teacher at the correct assembly point. Learning Support teachers should then make themselves available to act as Fire Marshalls if necessary.

If children are on a message when an alarm sounds, they are to go to the nearest teacher. The nearest teacher will then accompany them out of the building to re-join their class outside at the correct assembly point. It is important that this safety point is communicated to all children as they are not to return to a possibly empty classroom. If during an evacuation, teachers see children on a message, they are to include those children with their class while evacuating the building.

During the school day (during yard time)

On hearing the fire alarm, yard duty teachers blow the whistle for the children to line up. Teachers leave the school building via their nearest fire exit and go to their line in yard. Teachers in the staff room should take any sick children out to their relevant line.

Teachers are not to delay or wait for another teacher to come out. As soon as a teacher reaches his/her line they lead their class to the front of the building. Please double up and use both sides of the path. One class keeping left, the other class keeping right. Children must at all times walk in silence so that they can hear instructions from their teacher.

From the Seolta yard, teachers lead their class out the back of the school, left, around the side of the building beside Seolta and on to their respective fire assembly point at the railings at the front of the building.



From the Junior Infant yard, teachers lead their class out the gate on the right, around to the right and around the side of the building to the fire assembly point on the front railing at the front of the building.

From the Basketball Court, teachers lead their classes out the yard gate and around the older part of the building, remembering to double up using both sides of the path.

Principal, visitors, secretary, caretaker and HSCL are to evacuate the building by the exit indicated on the map on the wall in the room that they are in and assemble at Zone C. Office staff are to take the visitors log book with them to ensure a roll is called of visitors currently in the building.

Any other staff in the building adhere to the procedure for during the school day.

After Hours (clubs, teachers working after hours, renters)

On hearing the fire alarm, club leaders or renters are to take their lists of club attendees with them and ask the people attending the club to line up quietly and calmly. Club leaders / renters are to check the toilets to ensure that they are vacant. Club leaders / renters then lead their group out of the evacuation door indicated on the wall of the room they are in and out/around the building to fire assembly point A at the front fence of the building.

Club leader/renters then contact the emergency contact number for the school that they were given as part of the club/rental agreement.

Do not re-enter the building until given the all clear by the fire brigade or the emergency contact person.

Club leaders and renters should perform a fire drill twice a year in the first week of rental (October for school clubs) and at regular 6 monthly periods.

It is important that club leaders and renters have the gate codes for the side of the building and emergency contact details with them at all times in case of a fire alarm sounding.

Sign-in sign-out sheets

To protect teachers who may be working alone in their classroom after hours, teachers should sign in and sign out of the building. This sheet would be used by the fire brigade in the case of a fire to ensure that no-one is trapped in the building.

Maintenance of updated records of people in the building

An important element of fire safety is knowing who is in the building during an event. To this end, three different types of groups need to be accounted for and any changes to personnel within these groups needs to be recorded. The three groups are individuals in the building during the working school day including visitors, afterschool clubs and renters.

Records of all three groups are held at reception.



The fire brigade folder beside the alarm panel contains the personnel from the after-schools club and the renters amongst other relevant information. The class lists folder is held separately on the wall, beside the main entrance.

Current lists of the children in each class

The folder containing the current list of children in each class and two pencils is held beside the main door at reception. Every time there is a change to a class (teacher or child) the updated class list is to be added to this folder. The Principal is the person responsible for this as it is the last line of defence for calling a roll of pupils in the event of teachers not having access to their own class list.

Current lists of after-school clubs, their leaders and children attending these clubs

For every change in personnel, either leader or children, in an after-schools club, an updated list must be emailed to the school by the person responsible for clubs, for insertion into the fire-brigade folder beside the fire alarm panel. A roll must be called at the beginning of every club and brought out with the club leader in the event of the fire alarm sounding. The club leader then calls the roll to verify that all children attending the club have evacuated the building. Club leaders must be familiar with and adhere to the evacuation procedure as outlined for during the school day. Club leaders should ensure that they perform a fire drill within the first two weeks of clubs starting to familiarise themselves with their exit routes and assembly points outside.

Current lists of renters with contact details.

For every change in renters an updated list must be emailed to the school by the person responsible for the renters, for insertion into the fire-brigade folder beside the fire alarm panel. The schools board of management must provide this fire safety document to each renter as part of the rental agreement and stipulate that a fire drill is performed by each group within the first two weeks of renting.

In the case of a small fire in a room or classroom

The first priority is to evacuate the children/ people in the room first and deal with the incident second. In the case of sparking electrics children are to be lead from the room to the corridor and asked to line up and if the incident is small the person trained to use the fire extinguisher can retrieve it from the corridor and use it on the fire. In the case of burning food, food blankets are provided in any food preparation area.

Note that there are two types of fire extinguisher in the school. The foam extinguishers are for paper, wood and textiles and the CO2 extinguishers are for electrical and oil fires.

Evacuate the building as normal after using a fire extinguisher.

Remember at all times not to jeopardise your own safety. If at all in doubt, leave the incident and evacuate the building.



Fire extinguishers and fire blankets

It is the responsibility of the board of management of the school to ensure that the fire extinguishers are regularly checked and maintained at least once a year. This should be done every September at the start of a new academic year. This could ideally be put as a recurring agenda item for the board meeting closest to September.

It is the responsibility of the board of management to ensure that fire safety building regulations are adhered to as set out in the fire safety certificate for the building.

Finally, it is the responsibility of the board of management to ensure bi-annual fire safety training is given to staff to include use of the various fire extinguishers/ blankets in the building.

Conclusion and review

The likelihood of a fire in school is extremely slim, however the school approaches fire safety from a lifelong education stance and in the unlikely event that it may occur we would like our school community to be prepared.

This document is due for review by the board of management of the school in September 2022.

Ratified by the Board of management of Skerries Educate Together NS

Signatures.....

Date:



Appendix 1 Record of fire drills

Fire drills should take place twice a year. Once in September and once in February. The timing of the full building evacuation is to be recorded with the drill along with suggestions and comments on compliance where necessary.

Date and time	Time taken for full evacuation	Comments



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