



Scoil Naomh Lorcán O'Tuathail

(St. Laurence O'Toole's National School)

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FIRE SAFETY POLICY

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Introduction

The Board of Management of St Laurence O'Toole's National School has devised a policy to ensure safety for all staff and pupils in the event of a fire or incident whereby it is necessary to evacuate the school building. This policy sets out the procedures which will be followed by all members of staff and pupils in the event of a fire or emergency incident. It sets out the procedures to be followed to conduct Fire Drills in the school in preparation for any future incidents.

Rationale

This policy aims to:

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire.
- Have in place appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act.
- Ensure a safe school environment for all.

School Ethos

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

Fire Safety Equipment

Defined as: All fixtures and fittings such as fire doors, staircases, corridors, fire detection and alarm systems, fire-fighting equipment, notices and emergency lighting.

Fire extinguishers and fire blankets are checked on a yearly basis by a Fire Company. (Healy Fire Maintenance)

Emergency Lighting, smoke detectors and a fire alarm have regular test & servicing.

(Fire Technology Ireland Ltd.)

Competent persons will carry out periodic servicing and any necessary repairs. A record of the work carried out on such equipment and systems will help to demonstrate compliance with the law.

EVACUATION PROCEDURES

Overview

In the event of a fire the following steps will be taken: *(Detailed evacuation procedures per role below)*

1. The fire alarm activates.
2. In all classrooms/resource areas the children all stand up, push their chairs back under their tables, and calmly walk to the door in single file. Students should not take bags or books with them.
3. Each teacher takes their class list of his/her own individual class.
4. All teachers must check the class toilets before close windows and door when vacating the room.
5. The fire assembly point is in the school yard. Each class has an allocated station.
6. Each class lines up in an orderly manner. Children must remain quiet.
7. Students attending SET will be accompanied by the SET team member to their class teacher at the assembly point. SET team member MUST inform the class teacher the student has returned.
8. Each teacher calls the roll for his/her own class on reaching the fire assembly point.
9. Each teacher will inform the Deputy Principal that all children are present/not present and accounted for.
10. Pupils return to the school premises only when the all clear has been given by a nominated person

Roles and Responsibilities

The Principal

Role & Responsibilities:

1. To develop Fire Safety Policy for St Laurence O Toole's NS.
2. To ensure all staff members are aware of the Fire Safety Policy
3. To ensure all Fire Safety systems and equipment have regular checks, periodic servicing and maintenance.
4. To ensure any defects should be put right as quickly as possible.
5. To ensure regular checks of escape routes are carried out.
6. To ensure that competent persons carry out servicing & maintenance on fire safety equipment.

On hearing the fire alarm the Principal must:

Go to the Fire Alarm Panel

If it is safe to do so investigate the issue causing the Fire Alarm.

If necessary Ring the Fire Service

Evacuate the building.
Inform the Fire Officer of electrical / Gas cut off valves, Hydrant points & Risers (dry).
When the Building is deemed safe – Instruct Staff to return to the building.

Health and Safety Representative

Role and Responsibilities:

To utilise outside agencies (local fire station/fire officer) for school visits, so as to enhance safety procedures.
Regular fire drills are carried out at least one per academic year, ideally one per academic term.

On hearing the Fire Alarm, the Health and Safety Representative:

If acting as SET team member or class teacher:

Instruct all students to

Stand, push in their chair and quietly evacuate the classroom via the nearest (designated) escape route.
Students are not permitted to take any personal belongings with them.

2: SET Team member/class teacher must ensure

Windows are closed
Close the classroom door on egress.

3. SET Team member/class teacher must evacuate with the students and accompany them to their class teacher in a quiet orderly manner. SET Team member MUST inform the class teacher of their students return.

At the assembly point the Health and Safety Representative will

Liaise with class teachers and the school secretary regarding class attendance lists.
If there is any concern over the location of an individual / student the Health and Safety Representative will inform the Principal

School Secretary

On hearing the fire alarm, the secretary must:

Take the absent list and Out Book and evacuate the office, closing the windows and door as they leave.
The secretary must check the student toilets in the Admin corridor.

The secretary must accompany any student in sick bay to their class teacher.
The Secretary MUST inform the class teacher of the “sick student” return.

Class Teachers

All teachers are responsible for the safety and well-being of the pupils in their care.

On Hearing the fire Alarm, Class teachers must:

1: Instruct all students to

Stand, push in their chair and quietly evacuate the classroom via the nearest (designated) escape doors.

Students are not permitted to take any personal belongings with them, **exception: any essential medical equipment** e.g. diabetic items

2: Class teachers must ensure:

Windows are closed

Toilets checked

They take their class list with them to the yard

And close the classroom door on egress.

3. Teachers must ensure their class assembles at their designated assembly point in a calm and quiet manner. Top yard classes; 5,8,9,10. Bottom yard; classes 1,2,3,4,6,7,11,12

4: Class teacher counts children, (calls roll) he /she must inform a designated person that all students are present (as per morning roll call)

5: If class teachers have children in their room from another class, they return the children to their class teacher on the yard. If the class teacher is absent they inform the Deputy Principal of the children in their care for the day.

6: Teachers will NOT re-enter the building unless they have been instructed to do so by the Principal.

7: Ensure students re-enter the building in a quite calm manner.

SET Teachers

All SET Team members are responsible for the safety and well-being of the pupils in their care.

On Hearing the fire Alarm, SET team member must

1: Instruct all students to

Stand, push in their chair and quietly evacuate the classroom via the nearest (designated) escape route.

Students are not permitted to take any personal belongings with them.

2: SET Team member must ensure

Windows are closed

Close the classroom door on egress.

3. SET Team member must evacuate with the students and accompany them to their class teacher in a quiet orderly manner. SET Team member **MUST** inform the class teacher of their students return.

4: SET Team member will assist a nominated class teacher with a previously identified student.

Special Needs Assistants (SNAs)

On hearing the Fire Alarm – All SNA's must

Assist their student to evacuate the classroom in a calm orderly fashion.

At the assembly point all SNA's / Classroom assistants must remain with their student.

Fire Alarm During Assembly

On Hearing the Fire Alarm

All Teachers:

Instruct their class to stand up quietly

Teachers begin to evacuate their classes from the back of the hall using Fire Exit A and F

SET assist with the Infant classes

Fire Alarm during Break Times

On hearing the Fire Alarm

In the building:

The secretary rings the external alarm

Instructs students in sick bay to go to their lines

Secretary / principal / deputy principal follow procedures set out in role (see above)

All Class teachers evacuate from the building

On Yard

All students get into their class lines
Class teachers collect their “lines” and proceed to the designated Assembly point.

Fire Alarm During Rainy Days

The Junior corridor – 2 teachers

On hearing the alarm

Each teacher instructs two classes to form a line quietly and begins evacuation procedures via door B – takes class lists, checks toilets and close classroom doors
If safe – Staff on lunch assist to evacuate Junior corridor
Staff and teachers on duty escort the students to their assembly line.
Staff await instructions from Principal as to when to return to their own classes.

Middle corridor – 1 teacher

Teacher instructs all classes to form a line quietly and begins evacuation procedures via Door D
Teacher takes class lists, checks toilets and closes doors of classrooms.
If safe – Staff on lunch assist to evacuate Middle corridor
Staff and teachers on duty escort the students to their assembly line.
Staff await instructions from Principal as to when to return to their own classes

Senior classroom top floor – 1 teacher

Teacher instructs all classes to form a line quietly and begins evacuation procedures via Door E
Teacher takes class lists, checks toilets and closes windows and doors of classrooms.
If safe – Staff on lunch assist to evacuate top corridor
Staff and teachers on duty escort the students to their assembly line.
Staff await instructions from Principal as to when to return to their own classes

Senior classrooms new wing – 1 teacher

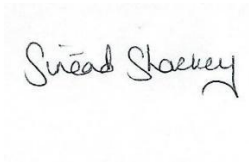
Teacher instructs all classes to form a line quietly and begins evacuation procedures via Door F
Teacher takes class lists, checks toilets and closes windows and doors of classrooms.
If safe – Staff on lunch assist to evacuate senior classrooms
Staff and teachers on duty escort the students to their assembly line.
Staff await instructions from Principal as to when to return to their own classes

Ratification and Review

This policy has been ratified by the Board of St. Laurence O'Toole's N.S. on 24th November 2020.

A handwritten signature in black ink, appearing to be 'Mark A.', written on a light-colored background.

Chairperson of the BoM

A handwritten signature in black ink, reading 'Sínead Sherry', written on a light-colored background.

Principal / Secretary to the BoM

Personal Emergency Evacuation Procedure (PEEP)

~ Max McDonald

<http://nda.ie/Publications/Education/Education-Publications-/Improving-the-Accessibility-of-School-Buildings-read-online/Contents-Improving-the-Accessibility-of-School-Buildings/Evacuation.html>

Staff and students with disabilities should be able to evacuate a building promptly in the case of an emergency. Ensuring safe evacuation in an emergency is a complex issue, requiring consideration of a broad range of factors.

These include:

- Balancing personal dignity and independence with safety and speed of evacuation
- The needs of students who require personal care - for example, someone could be toileting with a carer when the alarm is raised
- Training for staff and students in the use of emergency equipment, assistance techniques, and escape procedures
- Making staff and students aware of evacuation procedures, which should be practiced regularly throughout the school year.

Risk Assessment

Potential Hazard	Action to be taken	Person(s) responsible
MMcD in Classroom: bags and chairs blocking exit path	Remove obstructions as quickly as possible and exit building safely and promptly to join class.	SNA, Class Teacher
MMcD in Rifton Chair: uneven thresholds on fire exit doors	Front wheels be lifted over threshold, to enable MMcD to exit building safely and promptly to join class.	SNA, any staff member available
MMcD in a state of undress in the Disabled Toilet, in sling/ on changing table	Wrap child in a blanket (spare blanket stored in toilet) and carry him from the building to where his class are lining up (as per map on toilet wall)	SNAs involved in personal care needs of MMcD (x2)
MMcD in Sensory Room	MMcD to be brought from the building to where his class are lining up in yard	SNA, Class Teacher

MMcD attending time of Resource (outside of class)	SET Team Member to alert relevant staff and accompany Max to his class line.	SET Team, Vice-Principal, Class Teacher, SNA(s)
MMcD in the P.E. Hall (participating in Sports or P.E.)	MMcD to be removed from equipment and carried from the building to where his class are lining up in yard	SNA, Class Teacher/ Sports Coach
MMcD using <i>Stander/ Rambler/</i> mats for Yoga in P.E. Hall	MMcD to be removed from equipment and carried from the building to where his class are lining up in yard	SNA, Class Teacher/ Sports Coach/ Yoga Instructor
<i>MMcD using Potty Seat in Disabled Toilet</i>	<i>Wrap child in a blanket (on window in toilet) and carry him from the building to where his class are lining up</i>	<i>SNAs involved in toileting needs of MMcD (x2)</i>