

Pelletstown
Educate Together
National School



Pelletstown Educate Together National School

Fire Safety Policy

This policy was ratified by the Board of Management on: 5th October 2017
Review due: September 2018

Pelletstown Educate Together National School

Ashtown Road, Rathborne, Dublin 15 D15 W571

Roll No: 20392i

Fire Safety Policy 2017

Introduction and Rationale

This policy was formulated in order to set out the fire safety procedures that are in place in Pelletstown Educate Together National School. It was drawn up in consultation with staff and Board of Management and highlights the roles and responsibilities in relation to fire safety, as well as the safety measures that are in place in the school. This policy also links to the Health and Safety statement of the school.

The Board of Management has commissioned an independent fire risk assessment to guide this policy. John Chaney (Total Fire Protection) advised the school on fire safety matters on January 25th 2016 and provided further training to staff on the use of the fire extinguishers on April 8th 2016.

While First Class are temporarily located in Broombridge Educate Together National School, they will follow the fire evacuation procedures in place in that building. Caitriona will act as fire marshal for that campus and in her absence, Aoife will assume this role.

Fire safety measures

The Board of Management of Pelletstown Educate Together National School recognises the importance of fire safety and of drawing the attention of all members of the school community to this.

It is the policy of the Board of Management that:

1. An adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, clearly visible and regularly serviced by authorised and qualified persons.
2. Each fire extinguisher shall have instructions for its use.
3. The Deputy Principal (Siobhán Maguire) shall be responsible for fire drills and evacuation procedures.
4. The Principal will ensure that a fire drill takes place at least once a term.
5. Fire alarm activators shall be clearly marked.
6. Fire exits will be clearly labelled so that all employees, pupils and visitors are aware of their location.
7. All doors, corridors, and entries shall be kept clear of obstruction and can be opened at all times from within the building.
8. Each teacher must ensure that the exit route through the classroom door is kept clear at all times.
9. Assembly points outside the school will be designated at specific locations.
10. Exit signs shall be clearly marked.
11. All electrical equipment that poses a risk of fire shall be left unplugged when unattended for lengthy periods. Responsibility for this rests with each teacher in the case of their classroom,

the secretary in the case of the office; the Principal in the case of the Principal's office; and all employees in the case of the Staff Room.

12. Storage areas will be maintained in a tidy and safe condition
13. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.
14. 'Be Safe' lessons will be taught at each class level as part of the SPHE programme.

Fire evacuation procedures

The Board of Management of Pelletstown Educate Together National School has set out the following procedures in relation to fire evacuation. All children will be talked and walked through the fire evacuation procedures proceeding the first fire drill of the school year. This will take place so that all personnel (adults and children) respond in a calm, safe and responsible manner (walking only) when the fire alarm is activated. All personnel (adults and children) evacuate the building and proceed to the designated Fire Assembly Area in the school yard. the following sets out the exit doors for each area of the school:

Secretary's Office: Exit through front door of school.

Principal's Office: Exit through front door of school.

Staffroom (including staff toilet): Exit through front door of school.

Comms Room: Exit through the front door of the school.

Cleaner's Store Room: Exit through fire escape door in Classroom 4.

Classroom 1: Exit through fire escape door in classroom.

Classroom 2: Exit through front door of school.

Classroom 3: Exit through fire escape door in classroom.

Classroom 4: Exit through fire escape door in classroom.

SEN Room 1: Exit through fire escape in SEN corridor.

SEN Room 2: Exit through fire escape in SEN corridor.

Wheelchair Toilet: Exit through front door of the school.

The designated Fire Assembly Area for all is the Fire Assembly Point in the school yard.
(The numbers on the railings at the fire assembly point relate to the classrooms numbers and indicate where pupils from each class should line up)

When the Fire Alarm Activates/Fire drill is announced:

1. The teachers should take the Fire Drill Class Checklist from the wall, having called it that morning.
2. The children should stand up silently and wait for further instructions from the teacher.
3. The teachers should lead the children, in an orderly and quiet fashion, to the designated Fire Assembly Area. No time should be spent putting on coats or taking possessions etc.
4. Children will be told that if they are not in the classroom when the fire alarm rings that they should proceed immediately, in a safe and calm manner to the designated Fire Assembly Area.
5. Children will line up silently in the Fire Assembly Area and listen while their teacher calls the roll.
6. The designated adult (Maevé) will check the toilets to ensure that they are empty.
7. The designated adult (Maevé) will close all doors in the school.
8. The designated adult (Maevé) will check the sign-in book and bring it to the Fire Assembly Area to ensure all personnel are accounted for.
9. The designated adult (Maevé) will bring the attendance notebooks from the office to the Fire Assembly Area to give to class teachers to take the roll, in the event that they evacuated the school building from an area other than their classroom.
10. The designated adult (Maevé) will communicate with all personnel to give the ALL CLEAR signal in the event of a fire drill.
11. The Fire Brigade will be called by the Principal teacher or other available designated personnel in the event of the fire alarm activating.

In the case of Fire Alarm Activation: A Fire Brigade Officer will inform Principal Teacher/Other designated staff member when re-entry to the school building is permitted.

In the case of Fire Drill: All staff/adults and pupils will stay outside the building until the Fire Alarm stops or until they are instructed by the Principal Teacher/Other designated staff member to re-enter the building.

Review Process

A formal annual review of the Fire Safety Policy will be conducted every September. The policy will be reviewed and reflected upon after each fire drill/fire alarm activation, or any other deemed necessary.

Date of ratification by Board of Management

5th October 2017

Date of submission of fire safety review to Educate Together

6th October 2017

Signature of Chairperson: Eric Young

Signature of Principal: Caitríona Ní Cheallaigh