

Bohermore National School

Fire Policy

Bohermore National School is a primary school under the Patronage of the Arch Diocese of Cashel & Emly.

Bohermore National School operates within the regulations laid down by the Department of Education and Skills (DES) and follows the Primary School Curriculum (DES, 1999) which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

The Principal and the Board of Management fully subscribe to the principles of partnership, accountability, inclusion, respect for diversity, parental choice and equality, in developing and implementing all school policies.

1. Introduction

Fire safety refers to the set of practices intended to reduce the destruction caused by fire. Fire safety measures include actions which are (i) intended to prevent ignition of an uncontrolled fire, and (ii) that are used to limit the development and effects of a fire after it starts.

The Fire Safety Policy for Bohermore National School was developed following a collaborative consultation process with staff, engagement with members of the school's Board of Management, and a thorough review of the national fire safety legislation, guidelines and protocols including:

- Safety, Health and Welfare at Work Acts (2005, 2010)
 - Safety, Health and Welfare at Work (General Application) Regulations (2007)
 - Guidelines on Managing Safety, Health and Welfare in Primary Schools (HSA and DES, 2013)
- This policy was prepared in accordance with the school's key Child Protection Policies:
- Bohermore National School Child Safeguarding Statement and
 - Bohermore National School Child Safeguarding Assessment of Risk of Harm to the Child.

2. Aims

This policy aims to •

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire.
- Identify and implement appropriate safety procedures which comply with the Health, Safety and Welfare at Work Acts (2005, 2010)
- Ensure a safe school environment for all.

3. School Ethos

Bohermore National 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 these ideals. Bohermore National School, Bohermore, Ballysimon, Co. Limerick, V94 EF60. Telephone: 051-351020. Email: bohermorens.ballysimon@gmail.com

4. Objectives

The objectives of this Fire Safety Policy for Bohermore National School are:

- To identify and utilise outside agencies (local fire station, fire officer) for training and staff development to enhance safety procedures at the school.
- To develop a tried and trusted Fire Safety Framework which will ensure the safety of all school personnel in the event of a fire.

5. Internal Procedures:

- Monitoring and Review Fire Safety Monitoring Fire safety measures and equipment at Bohermore National School will be kept in effective working order. This includes all fixtures and fittings such as fire doors, staircases, corridors, fire detection and alarm systems, fire-fighting equipment, notices and emergency lighting.
- Regular checks, periodic servicing and maintenance will be carried out. Any defects will be put right as quickly as possible.
- Bohermore National School will ensure the reliability and safe operation of fire-fighting equipment and installed systems such as fire alarms and emergency lighting. A competent person 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 the school's compliance with the law.

The following Emergency Escape and Fire Fighting Checklist will be used for routine checks and reporting on Fire Safety:

1. Are the extinguishers suitable for the purpose and of sufficient capacity?
2. Are there sufficient extinguishers sited throughout the workplace?
3. Are the right types of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?
4. Are signboards or a safety colour (or both) used to mark permanently the location and identification of fire-fighting equipment?
5. Have the people likely to use the fire extinguishers been given adequate instruction and training?
6. Is the use of fire-fighting equipment included in the emergency plan?
7. Are all fire doors and escape routes and associated lighting and signs regularly checked?
8. Is all fire-fighting equipment regularly checked?
9. Is all other equipment provided to help means of escape arrangements in the building regularly checked?
10. Are there instructions for relevant employees about testing of equipment?
11. Are those who test and maintain the equipment properly trained to do so?

Fire Drill and Evacuation In the event of a fire at Bohermore National School, the following steps will be followed:

1. The fire alarm activates. The Principal calls the Fire Brigade using the school phone or mobile.
2. In all (class)rooms, children, adults and any visitors to the school stand up, push their chairs back under their tables and calmly walk to the door in single file. Children and adults do not pause to take bags or books with them.
3. Each teacher takes their class list of his/her own individual class with them.
4. Each teacher closes the classroom door when leaving the room.
5. All teachers check the class toilets before vacating the room.
6. The fire assembly point is located next to the school gate opposite the main school door. Each class exits from the building using different doors. Junior Room via main front door, walks across the yard and assembles at the meeting point. Senior room exits via emergency door at the top of the class room, Learning Support Room exits via learning support emergency door and Kathleen exits via door opposite the office. These three groups walk around the school at the side near the preschool and assemble by the fence beside the gate. Special Class exiting via door to courtyard from the classroom, walk by the side of the handball alley and assemble by the front wall. All classes meet at the wall. Wall will be marked for each class specifically.
7. Pupils who are attending the SET teacher at the time of a fire drill are accompanied by the SET teacher to the assembly area outside and join their class.
Zone A = Special Class; Zone B= Junior Room; Zone C= Learning Support Teacher, Kathleen & Senior Room
8. Each class lines up in an orderly manner.
9. Each teacher calls the roll for his/her own class on reaching the fire assembly point.
10. The principal & deputy principal monitor the evacuation for (i) adherence to this set of procedures (ii) evidence of efficiency and safety for all actions outlined (iii) total time taken to evacuate the building.
11. Pupils return to the school premises when the all-clear has been given by the Principal.
12. The Fire Drill is carried out once per term.

Roles and Responsibilities

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

The Principal and Deputy Principal together have overall responsibility for ensuring proper Fire Safety procedures are in place. The Health and Safety Officer at Bohermore National School is the principal and is responsible for ensuring fire safety checks and routine maintenance work are completed at Bohermore National School.

The Board of Management will consult with staff to put in place and maintain measures to promote Fire Safety at the school and monitor the effectiveness of those measures. For example, any defects in the alarm system arising from a routine check will be prioritised by the Board of Management for repair or replacement in line with Guidelines on Managing Safety, Health and Welfare in Primary Schools (HSA and DES, 2013, p. 20 and p. 31).

6. Fire Safety Policy: Monitoring and Reviewing

a. Success Criteria

Practical indicators of the success of this policy will be evident in termly reports on Fire Safety at Bohermore National School by the school's Health and Safety Officer which show full compliance with this Fire Safety Policy to ensure the safety of all adults and children at Bohermore National School. For example, the termly reports will note that fire drill procedures achieved a coordinated and orderly evacuation in the shortest time possible.

b. Implementation and Timetable for Review

Following approval by the Board of Management, this policy will apply with immediate effect at Bohermore National School. This policy and related policies will be reviewed annually (or in line with a change in Department legislation) and amended if/as necessary.

c. Ratification and Communication

Following feedback from members of the Bohermore National School Board of Management, this Fire Safety Policy will be finalised and posted on the school's website. Hardcopies of the policy are available to parents on request.

This policy was adopted by the Board of Management of Bohermore National School on

December 3rd 2020

This policy was ratified on : December 7th 2020.
(signature & date) Rev. James Walker,
Chairperson.