



Fire Safety Policy

Review Date: October 2025

Ratified by Governors: November 2025

Next Review: November 2029

Mission Statement

Loughries Integrated Primary School fosters a nurturing environment which encourages, supports, develops and challenges each child to reach their full potential. We endeavour to equip our pupils with the skills and qualities needed to work together for a shared future.

Introduction:

Loughries Integrated Primary School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

LEGAL REQUIREMENTS

Northern Ireland Fire & Rescue Service (NIFRS) is the enforcing authority for fire safety duties as detailed by The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010.

POLICY OBJECTIVES

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- To minimise the risk of fire and to limit fire spread;
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

RESPONSIBILITIES

The school has delegated day to day responsibility for managing fire safety to the Principal and the Building Supervisor. The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

Governors

- Ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.

Principal

- The Principal has the ultimate responsibility for the implementation and management of this policy.
- The Principal is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy.
- The Principal is responsible for ensuring that the Emergency Evacuation Plan is displayed in every room.

- Following the Education Authority Fire Risk Assessment. It is the responsibility of the Principal to ensure that all issues raised in the risk assessment are communicated to the Governors so that identified faults can be reported to the Education Authority maintenance department and rectified.

- The Principal is responsible for ensuring that appropriate instruction and training is given for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.

- The Principal is responsible for ensuring that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures.

- The Principal is responsible for the monitoring and reviewing this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Building Supervisor

- The Building Supervisor is responsible for testing the fire alarm system every Monday afternoon and logging the findings. A different call point will be used on each occasion.

- The Building Supervisor is responsible for the emergency lighting check monthly and any maintenance issue is communicated with the Education Authority maintenance department.

The Building Supervisor is responsible for checking all of the fire doors and logging findings monthly and any maintenance issue to be communicated with the Education Authority maintenance department.

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

- The Building Supervisor should also check that all fire extinguishers are in their proper position by the signage and have not been used or tampered with.

- The Building Supervisor will ensure at the end of each school day that all computers in the Computer Suite are switched 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 binned and that the two large green bins are secured outside.

- The Building Supervisor will ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting.

Staff

- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.
- Staff should ensure that fire extinguishers are not removed from their positions.

Education Authority

The Education Authority is responsible for the Fire Risk Assessment taking place in Loughries Integrated Primary School.

The Fire Risk Assessment should be available for inspection during the Fire Audit carried out by the FRSNI or EA.

The Education Authority is responsible for ensuring that an annual survey is carried out of firefighting equipment and signage.

The school fire detection and alarm system are maintained and checked annually. The Education Authority is responsible for contracting this to a suitable qualified person. The contractor should phone the school to arrange an appropriate day and time.

The school emergency lighting is checked annually. The Education Authority is responsible for contracting this to a suitable qualified person. The contractor should phone the school to arrange an appropriate day and time.

Firefighting equipment is checked and extinguishers are replenished or replaced annually. The Education Authority is responsible for contracting this to a suitable qualified person. The contractor should phone the school to arrange an appropriate day and time.

A Fire Logbook which contains records of fire safety issues is maintained by the Principal and the Building Supervisor and is located in the secretary's office. These issues include:

- fire drills (Principal)
- the storing of hazardous materials (Building Supervisor)
- the inspection and testing of fire detection and alarm systems (EA contractor)
- the inspection of the emergency lighting system (Building Supervisor)

- the inspection of firefighting equipment (Building Supervisor)
- staff training records (Principal)

FIRE SAFETY TRAINING

- All staff receive appropriate instruction and training on the action to be taken to protect people and property including regular fire evacuation practices for all the school. <https://www.eani.org.uk/basic-fire-safety-awareness-training>
- The Principal and Building Supervisor receive more detailed Fire Warden training annually by the Education Authority.
- Pupils are given instruction by their class teacher during the first week of the Autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff at the next Staff Meeting and conclusions and remedial actions are recorded and implemented.

EVACUATION PROCEDURES

The Emergency Evacuation Plan which is to be followed in the event of a fire alarm is annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call.

Appendix 1



Emergency Evacuation Plan

Emergency Evacuation Plan For: Loughries Integrated Primary School
Premises address and contact number: 2 Ballyblack Road Newtownards County Down BT23 8SR 028 91817528
Plan date: 17/10/25
Review date: 17/10/28

Sound of the Alarm
The sound of the alarm will be: A continuously ringing bell. A shouted warning.

Raising the Alarm
In the event of a fire: If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: Activation of the nearest call point or commencing manual school bell. If fire is detected by automatic detectors, this will activate the fire alarm.

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Emergency Evacuation Controller -The Principal will take charge of the fire evacuation.
- Mrs Irvine will dial 999 to request attendance by the Fire Service and must provide their name, name of building, building address (as detailed above), contact number and details of fire.
- Mrs Irvine will pick up Staff/Visitors signing in book.
- Staff will commence evacuation of the building with their register board via the nearest emergency exit – ensuring windows and the classroom door is closed and ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating. If P1/2 are leaving the building via their fire exit door then they wait until P3/4 have left their classroom through the emergency exit and follow on behind.
- Separate ‘Personal Emergency Evacuation Plans (PEEPs)’ are in place for staff, pupils and visitors with additional needs.
- Mrs Rea to sweep building if safe to do so to ensure all areas are clear and where possible all doors are closed on the way out.
- If safe to do so, electrical mains should be switched off before leaving the building. The location of this is in the electrical cupboard.
- Teaching Staff to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

- Meet at assembly point and Teachers to check pupils are accounted for and report to The Principal. The Principal to ensure all staff and visitors are accounted for.
- The Principal to liaise with Fire Service upon their arrival.

Escape Routes

The escape routes from the building are:

1. Front door
2. Back door
3. P1/2 Emergency Exit door
4. P3/4 Emergency Exit door
5. P5/6 Emergency Exit door

Fire Assembly Point

The assembly point is in the Key Stage 2 Playground.

Each class with class teacher and classroom assistants to line up behind the red dot.

All other adults to stand beside the Fire Assembly Point sign.

Fighting Fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small.

Personal safety always takes a priority and, if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

- Mains water inlet: Boiler House
- Mains Fuse Box: Electricity Cupboard
- Location of fire alarm panel: On wall between Secretary's Office and Principal's Office.

Equipment needed to affect the emergency plan

Mobile phone, hi-visibility tabards.

Variations to plan

Lone working:

Always carry a mobile phone.

School opened in the evening: Staff Member to be onsite.

Back up arrangements

The school hand bell to be used in the event of fire alarm failure.

Mrs Rea to take on the role of Emergency Evacuation Controller if the Principal is off site.

Responsibilities

For ensuring plan is up to date

Principal

For ensuring adequate staff are on duty to carry out the evacuation plan

Principal

For training staff on the evacuation plan and in their roles and responsibilities	Principal
---	-----------