

Fire Safety Policy

Health and safety is held in the highest regard at Knockbreda Nursery School and in the event of a fire emergency, the following measures should be followed:

- In the event of a fire staff should not attempt to put out the fire.
- All members of staff are aware of the location of fire exits, escape routes and the evacuation meeting point.
- The safety of the children is the priority; staff and children should vacate the school via the nearest fire exit door.
- A fire drill will take place termly; to ensure that systems for evacuation can be rehearsed, monitored and evaluated.
- The importance of fire safety is shared with the children through class teaching, a visit from the fire service and awareness of their role as 'fire deputies'.
- The fire alarms will be tested regularly by the school Building Supervisor. The alarms are tested from a different point each time to ensure that each break point is working satisfactorily. A recognised firm will test the fire alarms yearly and the record book will be completed.
- Fire extinguishers are tested by a properly authorised firm once a year and all fire exits will be kept in good order and free from obstruction.
- Notices explaining the fire procedures are located across the school.
- All members of staff are aware of the location of fire exits and visitors to school are also made aware of the fire exits and the school's evacuation meeting point.

In the event of a fire, all individuals act as Fire Wardens/ Marshalls and are responsible for the safe evacuation of pupils, staff and visitors from the school. This role includes:

- Evacuation of pupils of all abilities
- Planning and ensuring a fire free environment
- In the event of fire, leading pupils and visitors to safety.
- Reporting any failings or defects which could cause harm-make a member of staff aware of the issues.
- Ensuring that the learning area is kept safe and all fire safety devices (extinguishers and blankets) are unobstructed.

Please note:

- Fire Doors should not be wedged open
- Escape routes should not be obstructed
- Fire extinguishers should not be misused

- Staff must ensure pupils are evacuated safely (as soon as the fire alarm sounds) and doors/ windows should be closed on exit.
- Staff should always ensure that registers are correct and that they know where all pupils are at any point in the school day. In the event of a fire, Fire Services will ask staff to account for all pupils/ visitors to the school.
- Staff should exit via the nearest Fire Exit door- these are indicated in green above the exit door. At all times, staff should be aware of the location of the nearest Fire Exit.

Procedure to be followed in the event of a fire

1. On hearing the fire alarm, the children in each room will be collected together by staff and taken out of the nearest fire exit to the assembly point, which is located at the Lower playing fields between Knockbreda Nursery School and Knockbreda Primary School.
2. Each Class Teacher will collect the register before going outside (unless they have already been sent to the school office in which case the Clerical Officer will collect them). Once outside, the children will line up and the register will be taken. The Clerical Officer (or in her absence, the Principal) will collect the signing in book for visitors, the Fire Register and the class registers if they have already been sent to the school office for collation.
3. The Clerical Officer (or in her absence, the Principal) will call the emergency services (999), using a mobile phone, once the building has been evacuated. If the Clerical Officer does not have a mobile phone, a member of staff will be dispatched to Knockbreda Primary School to use their phone.
4. Only the Principal (or in her absence the member of staff in charge) can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
5. Where it is not possible to return to the building the children will be taken to Knockbreda Primary School to be kept warm and dry and to await collection by their parents.
6. The Principal (or in her absence the member of staff in charge) will inform the authorised collectors that the children can be collected from Knockbreda Primary School.
7. The Principal will contact the appropriate Education Authority Officer informing them of the situation.

Monitoring and evaluation

This policy should be read in conjunction with the school's Emergency Management Plan and Health and Safety policy. This policy will be reviewed and monitored in line with the school's policy review schedule.