

Glasnevin ETNS
Griffith Avenue
Glasnevin
D11 A2YT
Ph: 01-8572086
scoilgetns@gmail.com
www.get.ie
Roll No: 20168D



FIRE SAFETY POLICY & PROCEDURES

Introduction

This document has been prepared to outline the fire safety policies and procedures to be followed by members of staff in the event of a fire at Glasnevin Educate Together National School.

Policy Purpose

The purpose of this policy is to provide direction to all staff and set out the safety structures and processes, specific to, to:

- Minimise the risk of fire occurring,
- Prevent the spread of fire,
- To appropriately respond to a fire alarm activation,
- To understand the roles and responsibilities of all staff members, and
- To familiarise oneself with the Evacuation procedures.

Policy Scope

This Fire Policy and Procedures document applies to all employees, temporary staff, visiting workforce, e.g., contract cleaners/contractors who work in or visit Glasnevin ETNS. All persons while in the building or on property grounds are required to:

- Take reasonable care for their own health and safety and that of all other persons who may be affected by their acts or omissions.
- Cooperate with management and staff in ensuring all statutory fire safety and other requirements related to fire safety are always complied with.
- Observe the provisions of the Fire Safety policy and other policies related to fire and health and safety.
- Adhere to the roles and responsibilities set out in this document and under the Safety, Health and Welfare at Work Act, 2005.
- Not intentionally interfere with or misuse equipment or materials provided for fire safety (including fire doors, fire extinguishers and fire detection and alarm systems).

Stakeholder Needs

Children's needs

Children need:

- The adults who are responsible for their safety to be appropriately prepared for dealing with the risk of fire.
- The adults to be clear on all aspects of fire safety, the school's approach to fire safety and their responsibilities for ensuring the children's safety.

Parents'/Families' needs

Parents/guardians need:

- To be clear on what the school does to prevent fire, to ensure that any fire would be quickly detected and to ensure that their child will be prepared for an emergency evacuation and will be safely evacuated from the building should an alarm sound or a fire occur.

Staff needs

All staff members need:

- To know clearly and precisely what is required of them in relation to their specific responsibilities to help prevent fire occurring, to ensure that any fire will be detected quickly, to prepare the children for emergency evacuation and to ensure that everyone is safely evacuated from the building should an alarm sound or a fire occur.

Management needs

Management needs to ensure that:

- All of the legislative and regulatory requirements relating to fire safety are adequately and appropriately met.
- All staff members are provided with clear and precise information on what their individual responsibilities are in relation to fire prevention.
- Any fire can be detected quickly, to prepare the children for any emergency evacuation and to safely evacuate everyone from the building should an alarm sound or a fire occur.
- A Fire Safety Manager / Team is nominated, appropriately trained and is clear on their role and responsibilities.

Implementation, Revision & Audit

This document should be disseminated appropriately and staff including temporary agency & contract staff will be supported with its implementation.

This document shall be reviewed every two years or whenever deemed necessary, e.g., after material alterations or a change of use of any part of the school building.

Reference

Statutory Obligations

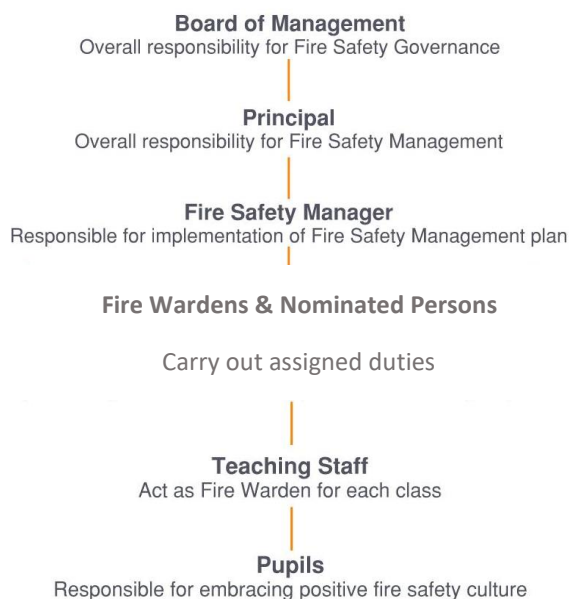
The Fire Safety Management Plan is set out as follows in order to ensure compliance with all Statutory Legislation and Regulations, including the following;

- *Fire Services Act, 1981 & 2003* – The primary piece of legislation within Irish jurisdiction that places the onus of responsibility for Fire Safety upon owners of premises, those who manage premises and the occupants of premises.
 - o *Section 18(2)* – *It shall be the duty of every person having control over premises to which this section applies to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.*
 - o *Section 18(3)* – *It shall be the duty of every person, being on premises to which this section applies, to conduct himself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his.*
- *Safety, Health and Welfare at Work Act, 2005* – This legislation safeguards the health and safety of employees in the workplace, by placing the onus of responsibility upon employers, managers and employees.
- *Safety, Health and Welfare at Work (General Application) Regulations, 2007* – These regulations describe the minimum requirements for health and safety for specific work activities, as set out in the *Safety, Health and Welfare at Work Act, 2005*. In particular, they make provisions for the following;
 - o Fire Safety & Emergency Escape Signage
 - o Emergency Exits & Escape Routes
 - o Fire-fighting & Fire Detection
- *Building Control Act, 1990 - 2014 (and the Building Regulations, 1997 – 2014)* – This suite of legislation regulates the design and construction of new buildings and the material alteration (or change of use) of existing buildings or their proposed extensions.

Fire Safety Management Structure

The following is the structure of the Fire Safety Management system at Glasnevin Educate Together National School.

FIRE SAFETY MANAGEMENT STRUCTURE



School Details

School Name:	Glasnevin Educate Together National School		
School Address:	Griffith Avenue, Dublin 11		
Eircode:	D11 A2YT		
Telephone Number:	01 857 2086		
Principal:	Róisín Conlan	Phone:	0861381823
Deputy Principal:	Sorcha Brennan	Phone:	''
Fire Safety Manager:	Lisa Madden	Phone:	''
Number of Pupils:	391		
Number of Staff:	40		
Fire Safety Training	Scheduled for 30 th August. 2023		

Fire Safety Management Team Duties

The following tables detail the specific fire safety duties that are allocated to staff & will be maintained and updated as appropriate.

Assigned Role:	Principal / Fire Warden
Staff Member:	Róisín Conlon
Post:	Principal
Assigned Role:	Building Sweeper – liaise with Lisa to ensure all persons are accounted for & meet fire service at building entry
Assigned Fire Duties:	<ul style="list-style-type: none"> o Overall responsibility for fire safety within the school. o Appoint & delegate duties to Fire Safety Manager. o Ensure all staff are provided with Fire Safety training at the appropriate levels and intervals. o Carry out sweep of upstairs classrooms.

Assigned Role:	Fire Safety Manager / Fire Warden
Staff Member:	Lisa Madden
Post:	Acting AP 1
Assigned Fire Duties:	<ul style="list-style-type: none"> o Perform tasks allocated to the role of Fire Safety Manager o Organise & manage fire drills o Responsible for implementation of Fire Safety Plan. o Fill in Weekly Fire Safety Checklist & carry out other checks as per requirements in Table 1. (below) o To ensure duties assigned to other persons are conducted in a consistent manner.

Assigned Role:	Fire Warden
Staff Name:	Nicky Callaghan
Post:	Secretary
Assigned Fire Duties:	<ul style="list-style-type: none"> o Check Fire Alarm Panel for location of fire. Investigate source of alarm. Call Fire Service if fire confirmed. o Carry out sweep of downstairs classrooms.

Assigned Role:	Fire Warden
Staff Name:	Sinead
Post:	ANA in ALC

Assigned Role	Assigned Person
Staff Name:	Class Teachers
Assigned Fire Duties:	<ul style="list-style-type: none"> o Evacuate all pupils quickly & efficiently o Check toilets in classroom before leaving room o Close external fire doors of classrooms on exiting o Bring Red & green card along with laminated class list to assigned evacuation point o Promptly take roll call at assembly point o Hold up green card as soon as all pupils are accounted for

Assigned Role	Assigned Person
Staff Name:	ANAs
Assigned Fire Duties:	<ul style="list-style-type: none"> o Support Teacher to evacuate pupils quickly & efficiently if in classroom o If in another area of the school with pupil(s), bring pupils directly to designated assembly point on hearing fire alarm

Assigned Role	Assigned Person
Staff Name:	AET Team
Assigned Fire Duties:	On hearing fire alarm escort the pupils in their care to the nearest fire exit directly to designated assembly point

Assigned Role:	Assigned Person
Staff Name:	Mick Morris
Post:	Caretaker
Assigned Fire Duties:	<p>After School Hours – before exiting premises, check:</p> <ul style="list-style-type: none"> o All heating devices, gas fittings and other heat producing appliances have been turned off and left safe o That there is no combustible material of any description near a possible source of ignition o That all cleaning materials are properly stored in a suitable store room with the door closed o That rubbish and combustible waste are not allowed to accumulate in the building

Assigned Role	Assigned Person
Staff Name:	Colm Campbell

Fire Prevention

All reasonable provision should be made to reduce the possibility of fires occurring due to accidental ignition. Control of combustible materials, achieved by attention to good housekeeping principles, can reduce the likelihood of fire.

Combustible materials are not just those generally regarded as highly combustible, but all materials that will readily catch fire.

Housekeeping & Storage

All staff have responsibility to ensure the safety of themselves and their colleagues from the risk of fire. Staff should ensure that rubbish and combustible waste are not allowed to accumulate in the building.

Storage & Use of Dangerous Substances

Certain substances and materials are by their nature, flammable, oxidizing or potentially explosive. All flammable liquids and gases should ideally be locked away, and segregated, if necessary, to reduce the chance of them being involved in a fire or used in deliberate ignition. All staff must be aware of the fire risk of dangerous substances present and the precautions necessary to avoid danger.

Post:	AP2
Assigned Fire Duties:	Fill in Daily Fire Safety Checklist in log (sample here) & liaise with Fire Safety manager re Weekly Fire Safety Checklist. Act as fire safety manager if Lisa is absent – (<i>check roll call/cards etc</i>)

The importance of General Fire Safety and good house keeping

- Keep corridors clear
- Do Not use equipment you may feel is unsafe
- Do not overload sockets
- Do not tamper with Electrical items
- Extinguishers are not door stops
- Fire doors should not be held open unless it is with a magnetic door release system connected to the alarm panel

Notice Boards

Notice boards can present a means for flame to spread and therefore the overuse of notice boards within escape routes, should be avoided.

Electrical Fire Safety

Electrical equipment should only be used for its intended purpose. All electrical equipment should be installed and maintained in a safe manner. If there is any doubt about the safety of electrical installations, consult an electrician.

Staff should exercise adequate care & caution when portable electrical equipment is used, including items brought into the premises by staff & ensure equipment is turned off after use (eg. laminators).

Particular Hazards in Escape Routes

If a fire were to occur in an escape route or spread to material in the escape route, this would be a particularly difficult and threatening situation preventing occupants from escaping. Corridors and stairways be always kept clear and hazard free.

Items that may be a source of fuel or ignition should not be located on any corridor or stairway that will be used as an escape route.

Such items include but are not limited to: chairs, tables, combustibles such as refuse and stationary supplies.

Arson

The possibility of deliberate fire raising should be considered as a component of the fire safety management policy. Appropriate housekeeping measures including the efficient and prompt removal of rubbish and security against un-authorized entry or access, can do much to alleviate this problem.

Decorations, Lights and Christmas Trees

Christmas lights and decorations can pose a significant risk of fire, often due to their construction and their general lack of maintenance. Electrical decorations must be tested by Maintenance before they are erected. Christmas trees are not permitted within protected corridor or stair enclosures. A Risk Assessment should be carried out to mitigate the risk of fire due to faulty Christmas decorations. Ensure decorations do not obstruct escape routes or fire doors or pose a risk to pupils or staff should they fall.

Maintenance of systems

Glasnevin ETNS is equipped with several essential fire safety systems such as fire detection, emergency escape lighting, and other systems relevant to the school based on building complexity and occupancy. An ongoing servicing and maintenance program is in place for all such systems to ensure they will function as required in the event of an emergency.

The table below details the systems in place in Glasnevin ETNS School and the intervals at which servicing, testing and maintenance must be carried out on each system, by a registered contractor, to achieve compliance with the relevant standards and code guidance.

System	Quarterly	6 Monthly	Annually	2 Yearly
Fire Detection & Alarm	✓		✓	
Emergency Escape Lighting	✓		✓	
Fire Extinguishers & Fire Blankets			✓	
Fire Hydrants		✓		
Emergency Voice Communication System		✓		
Gas Detection System			✓	
Fire Dampers			✓	
Fire Doors				✓
Localised Fire Suppression		✓	✓	

Additional weekly and monthly checks will be carried out by the Fire Safety Manager where appropriate for specific systems. All checks, servicing, testing, and maintenance inspections are recorded by the Fire Safety Manager in the Glasnevin ETNS Fire Safety Register.

Warning of Fire

Fire Detection & Alarm System

Glasnevin ETNS School is provided with a fire detection & alarm system that comprises smoke detection, heat detection and manual call points.

The fire detection & alarm system has been designed and installed by a competent, certified fire alarm contractor and a maintenance & testing regime as per the requirements of IS 3218 is in place.

Notification of Fire Service

In the event of a fire alarm activation, it is the responsibility of Nicky/Róisín to notify the Fire Service and request assistance. The assigned person should provide the following information:

1. Your Name: State your name & position
2. The Nature of Emergency: e.g., Fire in Glasnevin ETNS
3. Address & Eircode of the building: Glasnevin ETNS, Griffith Avenue, Glasnevin, Dublin 11, D11A2YT
4. Phone number if requested: (01) 857 2086

If asked to stay on the line, do so unless it is deemed unsafe at the time.

*Currently enquiring about connecting fire detection & alarm system to an external monitoring station that will be notified automatically on the activation of either a smoke / heat detector or a manual call point. (June 2023)

What to do in the event of a fire

Evacuation procedure

On Discovering a fire

If a fire is discovered within Glasnevin ETNS:

- Raise the alarm using the nearest manual call point (red) by breaking the glass. It is important that all staff are familiar with the location of these call points.
- Assessment of immediate area to ensure no one is injured in the room of fire origin.
- Close doors in the immediate area. This will help to reduce the spread of smoke and fumes throughout the building. Smoke and fumes:
 - Can be toxic and asphyxiating.
 - Can obscure vision, affect breathing, and produce mental and physical reactions.
 - Can cause great harm. Even those who are at some distance from the fire may be at risk. Containment is critical to the safe evacuation of the building.

On Activation of the Fire Alarm

In the event of an activation of the fire detection and alarm system, the following steps are to be taken: A full evacuation of the building commences immediately on the sounding of the alarm. *Note: The Fire Alarm Panel (FAP) is located in the foyer beside the main entrance*

1. The Assigned Person (*Nicky*) will check the fire alarm panel to identify the location of fire.
2. The Assigned Person (or a person instructed by them) will travel to the location of fire origin as indicated on the fire alarm panel to investigate.
3. Nicky/Róisín will immediately call the emergency services on '999' and provide the information as detailed in the Notification of Fire Service section above.
4. Any Staff members should only attempt to tackle a fire if:
 - a) they have received training in the use of firefighting equipment,
 - b) it is considered safe to do so, and
 - c) only after alarm is raised & the order to evacuate the building has been issued.
5. Fire Wardens and staff should commence the evacuation procedure.
6. Staff, pupils and visitors will evacuate the building via the nearest available emergency exit and from there proceed to the nearest Assembly Point. Staff

should familiarise themselves with the locations of all 'Final Exits' and 'Assembly Points'.

7. Any staff member who is actively engaged in teaching a class is to take responsibility for escorting the pupils in their care to the nearest final exit.
 - ✓ Each staff member escorting their class will have a laminated class list for their roll call & a green/red card to signify whether all pupils have been accounted for.
 - ✓ External classroom doors should be closed on exiting the building.
 - ✓ Teachers/allocated staff members will check bathrooms in classrooms before exiting & prop bathroom doors open with a chair to signify to the sweepers that bathrooms are empty.

DO NOT

- Stop to collect personal belongings
- Use lifts
- Return to the building until the all clear is given by the Fire Safety Manager or Fire

Should any person in this class require assistance in evacuating, the staff member is to alert a member of the Fire Warden Team (*Principal or Fire Safety Manager*).

Note: The locations of the Final Exits and Assembly Points are detailed in the Fire Escape Plan at the end of this document and also located throughout the school Building.

Escape Routes

Ground Floor:

Protected Routes

- Classroom Fire Exits: External classroom fire doors in all downstairs classrooms.
- Final Exit 1: Outward opening door at the bottom of the stairway (on the field side of the school) leading onto the basketball court.
- Final Exit 2: Outward opening door at the bottom of the south wing fire exit stairway leading on to the main yard/bicycle shed area.

Alternative Route (in case exits above are unsafe/hazardous)

- Final Exit 3: Outward opening double doors from main stairway beside lift leading to main yard.

1st Floor:

Protected Routes

- Storey Exit 1: Outward opening double door at end of corridor (on field side of school) from the **main** corridor into Stairway 1 and from there directly outside fire exit 1 at Ground Floor level.
- Storey Exit 2: Outward opening double doors from corridor into south wing fire exit stairs. Stairway 2 and from there directly outside fire exit 2 at Ground Floor level.

Alternative Route (in case exits above are unsafe/hazardous)

- Storey Exit 3: Outward opening double doors to main stairway next to lift leading to fire exit 3 on to main yard.

It is imperative that you remain calm should you find a route impassable and chose an alternative route which leads away from the fire.

Assembly Point Locations

Occupants evacuating from the Glasnevin ETNS are provided with the following Assembly Point Locations:

Assembly Point 1:

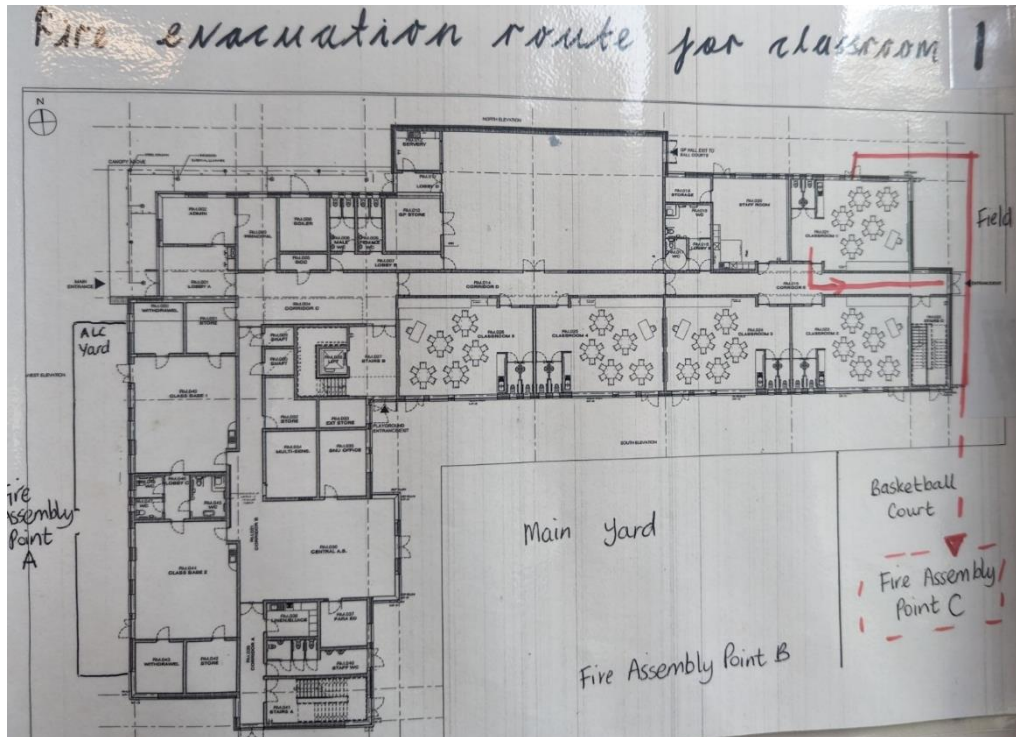
- Location: Main Yard
- Serving: Final Exits 2 & 3 & Downstairs classrooms 2, 3, 4, SET room 1 & 2 (ALC Blue & Green)
- Directions: Occupants exit the school building at Final Exit 2/3 or classrooms 2,3,4 & SET rooms 1 & 2 and proceed towards the designated assembly point

Assembly Point 2:

- Location: basketball court
- Serving: Storey Exits 1 & 2
- Directions: Occupants exit the school building at storey exit 1 & 2 (Classrooms 1 & 2 exit through external fire exit doors in classrooms) and proceed towards the designated Assembly point.

Fire Escape Plans

Fire Escape Plans are located throughout the school building. These plans provide indication of your current location (You are Here), escape routes, final exits and assembly points. See sample plan below:



Assisted

Evacuation Policy

Providing an accessible means of escape solution shall be an integral part of the Fire Safety Management Plan for the school. The Fire Safety Manager will consider the full range of people who may use this premises, both during and after school hours, paying particular attention to the needs of those with any additional needs and those who otherwise may require assistance in evacuation.

It is acknowledged that it is the responsibility of the Fire Safety Manager to ensure that provisions are made to allow for a safe evacuation of all persons who may enter the school building. The evacuation plan shall not rely on the assistance of the Fire Service.

Glasnevin ETNS will develop a GEEP (General Emergency Evacuation Policy) to account for visitors to the school who may require assistance in the event of a building evacuation. It is recommended that persons with a disability of any kind advise reception on arrival at the school. The GEEP will then be filled out for the individual and the Fire Safety Manager will be notified of the person's presence in the school and that a GEEP has been registered in the log book. See Glasnevin ETNS GEEP in Appendix A of this document – it is intended this section of the Fire Safety Policy is provided to any person who may need it as a standalone document.

Where a pupil or staff member has been identified as requiring assistance to evacuate the school building a PEEP (Personalised Emergency Evacuation Plan) will be prepared.

The Fire Safety Management team should consider the following for evacuation of persons requiring assistance:

- No individual should be seen as a H&S issue to be resolved;
- See the person, not the disability;
- Needs & preferences vary widely between individuals;
- The same courtesy should apply to each person
- The individual should be involved in the development & review of their PEEP;
- The individual should be kept fully informed throughout their evacuation;
- When determining what assistance might be required, Ask, don't Assume.

Visitors who may need assistance should contact Reception and discuss their needs, to establish which options are suitable for them and whether any additional provisions are required.

Use of mobile phones should not be discounted (Reception or the Fire Safety Manager should ask for phone numbers) but emergency evacuation arrangements must not rely on them.

Refuges/Places of Relative Safety

Safe Refuges are located within the landing of each protected stairway.

The Refuge contains an EVC (Emergency Voice Communication) system where occupants can alert reception of their presence, or that of someone requiring assistance to evacuate, within the stairway.

Evacuation Techniques

Special care will be needed in the evacuation of non-ambulant pupils or staff members and relevant staff will require training to allow them to assist as required in these difficult situations. Specialised equipment, such as evacuation chairs, may be employed to assist with the move. Staff and the Responsible Person must carry out an assessment to determine which equipment/evacuation method is most suitable in any given circumstance.

Note that these evacuation methods may carry some degree of risk both to the person and the handler. The Fire Safety Manager must assess the evacuation needs of pupils and staff who may require assistance in an evacuation, on an ongoing basis to enable the purchase and installation of equipment and the training of staff.

Fire Drills

Glasnevin ETNS will hold at least 1 Fire Drill per term.

Recording of Fire and Evacuation Drills

Evacuation drills should be conducted to familiarise staff in the procedures to be followed in the event of an emergency and to identify potential difficulties and needs whether in terms of procedure, technique, special equipment or escape routes.

Following any fire or evacuation in the building a record should be made in each classroom and in the relevant Fire Safety Register with the purpose of identifying problems or difficulties encountered, which should be reported to the Fire Safety Manager.

All staff are required to participate in fire drills & follow the required procedures & protocols.

Fire Safety Training

Fire Safety Training is an essential component of any successful Fire Safety Management plan.

To satisfy minimum fire safety obligations the School Principal & Fire Safety Manager must ensure that arrangements are made for all members of staff to attend Fire Safety Training. New staff should be provided with training as soon as possible following their commencement at their place of work. A tour of the work location should be provided, paying particular attention to fire alarm call points, fire exits and assembly points, etc.

Furthermore, the School Principal & Fire Safety Manager have a duty to ensure that all staff receive fire training updates on an annual basis or as required to accommodate changes in personnel.

A record of all training carried out will be maintained in the Fire Safety Register.

Wellness Plan (Fire)

Wellness plan in the event of a fire on school premises

What to do:

1. In the event of a fire anywhere on the premises:

To reduce stress and risk, in the event of a fire anywhere on the school grounds, leave school premises; all walk from designated assembly point (as per regular Fire Drill above), out school gate, turn left, and line up along grass verge, between Tolka and Ballygal crossroads.

How will I know when to leave school premises as part of a Fire Drill?:

2. Fire safety team will communicate to all to carry out Wellness Plan (Fire) immediately.
 - Fire Safety Manager will instruct all to carry out Wellness Plan immediately
 - Principal will message all staff on whole staff whatsapp group

Evacuation in the event of a fire in the forest, outdoor classroom, bike shed, log cabin

What to do:

1. In the event of a fire in the forest/ outdoor classroom/ bike shed/log cabin...

All exit building as per above usual Fire Drill, then:

All who exit via fire exit by basketball court, use pedestrian gate, take a left and assemble at grass verge between Tolka and Ballygal crossroads.

•

OR

All who exit via fire exit by yard/bike shed area, and all ALC pupils and staff use main car gate, take a left and assemble at grass verge between Tolka and Ballygal crossroads.

NB. any pupils & staff in any other part of school premises, make their way to main exit and walk to grass verge between Tolka and Ballygal crossroads.

How will I know when to leave school premises as part of a Fire Drill?:

2. Fire safety team will communicate to all to carry out Wellness Plan (Fire) immediately.
 - Principal/ Secretary over intercom
 - Fire Safety Manager/ principal message whole staff on whatsapp

Nb. Above to be communicated with all and worked on during school year 2023/2024

Ratification

This policy was ratified by the BoM on

14/06/2023



Chairperson to Board of Management



Secretary to Board of Management

APPENDICES

Appendix A – GEEP (Generic Emergency Evacuation Plan)

Sample [here](#) to be filled in for staff member or pupil when deemed necessary.

Purpose:

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors to the building with restricted mobility or those who may not be able to evacuate unaided to become familiar with the layout, evacuation procedures, available equipment, and communication devices.

If you feel that this document does not provide you with sufficient information or that you require further assistance, please contact Nicky at reception.

The Building:

GET National School comprises of 2 floors.

All floors are accessible by using the lift. Emergency access using this lift is not possible during an evacuation.

Safe refuge areas are available in all stair cores on all upper floors and provide an EVC System (Emergency Voice Communication System) which links directly to the reception.

Action required on hearing the fire alarm:

If able, you should leave the building immediately by the nearest fire exit (see attached Fire Escape Plan) and report to the assigned assembly point for the building.

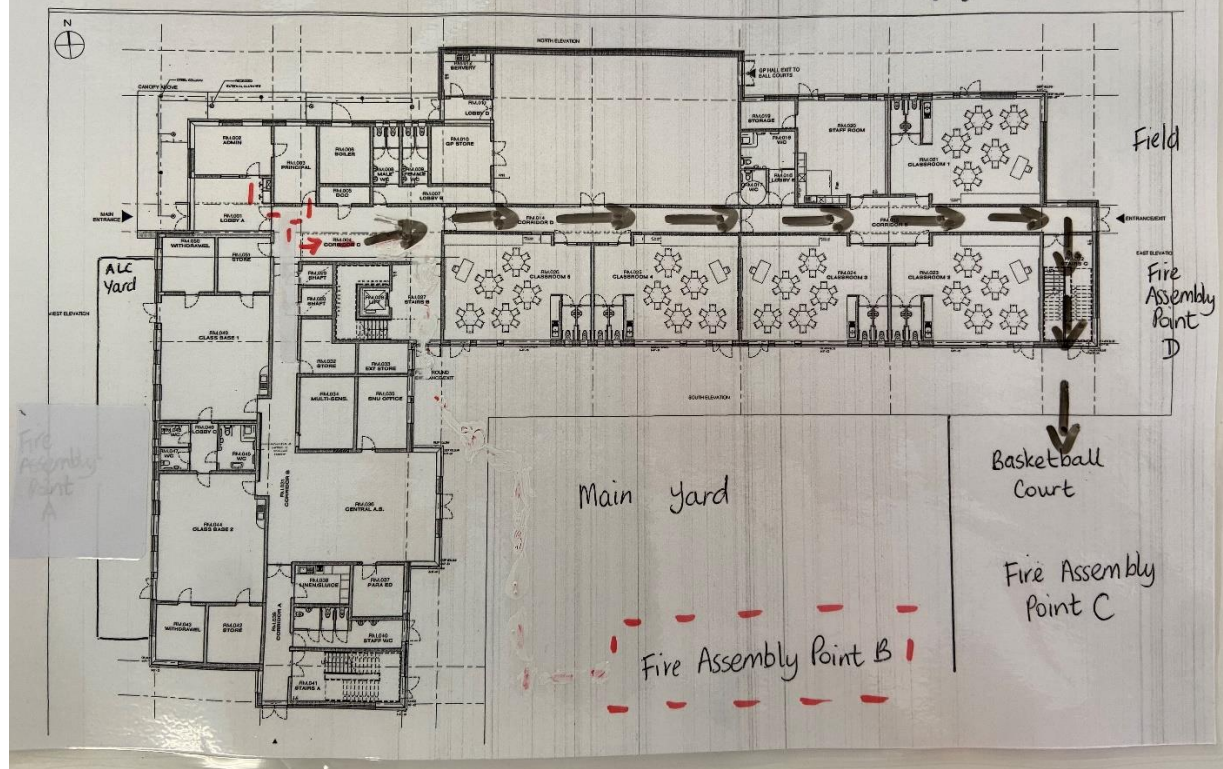
If you are unable to evacuate the building unaided, please proceed to one of the safe refuges located in each stair core (see attached Fire Escape Plan).

An EVC System (Emergency Voice Communication System) is available in each safe refuge. Use this to contact the reception and notify them of your location, details of which are printed on the front of the panel.

Fire Escape Plans

Fire Escape Plans are located throughout the school building. These plans provide indication of your current location (You are Here), escape routes, final exits, and assembly points. Please familiarise yourself with relevant escape routes, exit locations and evacuation equipment locations. See Fire Escape Plan on next page:

Evacuation route for admin offices



Glasnevin ETNS
 Griffith Avenue
 Glasnevin
 D11 A2YT
 Ph: 01-8572086
scoilgetns@gmail.com
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Fire Safety Checklist

No.	Description	Checked By
1	Does the school have an emergency plan?	✓
2	Has it been communicated to all parties and is it on display?	✓
3	Does it provide for those with disabilities and other special needs?	✓
4	Are fire assembly points identified?	✓
5	Are fire assembly points clearly marked?	✓
6	Are directional fire signs displayed in the school?	✓
7	Does the school have emergency lighting systems in place?	✓
8	Are fire exits kept clear?	✓
9	Does the school hold a minimum of one fire drill per term?	✓
10	Are these drills timed?	✓
11	Are outcomes of the fire drills recorded and actions taken where necessary?	✓
12	Is the emergency evacuation plan reviewed regularly?	✓
13	Is fire-fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) available?	✓
14	Are all fire installations and equipment inspected and serviced as per legal requirements?	✓
15	Have all staff received training in the use of fire-fighting equipment?	Will be organised for 2023/2024

► Fire Extinguisher – SAFETY CHECKS

Pressure Gauge:

- Good condition and undamaged
- Needle must be in 'green' area
If needle not in green area, remove extinguisher for servicing

General condition:

The following must be in good condition and undamaged

- Handle
- Hose
- Cylinder body
- Labels (dates and detail clearly visible)

Suitability:

Extinguisher must be suitable for:

- The size and type of the workplace
- The type of fire that could happen



Pull Pin:

Must be:

- In good condition and undamaged
- Securely fastened within handle
- Held in place by tamper seal

Maintenance:

Extinguishers must be:

- Serviced annually
- Marked with next due date OR maximum period of use (mm/yy). For example:

SERVICE RECORD

NEXT DUE DATE	RECHARGED	PRESSURE TESTED	INSPECTED BY

Access:

Extinguisher must be kept in a location that is:

- Easily accessible
- Kept clear
- Marked with the appropriate signs

Fire Extinguisher – SAFETY CHECKS



Have you selected the right types of fire extinguisher for your workplace?

Your fire extinguisher(s) must be appropriate for the type of fire likely to be encountered. The table below offers a general guide, but specialist advice may be necessary for particular situations.

Type of Fire	Suitable fire extinguisher
Fires involving solid materials such as wood, paper or textile	Water, foam, multi-purpose powder extinguishers
Fires involving flammable liquids	Foam
Electrical fires	Carbon dioxide
Fires involving gases	Dry powder (but seek specialist advice – in some instances it may be better to let the fire burn until the fuel supply can be cut off)

Have you provided enough fire extinguishers for your workplace?

The number of fire extinguishers provided should be based on the size of the workplace, the equipment and substances it contains, and the number of people present. For smaller premises having one or two portable extinguishers may be all that is required. In larger or more complex premises, a greater number of portable extinguishers sited throughout the premises are likely to be required (and other means of fighting fire may also need to be considered). If unsure, check with your local Fire Authority.

Are the fire extinguishers kept in the most suitable place?

Fire extinguishers should be placed where employees can easily access them, without exposing themselves to danger, and where it will give the best chance of putting out a fire in its early stages or to aid in escape from the fire. Fire extinguishers are generally placed on exit routes near the exit doors, although those provided for a specific hazard should be placed near that hazard.

Fire extinguishers should be permanently located in a fixed place – either wall-mounted or placed on a stand.

Are signs needed to mark the location of the fire extinguishers?

If the fire extinguisher is not in clear view then signs should be used to mark its location. The image opposite is normally accompanied by information on the content of the fire extinguisher and what type of fire it is suitable for.



Have the people likely to use the fire extinguishers been given adequate instruction and training?

People need to know what to do in the event of discovering a fire, how to raise the alarm, what to do when the alarm sounds and how to use a fire extinguisher. Fire drills should be held at least annually. Ask your fire safety engineer to demonstrate the use of a fire extinguisher (outside) whenever one of your extinguishers is due for a test discharge.

Maintenance and Inspection

Fire-fighting equipment must be inspected and maintained as often as necessary to keep it in good working order, and must be serviced annually by a competent person (usually a fire safety engineer).

Record Keeping

Keep a record of all equipment inspections / servicing, staff training and fire drills. A fire register is useful for this purpose.

What to expect when the fire safety engineer calls

Your fire safety engineer will visually inspect all fire-fighting equipment to make sure it is in good condition. They will also weigh each extinguisher, test the gauge and replace the seal where the hose joins the cylinder. Each extinguisher should be test discharged and refilled every 3 years.

Your fire safety engineer should give you a certificate of service for your equipment once the work is complete.