



# Derryoobet National School Safety Statement

School Year: 2024/2025

RN: 17547R

County: Galway

## 1. Statement of Policy

Derryoobet National School is committed to ensuring the safety, health, and welfare of all staff, pupils, and visitors to the school, as far as is reasonably practicable. This includes compliance with statutory obligations under the **Safety, Health, and Welfare at Work Act, 2005**.

### Policy Commitments:

1. Provide a safe and healthy environment for all staff, students, and visitors.
2. Identify and mitigate risks through regular risk assessments and prompt implementation of corrective actions.
3. Ensure that emergency procedures, including fire drills, are practiced and communicated effectively.
4. Promote consultation and cooperation between the Board of Management, staff, and the school community regarding health and safety matters.
5. Provide necessary safety training and resources to all staff.

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## 2. School Profile

- **School Size:**
  - 37 pupils
  - 2 mainstream teachers
  - 2 special education teachers
  - 1 full-time Special Needs Assistant
  - 1 teacher for principal release days
- **Facilities and Resources:**
  - Wheelchair-accessible entrance and toilets.
  - Visual and auditory fire safety systems installed.
  - Adequate signage for emergency exits and assembly points.
- **School Buildings and Use of Rooms (See Schedule of Accommodation):**

Room ID	Room Size (m <sup>2</sup> )	Use
1	84	Mainstream Classroom
2	77	Mainstream Classroom
3	120	Assembly Hall

<b>Room ID</b>	<b>Room Size (m<sup>2</sup>)</b>	<b>Use</b>
4	12	Toilets (off Classroom 1)
5	8	Toilets (off Classroom 2)
6	11	Principal's Office
7	4	Disabled/Staff Toilet
8	3	Cleaner's Store Room
9	3.7	Lobby
10	31.5	Kitchen/Staffroom
11	43	Resource/SET/Library

- **Planning for Special Needs:**
    - Wheelchair-accessible features, including ramps and spacious classrooms.
    - Fire alarms with auditory and visual signals.
  - **Regular Visitors to School:**
    - External tutors and educational service providers.
    - Contractors for maintenance and repair work.
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### **3. Roles and Responsibilities**

#### **Board of Management:**

- Oversee implementation and compliance with the safety statement.
- Review health and safety measures annually.

#### **Principal:**

- Ensure the safety statement is communicated to all staff.
- Conduct regular reviews of school activities and ensure compliance with safety procedures.

#### **Teachers and Staff:**

- Comply with safety procedures and policies.
- Participate in fire drills and emergency response training.
- Report any hazards or incidents immediately.

#### **Safety Representative:**

- Liaise between staff and the Board of Management regarding safety concerns.
  - Monitor the implementation of safety measures and risk assessments.
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## 4. Risk Assessment Procedures

### Key Risks Identified:

1. **Fire Hazards:** Regular inspections of fire equipment and evacuation drills.
2. **Slips, Trips, and Falls:** Maintenance of clean and obstruction-free hallways.
3. **First Aid:** Fully stocked first-aid kits in accessible locations.

### Mitigation Measures:

- Conduct bi-annual risk assessments for all school activities and areas.
  - Assign trained staff to oversee fire safety equipment and first aid.
  - Display safety signage throughout the school premises.
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## 5. Emergency Procedures

### Fire Safety Plan:

- Evacuation maps displayed in every classroom.
- Fire drills conducted twice per year.
- Fire assembly points clearly marked and communicated.
- Annual inspection of fire detection and fighting equipment.

### Critical Incidents Management:

- Detailed emergency response plan for incidents such as fire, flooding, or injury.
- Contact numbers for local emergency services (Fire Brigade, Gardaí, Ambulance) displayed in the staffroom.

### First Aid Procedures:

- Locations of first-aid kits: Principal's Office, Staffroom, Assembly Hall.
  - Trained First Aid Responders: [Names of trained staff].
  - Procedure for contacting parents/guardians in case of injury.
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## 6. Resources for Safety and Welfare

### Current Resources:

- Fire extinguishers and alarms.
- First-aid kits in key locations.
- Staff trained in CPR and emergency response.
- Maintenance and repair schedule for playground equipment and facilities.

### **Training:**

- Annual refresher courses in first aid and fire safety for staff.
  - Safety workshops for students (e.g., road safety, fire prevention).
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## **7. Communication and Consultation**

### **Information Sharing:**

- Safety statement made available to all staff and displayed in the staffroom.
- Regular updates during staff meetings.

### **Consultation Process:**

- Feedback invited from staff during safety reviews.
  - Suggestions for safety improvements encouraged from students and parents.
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## **8. Monitoring and Review**

### **Annual Review Process:**

- The safety statement is reviewed annually by the Board of Management.
- Fire drills, risk assessments, and accident reports are analyzed for improvements.

### **Ongoing Monitoring:**

- Monthly checks of safety equipment and school facilities.
  - Documentation of incidents and follow-up actions.
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## **9. Action Plan for 2024/25**

### **Priority Actions:**

1. Update fire safety maps to reflect current room usage.
2. Schedule additional first-aid training for staff by Term 2.
3. Implement a visitor log system to track external contractors and service providers.
4. Conduct an accessibility audit to ensure the school remains inclusive for all students and staff.

## Implementation Timeline:

Action	Responsible Party	Deadline
Update fire safety maps	Principal and Safety Rep	October 2024
First-aid training	Principal	December 2024
Accessibility audit	External Consultant	February 2025
Visitor log implementation	School Secretary	November 2024

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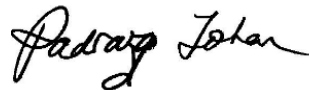
## Conclusion

Derryoover National School is committed to maintaining a safe and healthy learning environment for all. The safety statement will be actively reviewed and updated to reflect new challenges and ensure compliance with legal obligations.

**Signed:**

**Chairperson, Board of Management:** \_\_\_\_\_

**Principal, Derryoover National School:**



**Date:**

*19 February 2025*

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# Derryoover National School Safety Procedures

## 1. General School Safety Procedures

1. **Arrival and Dismissal Safety:**
    - Children to be dropped off safely by Parents/Guardians/Bus no earlier than 9.10am.
    - Parking to avoid congestion.
    - Students to use pedestrian paths at all times; no running in parking areas.
  2. **Playground Safety:**
    - Playground equipment inspected monthly for wear and tear.
    - Staff supervision during break times to prevent accident
    - Students instructed to report hazards immediately (e.g., slippery surfaces, broken equipment).
  3. **Corridor and Classroom Safety:**
    - No running or rough play allowed indoors.
    - Bags and belongings stored safely to avoid tripping hazards.
    - Electrical outlets and cords checked regularly to prevent shocks or accidents.
    - Safe storage of sharp or hazardous materials (e.g., scissors, cleaning products).
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## 2. Fire Safety Procedures

1. **Evacuation Plan:**
    - Evacuation maps displayed in all classrooms, offices, and corridors.
    - Each room assigned a designated fire exit and assembly point.
    - Staff responsible for leading students out safely and conducting roll calls.
  2. **Fire Drills:**
    - Conducted twice annually, at the beginning and mid-year.
    - Practice procedures for evacuating students with special needs.
    - Evaluate and improve based on drill outcomes.
  3. **Fire Equipment:**
    - Fire extinguishers and alarms inspected by a certified professional annually.
    - Locations of fire extinguishers clearly marked and accessible.
    - Emergency lighting tested monthly to ensure functionality.
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## 3. First Aid Procedures

1. **First Aid Kits:**
  - Fully stocked kits located in:
    - Staffroom
  - Kits include bandages, antiseptics, gloves, and resuscitation masks.

- Supplies checked monthly by a designated staff member.
  - 2. **Injury Response:**
    - Minor injuries treated on-site by trained first-aid staff.
    - For serious injuries, parents/guardians contacted immediately.
    - Emergency services called for life-threatening injuries.
  - 3. **Reporting and Recording:**
    - All incidents recorded in the Accident Log Book.
    - Reports include time, location, nature of injury, and actions taken.
    - Reviewed periodically to identify and address recurring hazards.
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## 4. Emergency Response Procedures

1. **Critical Incidents:**
    - A designated Critical Incident Management Team (CIMT) led by the Principal will oversee responses.
    - Contact numbers for Gardaí, Fire Brigade, Ambulance, and local hospitals displayed in staffroom.
    - Procedures include immediate evacuation, containment of the area, and communication with parents/guardians.
  2. **Flood or Severe Weather:**
    - Monitor weather alerts from Met Éireann.
    - Early dismissal plans communicated to parents via phone and email.
    - Ensure all doors and windows are secure during storms.
  3. **Bomb Scare or Security Threat:**
    - Evacuate to assembly points as per fire drill procedures.
    - Liaise with Gardaí for next steps.
    - Do not allow re-entry until cleared by authorities.
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## 5. Risk Assessment and Hazard Control

1. **Daily Inspections:**
    - Cleaning staff to report hazards like spills, broken fixtures, or blocked pathways.
    - Playground checks for broken equipment or hazardous debris.
  2. **Annual Risk Assessment:**
    - Review and update risk assessments for all school activities and facilities.
    - Assign responsibility for follow-up actions to specific staff members.
  3. **Specific Hazard Controls:**
    - **Science/Art Supplies:** Store chemicals and paints securely in locked cupboards.
    - **Electrical Safety:** Prohibit unauthorized use of appliances; regular PAT testing of school equipment.
    - **Trips and Events:** Complete risk assessments before off-site activities.
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## 6. Procedures for Students with Special Needs

1. **Evacuation:**
    - Individual evacuation plans for students requiring assistance.
    - Designated staff to assist during drills and emergencies.
    - Accessible routes and exits checked regularly for usability.
  2. **Daily Support:**
    - Wheelchair-accessible paths and furniture adjustments in classrooms.
    - Visual aids and auditory alerts for fire and emergency alarms.
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## 7. COVID-19 and Hygiene Safety Procedures

*(If applicable based on current health regulations)*

1. **Hygiene Practices:**
    - Hand sanitizers placed at entry points, classrooms, and staffrooms.
    - Regular cleaning of high-touch surfaces (e.g., desks, doorknobs, handrails).
  2. **Social Distancing (if mandated):**
    - Clear floor markings to guide movement in corridors and assembly areas.
    - Staggered break times to reduce crowding.
  3. **Illness Response:**
    - Designated isolation area for symptomatic students.
    - Immediate contact with parents/guardians for pickup.
    - Inform relevant health authorities as required.
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## 8. Training and Supervision

1. **Staff Training:**
    - Fire safety and first-aid training conducted annually.
    - Specialized training for managing critical incidents (e.g., lockdown drills).
  2. **Student Awareness:**
    - Regular assemblies on safety topics (e.g., road safety, fire drills, anti-bullying measures).
    - Age-appropriate safety lessons integrated into the curriculum.
  3. **Supervision:**
    - Staff duty roster ensures supervision during all break times.
    - Clear procedures for handing over responsibilities when teachers are absent.
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## 9. Visitor and Contractor Procedures

1. **Visitor Policy:**
    - All visitors required to sign in at reception.
    - Badges provided to identify authorized individuals on school premises.
  2. **Contractor Safety:**
    - Contractors briefed on school safety procedures, including fire evacuation plans.
    - Work areas cordoned off to prevent student access.
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## 10. Monitoring and Review

1. **Routine Checks:**
    - Weekly monitoring of safety measures by the Principal and Safety Representative.
    - Monthly meetings to review progress on action items.
  2. **Annual Safety Audit:**
    - Comprehensive review of safety procedures at the start of the school year.
    - Updates to the safety statement based on audit findings.
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Handling playground injuries requires a structured approach to ensure the safety and well-being of the injured student, as well as clear communication with staff and parents. Below is a detailed procedure tailored for **Derryoobar National School**:

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### Procedure for Handling Playground Injuries

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#### 1. Immediate Response

##### a. Assess the Situation:

- A supervising staff member or teacher immediately attends to the injured child.
- Observe the child and assess the severity of the injury (minor scrape, bruise, or more serious injuries such as fractures or head injuries).

##### b. Ensure Playground Safety:

- Ensure other children are moved away from the injured child to avoid crowding and maintain a calm environment.
- If there is an immediate hazard (e.g., broken equipment or slippery surfaces), the area is cordoned off to prevent further accidents.

### **c. Call for Assistance:**

- Alert a first-aid-trained staff member to attend to the scene, if necessary.
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## **2. Administer First Aid**

### **a. Minor Injuries (e.g., scrapes, small cuts):**

- Clean the wound using antiseptic wipes from the first-aid kit.
- Apply a bandage or plaster as needed.
- Comfort the child and ensure they are calm before allowing them to return to play or the classroom.

### **b. Moderate Injuries (e.g., sprains, bruises):**

- Apply an ice pack (wrapped in cloth) to reduce swelling.
- Keep the child seated and monitor their condition.
- Inform the class teacher and parent/guardian about the incident.

### **c. Serious Injuries (e.g., suspected fractures, head injuries):**

- Do not move the child unless absolutely necessary to prevent further injury.
  - Stay with the child and reassure them.
  - Call for emergency medical services (999 or 112) if the injury is life-threatening or requires urgent medical attention.
  - Inform the Principal or Deputy Principal immediately.
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## **3. Communication with Parents/Guardians**

### **a. Minor Injuries:**

- Inform the parent/guardian at the end of the school day.
- Provide details of the injury, first aid administered, and any follow-up recommendations (e.g., applying cream at home).

### **b. Moderate to Serious Injuries:**

- Contact the parent/guardian immediately via phone.
  - Explain the situation clearly, including the child's current condition and the actions taken.
  - If emergency services are called, inform the parent/guardian of the hospital/clinic the child is being taken to.
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## **4. Documentation**

### **a. Record the Incident:**

- Log the incident in the **Accident Report Book**, detailing:
  - Date, time, and location of the injury.
  - Names of the injured child and supervising staff.
  - Description of the injury and how it occurred.
  - First aid administered and any follow-up actions.

### **b. Follow-Up:**

- Review the playground environment to determine if changes are needed to prevent similar injuries (e.g., repair equipment, remove hazards).
  - If necessary, discuss the incident during staff meetings to improve response protocols.
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## **5. Prevention and Education**

### **a. Staff Training:**

- Ensure all supervising staff have basic first-aid training, including how to handle playground injuries.
- Conduct refresher courses annually.

### **b. Student Awareness:**

- Teach students safe play practices during Physical Education and assemblies (e.g., no pushing on climbing frames, take turns on swings).
- Remind students to report hazards (e.g., broken equipment, slippery areas) to staff immediately.

### **c. Playground Inspections:**

- Conduct weekly inspections of the playground to ensure all equipment is safe and in good condition.
  - Address any identified hazards promptly.
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## **Emergency Contact List**

### **Key Numbers for Injuries or Emergencies:**

- **Emergency Services (Ambulance/Fire):** 999 or 112
  - **Local GP:** Dr Fahy 090 9741657
  - **Nearest Hospital:** Nenagh Hospital 067 31491
  - **School First-Aid Officer:**
  - **Principal:** Padraig Lohan
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## Summary of Steps in Case of Playground Injuries:

1. **Respond immediately:** Assess the situation and ensure the injured child is safe.
  2. **Administer appropriate first aid:** Depending on the severity of the injury.
  3. **Contact parents/guardians:** Inform them of the incident and follow-up actions.
  4. **Document the incident:** Record details in the Accident Report Book.
  5. **Review and prevent:** Address any hazards and educate students on safe play.
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## Safety Measures for Classroom Hazards

### 1. General Classroom Safety

1. **Organized and Clutter-Free Environment:**
    - Ensure pathways are clear of bags, books, and equipment to prevent trips and falls.
    - Use storage shelves and cabinets to keep materials organized and off the floor.
  2. **Furniture Safety:**
    - Inspect desks, chairs, and other furniture regularly for loose screws, splinters, or instability.
    - Use age-appropriate and size-appropriate furniture to prevent strain or injury.
  3. **Classroom Layout:**
    - Maintain wide and clear walkways, especially near exits.
    - Ensure students with mobility issues have accessible seating arrangements.
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### 2. Electrical Safety

1. **Equipment Maintenance:**
    - Inspect electrical outlets and cords for wear and damage.
    - Avoid overloading sockets; use surge protectors where necessary.
  2. **Student Access:**
    - Place electrical equipment (e.g., computers, projectors) out of reach of younger students.
    - Prohibit unauthorized use of electrical devices by students.
  3. **Device Placement:**
    - Position cords and wires away from walkways to avoid tripping hazards.
    - Use cable organizers or duct covers to secure loose cables.
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### 3. Fire Safety in Classrooms

1. **Exits and Emergency Routes:**

- Keep classroom exits free from obstruction at all times.
  - Display evacuation maps prominently near the door.
  - 2. **Fire Equipment:**
    - Ensure that fire extinguishers and alarms are accessible and functional.
    - Prohibit the use of candles or open flames in classrooms.
  - 3. **Drill Participation:**
    - Train students on evacuation procedures during fire drills.
    - Assign roles for older students to assist younger children during drills.
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#### 4. Chemical and Material Safety

1. **Art Supplies and Cleaning Products:**
    - Store paints, markers, and cleaning products in locked cabinets.
    - Ensure all materials are non-toxic and age-appropriate.
  2. **Science Equipment:**
    - Supervise students during experiments or use of lab equipment.
    - Provide safety goggles, gloves, or aprons for relevant activities.
  3. **Sharp Objects:**
    - Store scissors, paper cutters, and other sharp tools in designated, secure areas.
    - Teach students proper handling techniques under supervision.
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#### 5. Injury Prevention

1. **Safe Handling of Heavy Items:**
    - Ensure staff only lift heavy classroom items, not students.
    - Use step stools or ladders for accessing high shelves instead of standing on desks or chairs.
  2. **First Aid Readiness:**
    - Keep a stocked first-aid kit in every classroom or nearby location.
    - Train staff in basic first-aid procedures, including dealing with minor cuts, bruises, or allergic reactions.
  3. **Seating and Desk Setup:**
    - Check that tables and chairs are in good condition and don't wobble or destroy the floor.
    - Arrange seating to avoid overcrowding.
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#### 6. Technology and Internet Safety

1. **Digital Device Usage:**
  - Position screens to avoid glare and eye strain.
  - Limit screen time and encourage regular breaks during extended use of computers or tablets.
2. **Online Safety:**

- Install firewalls and filters on school computers to prevent access to inappropriate content.
  - Employ an expert to carry out routine checks on all computer equipment and infrastructure equipment.
  - Supervise students during computer-based activities.
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## **7. Hygiene and Cleanliness**

### **1. Daily Cleaning:**

- Ensure classrooms are cleaned thoroughly each day, including desks, floors, and frequently touched surfaces.
- Provide bins with lids for safe disposal of waste.

### **2. Hand Hygiene:**

- Equip classrooms with hand sanitizers and encourage students to wash hands regularly.
  - Display posters reminding students of proper handwashing techniques.
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## **8. Behavioral and Emotional Safety**

### **1. Conflict Prevention:**

- Enforce clear classroom rules to minimize bullying, pushing, or disruptive behavior.
- Use positive reinforcement to encourage good behavior.

### **2. Teacher Supervision:**

- Ensure that students are supervised at all times during classroom activities.
  - Be attentive to signs of distress or discomfort among students.
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## **9. Emergency Preparedness**

### **1. Response Training:**

- Train staff to respond to emergencies, such as severe weather, lockdowns, or health incidents.
- Ensure all staff know how to use the classroom intercom or phone system to request assistance.

### **2. Critical Incident Management:**

- Keep emergency contact numbers for parents and local authorities easily accessible.
  - Ensure an evacuation bag with essential items (e.g., attendance list, first-aid kit) is ready in each classroom.
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## **10. Regular Monitoring and Inspections**

1. **Classroom Checks:**
    - Conduct monthly inspections of furniture, equipment, and the general classroom environment.
    - Address any identified hazards promptly.
  2. **Feedback from Teachers and Students:**
    - Encourage staff and students to report safety concerns immediately.
    - Include classroom safety in the school's overall safety reviews.
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## Safety Reminders for Students

1. **No Running Indoors:** Remind students regularly about walking safely in the classroom.
  2. **Ask for Help:** Teach students to ask a teacher for help with heavy items or climbing to reach high places.
  3. **Respect Equipment:** Emphasize the importance of handling classroom tools and materials responsibly.
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## Emergency Contact Numbers

- **Principal:** Padraig Lohan
  - **Safety Representative:**
  - **Emergency Services:** 999 / 112
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## Summary of Responsibilities

- **Teachers:** Maintain classroom organization, supervise students, and report hazards.
  - **Students:** Follow classroom safety rules and report hazards to teachers.
  - **Maintenance Staff:** Address identified hazards promptly and perform routine inspections.
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## Fire Drill Management Procedure

### 1. Preparation for the Fire Drill

1. **Fire Drill Plan:**
  - Develop a fire drill schedule for the school year, with at least two drills per year.
  - Notify staff of the planned fire drill dates in advance. The first drill should take place early in the school year.
2. **Evacuation Routes:**
  - Clearly mark all evacuation routes with visible signage.

- Display evacuation maps in every classroom, staffroom, and common area, indicating primary and secondary exits.
  - 3. **Assembly Points:**
    - Assign designated assembly points outside the building, ensuring they are safe and far enough from the school.
    - Clearly mark assembly points and make them visible to all.
  - 4. **Roles and Responsibilities:**
    - Assign key roles for fire drill management:
      - **Principal (Fire Drill Coordinator):** Oversees the drill and ensures compliance.
      - **Classroom Teachers:** Lead students along the evacuation routes and perform roll calls at assembly points.
      - **Support Staff (e.g., SNAs, caretakers):** Assist students with special needs and check designated areas.
      - **Fire Marshals (designated staff):** Ensure that all rooms, toilets, and corridors are cleared and report to the Principal.
  - 5. **Communication:**
    - Test the fire alarm system regularly to ensure it is functional.
    - Ensure staff are familiar with alarm tones and understand their responsibilities during an evacuation.
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## 2. Conducting the Fire Drill

1. **Sound the Alarm:**
  - Trigger the fire alarm to signal the start of the drill.
  - Ensure the alarm is audible throughout the entire school building.
2. **Evacuate the Building:**
  - Teachers immediately guide students out of the classroom, following the evacuation map.
  - Students line up quietly and walk quickly (but do not run) along the evacuation route to the assembly point.
  - Teachers and staff check for any hazards along the way (e.g., blocked exits).
3. **Check for Special Needs Students:**
  - Assigned staff assist students with mobility challenges or other special needs, using pre-established evacuation plans.
  - Ensure accessible routes are clear and functional.
4. **Room Clearance:**
  - Fire Marshals check each room, including toilets, storage areas, and offices, to ensure no one is left behind.
  - Close doors to prevent the spread of fire after the area is cleared.
5. **Assembly Point Procedures:**
  - Students gather at their designated assembly points and line up by class.
  - Teachers conduct a roll call using the attendance register to confirm all students are present.
  - Report missing individuals to the Fire Drill Coordinator immediately.
6. **Time the Drill:**
  - Record the total evacuation time from the start of the alarm to the completion of roll call at the assembly points.



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### 3. Post-Drill Review and Feedback

#### 1. Evaluate the Drill:

- The Principal and Fire Marshals review the drill to identify strengths and areas for improvement.
- Consider:
  - Were evacuation routes clear and followed?
  - Was the alarm system effective?
  - Did students and staff evacuate quickly and calmly?
  - Were any hazards or obstacles encountered?

#### 2. Collect Feedback:

- Gather input from teachers, students, and staff on their experience during the drill.
- Encourage suggestions for improving the evacuation process.

#### 3. Document the Drill:

- Record the details of the fire drill, including:
  - Date and time
  - Evacuation time
  - Any challenges encountered
  - Follow-up actions required
- Store the documentation in the school's Fire Safety Register.

#### 4. Follow-Up Actions:

- Address any issues identified during the drill (e.g., blocked exits, malfunctioning alarms).
- Schedule additional drills if significant problems are found.

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### 4. Special Considerations

#### 1. Evacuation of Persons with Disabilities:

- Develop Personal Emergency Evacuation Plans (PEEPs) for students or staff with mobility, hearing, or visual impairments.
- Assign specific staff members to assist with these evacuations.

#### 2. Weather Conditions:

- If weather conditions are unsafe (e.g., severe storms), reschedule the drill. Ensure drills are conducted in both warm and cold seasons to prepare for all scenarios.

#### 3. Unscheduled Drills:

- Conduct one unannounced fire drill per year to assess how well staff and students respond to an unexpected emergency.

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### 5. Communication and Education

#### 1. Inform Students:

- Teach students about fire safety and drill procedures at the beginning of each school year.
- Reinforce the importance of staying calm and listening to instructions.
- 2. **Staff Training:**
  - Provide annual fire safety training for all staff, including:
    - Evacuation procedures
    - Use of fire extinguishers
    - Assisting students with special needs
  - Conduct briefings before each fire drill to remind staff of their responsibilities.
- 3. **Parent Communication:**
  - Inform parents about the school’s fire safety measures and drill schedule.
  - Assure them that drills are a necessary part of safety preparedness.

## 6. Key Fire Drill Reminders

1. **Do:**
  - Stay calm and move quickly but carefully.
  - Follow the evacuation route and use alternative exits if needed.
  - Keep pathways and exits clear.
2. **Don't:**
  - Do not run, push, or shout during the drill.
  - Do not return to the building until the all-clear is given by the Fire Drill Coordinator.

## Sample Fire Drill Documentation Template

Date	Time of Drill	Evacuation Time	Challenges Identified	Follow-Up Actions
[Insert Date]	[Insert Time]	[Insert Time]	E.g., Blocked exit in Hallway	Clear blockage and ensure pathway is marked
[Insert Date]	[Insert Time]	[Insert Time]	E.g., Delay in roll call	Conduct additional training for staff

## Fire Safety Regulations for Schools

### 1. Fire Safety Legislation

- The **Fire Services Act, 1981 & 2003** governs fire safety standards in Ireland.
- The **Safety, Health and Welfare at Work Act, 2005** requires schools to ensure the safety and welfare of all staff, students, and visitors, including fire safety.
- The **Building Regulations 1997–2019 (Part B - Fire Safety)** outlines fire safety requirements for school premises, including construction, materials, and fire protection systems.

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## 2. Key Fire Safety Requirements

### A. Fire Safety Planning

1. **Fire Risk Assessments:**
  - Conduct fire risk assessments annually to identify hazards and evaluate fire safety measures.
  - Address risks such as blocked exits, flammable materials, and faulty fire safety equipment.
2. **Fire Safety Management Plan:**
  - Maintain a detailed plan outlining fire safety policies, evacuation procedures, and roles/responsibilities.
  - Review and update the plan annually or whenever significant changes occur.
3. **Emergency Evacuation Plan:**
  - Ensure all evacuation routes and exits are marked and maintained.
  - Assign assembly points at a safe distance from the school building.
  - Develop **Personal Emergency Evacuation Plans (PEEPs)** for staff and students with special needs.

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### B. Fire Detection and Alarm Systems

1. **Fire Alarms:**
  - Install a fire alarm system that complies with Irish Standard IS 3218:2013.
  - Ensure the alarm is audible throughout the school premises, including classrooms, offices, and toilets.
  - Test alarms weekly and maintain a log of inspections.
2. **Smoke Detectors:**
  - Install smoke detectors in all high-risk areas, such as kitchens, staffrooms, and storage rooms.
  - Conduct regular maintenance and replace batteries or faulty units promptly.

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### C. Firefighting Equipment

1. **Fire Extinguishers:**
  - Provide appropriate fire extinguishers, such as:
    - Water extinguishers for paper/wood fires.
    - CO2 extinguishers for electrical fires.
    - Foam extinguishers for liquid fires.
  - Position extinguishers in accessible locations, with clear signage.
2. **Fire Blankets:**
  - Install fire blankets in kitchens or areas with cooking equipment.
3. **Equipment Maintenance:**
  - Inspect and service firefighting equipment annually by a certified professional.
  - Keep records of maintenance in the **Fire Safety Register**.

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## **D. Fire Exits and Escape Routes**

- 1. Exit Doors:**
  - All fire exits must open easily and lead directly to a safe area outside the building.
  - Exit doors must not be obstructed or locked during school hours.
- 2. Escape Routes:**
  - Mark escape routes clearly with visible signage and directional arrows.
  - Keep routes free from obstructions at all times.
- 3. Lighting:**
  - Install emergency lighting along escape routes to ensure visibility during a power outage.
- 4. Assembly Points:**
  - Designate outdoor assembly points at a safe distance from the school building.
  - Ensure they are large enough to accommodate all staff and students.

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## **E. Staff Training and Student Awareness**

- 1. Fire Safety Training for Staff:**
  - Provide annual fire safety training, including:
    - Using firefighting equipment (e.g., extinguishers, blankets).
    - Conducting roll calls and ensuring classroom clearance during evacuations.
    - Assisting students with special needs during emergencies.
- 2. Student Fire Safety Education:**
  - Teach students the importance of fire safety and how to respond calmly to alarms.
  - Include fire safety lessons in the curriculum, such as identifying fire hazards and the basics of evacuation.

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## **F. Fire Drills**

- 1. Frequency:**
  - Conduct at least two fire drills per academic year.
  - Schedule drills early in the school year and repeat them mid-year to reinforce procedures.
- 2. Documentation:**
  - Record the date, time, evacuation duration, and any issues encountered during drills.
  - Use drill outcomes to improve the school's fire safety management.

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## **G. Building Design and Maintenance**

1. **Fire-Resistant Materials:**
    - Ensure walls, doors, and ceilings meet fire resistance standards as per **Building Regulations Part B.**
    - Use flame-retardant materials for curtains, furniture, and decorations.
  2. **Ventilation and Fire Dampers:**
    - Install fire dampers to prevent the spread of smoke through ventilation systems.
  3. **Storage of Flammable Materials:**
    - Store cleaning supplies, chemicals, and other flammable materials in locked, fireproof cabinets.
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### 3. Specific Procedures for Schools

1. **Fire Safety in Classrooms:**
    - Ensure students and teachers are aware of the nearest fire exits and escape routes.
    - Keep clutter to a minimum and avoid blocking escape routes with furniture or equipment.
    - Prohibit the use of candles, open flames, or personal electrical appliances.
  2. **Fire Safety in Kitchens and Staffrooms:**
    - Supervise cooking equipment at all times while in use.
    - Install fire extinguishers and blankets near cooking areas.
  3. **Fire Safety During Events:**
    - For large gatherings (e.g., Christmas plays or parent-teacher meetings), ensure all exits are accessible and assembly points are communicated to attendees.
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### 4. Record-Keeping and Monitoring

1. **Fire Safety Register:**
    - Maintain a log of:
      - Fire alarm tests
      - Fire equipment maintenance
      - Fire drills and evacuation reviews
    - Store the register in the Principal's Office for reference.
  2. **Annual Audits:**
    - Conduct a thorough review of fire safety measures annually, involving external fire safety professionals if necessary.
    - Implement recommendations to address any deficiencies.
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### 5. Inspections by Authorities

1. **Fire Services Inspection:**
  - Allow periodic inspections by local fire authorities to ensure compliance.
  - Address any recommendations or enforcement notices promptly.

**2. Insurance Compliance:**

- Work with the school’s insurance provider to ensure fire safety measures align with coverage requirements.

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**6. Enforcement and Penalties**

Failure to comply with fire safety regulations can result in:

- Legal action or fines under the Fire Services Act.
- Revocation of school licenses or insurance policies.
- Increased risk to student and staff safety.

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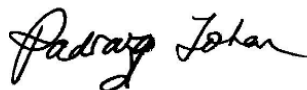
**Summary Checklist for Fire Safety in Schools**

<b>Item</b>	<b>Frequency</b>	<b>Responsible Person</b>
Fire alarm testing	Weekly	Maintenance Staff
Fire equipment inspection	Annually	Certified Professional
Fire drills	Twice per year	Principal and Fire Marshals
Fire safety training	Annually	Principal
Emergency lighting inspection	Monthly	Maintenance Staff
Risk assessments	Annually	Safety Representative

**Signed:**

**Chairperson, Board of Management:** \_\_\_\_\_

**Principal, Derryoover National School:**



**Date:**

*19 February 2025*

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