

New Monkland Primary School



Getting it Right for Every Child

Fire Safety Policy



*Written: May 2025
Review Date: August 2027*



Aims

It is the overall aim of New Monkland Primary School and Nursery Class to minimise the risks to pupils, staff, visitors and members of the public in the immediate vicinity of the school/nursery, which may arise from fire.

This will be achieved by conducting, recording and acting upon fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring, and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

Overall Responsibility for Fire Safety Matters

The appointed Fire Safety Marshall and Depute Fire Safety Marshal have overall responsibility for fire safety matters. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training take place and monitor the standard of fire precautions and ensure they are maintained.

The Fire Safety Marshalls shall also ensure that an emergency evacuation drill is undertaken early in each term and fire action notices and maps are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised standard.

In the event of an emergency evacuation, the Fire Safety Marshalls have the responsibility for ensuring that all areas of the School/Nursery have been evacuated and that this is reported to the Lead Fire Marshall (or depute, in their absence).

During an emergency evacuation, Fire Marshalls will wear hi-visibility vests to enable them to be clearly identifiable.

The named Fire Safety Marshall is Mrs Mary Reid (Head Teacher) and Depute Fire Safety Marshall is Mrs Nichola Polatajko (Principal Teacher).

Responsibility of All School & Nursery Staff

All school and nursery staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure. They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible for are informed of the school and nursery fire procedure.

Fire Risk Assessment

The Fire Safety Marshall shall ensure that a fire risk assessment is carried out every **six** months, or earlier if required (e.g., following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by the school Management Team and the findings acted upon by the Fire Safety Manager and a copy kept on file.

The School/Nursery Procedure

Notices displaying the fire procedures are clearly displayed in all areas of the school and nursery building and shall be of the approved format and the most up to date issue.

Maintenance of Fire Safety Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by NLC approved and professionally qualified consultants.

Raising the Alarm

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point and this will automatically notify the Fire service. In the event of failure of the alarm, the school bell shall be rung continuously.

Notices

Clear signs, meeting relevant legislation, indicate all fire escape routes, fire exits, fire doors, fire-fighting equipment and assembly points.

UNCRC Links

Article 3

All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 6

You have the right to be alive.

Article 9

You have the right to be protected from being hurt and mistreated, in body or mind.

Article 24

You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment and information to help you stay well.

UNCRC Links

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.