



Llwydcoed Primary School Fire Safety Policy



November

2023

Section 1: Fire Policy Statement

Introduction

The Regulatory Reform (Fire Safety) Order 2005 came into effect on the 1st October 2006. It replaced all previous fire safety legislation.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties far more robustly than under previous fire legislation and implement the general fire precautions which are needed to protect all relevant persons from harm.

Policy Statement

Fire is probably the most serious hazard that most school staff will ever have to face. It can break out almost anywhere, at any time and affect everyone. It is therefore the overall aim of the Head Teacher and Board of Governors of Llwydcoed Primary School to minimise the risks to staff, pupils and visitors which may arise from fire. This will be achieved by ensuring 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 are in place.

Fire Safety Management

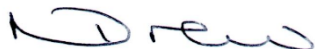
The Head Teacher Mrs Natalie Drew is designated as the **Fire Safety Manager** for the school. The main duties of the **Fire Safety Manager** are to:

- ensure that a suitable and sufficient FSRA is undertaken and action plan developed;
- implement recommendations from the FSRA;
- ensure staff have received adequate information, instruction and training regarding their responsibilities;
- produce an emergency plan and put up fire notices;
- conduct fire drills;
- check the adequacy of emergency lighting, fire alarm and detection system, fire fighting equipment and have arrangements in place for their maintenance;
- consult with relevant persons on matters of fire safety;
- make frequent informal checks and conduct regular fire safety inspections and record the findings;
- ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly;
- provide appropriate instruction and/or training for all persons, including contractors and other visitors, on the actions to be taken in the event of a fire;
- ensure the Fire Safety Log Book is kept up to date and accessible.

The **Fire Safety Manager** will arrange for the provision of competent, technical advice and support on matters where necessary for the implementation of this policy.

The **Fire Safety Manager** will ensure that adequate resources are provided to meet the school's legal responsibilities. This policy will be periodically reviewed to ensure its effectiveness and that any necessary changes are identified and made. The policy will be placed on staff notice boards and discussed at staff meetings.

The **Fire Safety Manager** reminds all staff, whatever their status, of their health and safety duties to take reasonable care of their own safety and that of others. Staff must co-operate with management to enable the employer comply with their duties.



.....
Signed:
(Head Teacher)

Date: 23/11/2023



.....
Signed on behalf of the Governing Body:
(Chair of Governors)

Date: 23/11/2023

Section 2: Arrangements for carrying out the policy

The school recognises its obligations under fire safety legislation and implements the following practical arrangements in order to meet these obligations.

Fire Safety Risk Assessment

The Fire Safety Manager will ensure that a suitable and sufficient fire safety risk assessment is completed. The risk assessment will identify all significant findings and the Fire Safety Manager will develop a prioritised action plan identifying work required. The assessment should consider not only daytime activities but also activities undertaken outside normal school hours. For example, after school clubs, evening classes, parent evenings etc. Emergency plans for the school will be drawn up by the Fire Safety Manager taking into account the findings of the fire safety risk assessment.

The fire safety risk assessment and action plan will be reviewed annually by the Fire Safety Manager who will inform the governing body and the Local Authority of any ongoing fire related issues. Further reviews of the FSRA will occur when there has been significant building alterations or changes to the school activities or content.

The most recent FSRA and action plan is dated 15/9/2022 and was undertaken by Eddie Warning on behalf of the school. The FSRA and action plan is kept in the RAMIS folder in the Headteachers Office and on RAMIS Live.

Fire Safety Training/Instruction

The Fire Safety Manager will ensure that adequate fire safety training for staff is provided. The type of training will be based on the findings of the FSRA and on the particular features of the school and will:

- explain the emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable by staff and other people who may be present; and
- be tested by fire drills.

Training will also involve pupils in some aspects. Pupils will be shown the fire exits and given basic training on what to do if there is a fire. All staff identified in the emergency plan who have a supervisory role if there is a fire, such as fire marshals/wardens, will receive additional training.

The Fire Safety Manager will undertake an annual review of training to determine if further specific training is required. All agency/visiting staff will be informed of the emergency evacuation procedure at induction or prior to them commencing work. All new staff to be taken through the annual training schedule on their first day as part of their induction.

All records of training & induction to be recorded in Fire Safety Log Book located in the office.

More detailed information regarding training is contained within Appendix 1.

Fire Drills

The **Fire Safety Manager** is responsible for ensuring that fire drills are undertaken. Fire drills will be used to highlight potential problems before an emergency situation occurs. The actions of staff and pupils during these evacuations will be rehearsed and improved.

The main alarm indicator panel is situated in the Reception Area. Fire drills are executed by **the Fire Safety Manager** via the main alarm indicator panel. Different times and days of the week will be used. Some drills will be spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

Fire drills will be carried out every term by Mrs Natalie Drew (The Headteacher). The Fire Safety Manager will on occasions consider deliberately blocking exits to test individuals' knowledge and site procedures. When a drill is held it will be recorded in the fire logbook along with any observations made during the drill. Any false alarms will be used as drills and these will again be noted in the logbook. As part of Health and Safety monitoring, the Fire Safety Manager will periodically check the Fire Safety Log Book for compliance purposes.

Evacuation

It is the responsibility of all staff to be aware that upon outbreak of fire the saving and preservation of life takes precedence over the salvaging of property.

During lesson time the safe evacuation of pupils is the responsibility of the Class Teacher and any Classroom Assistants. The Emergency Plan and Fire Action Notices are placed in each classroom, at every manual call point and other strategic places throughout the school (see Appendices 2 and 4). Any pupils with disabilities will have Personal Emergency Evacuation Plans (PEEPs) prepared by the Head Teacher or nominated staff member.

Following the activation of the alarm all staff/pupils/visitors will assemble at the assembly point, (The Main Yard) unless the source of the fire makes this impossible. At the assembly point nominated persons (Class Teachers) will immediately do a head count and will call the register. Absentees will immediately be reported to the Fire Safety Manager or deputy head in his/her absence.

All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

The host is responsible for any accompanied visitors. They will escort the visitor to the fire exit and assembly point. The visitors book is taken out to the assembly point by the school Clerk (Mrs Emma Stroud)

Contractors must be greeted on site by the school Clerk (Mrs Emma Stroud) before they commence work. They will be made aware of the fire procedures, instructed on housekeeping requirements including storage of waste. Further guidance regards the control of contractors can be found in the Council's Managing Contractors H&S Policy (HS23).

During school plays or other events where large numbers of the public are present the Fire Safety Manager will ensure that all escape routes are free from obstructions and easily visible. Any stage units and seats will be so positioned that they do not create a hazard and/or block escape routes etc. The fire evacuation arrangements will be relayed to the audience before the commencement of the performance. The maximum occupancy numbers must not be exceeded.

The Fire Safety Manager (or in his/her absence The Deputy Head) is responsible for establishing control and communications at the Fire Assembly Point, receiving reports from staff and others, noting any missing people identified by staff and undertaking a roll call and reporting these to the emergency services on arrival.

Fire Detection & Alarm Systems, Emergency Lighting, & Fire Fighting Equipment

Regular testing and maintenance of the above mentioned systems are essential to ensure the continued safety of all occupants. The testing and maintenance of these systems is shared between those tests undertaken by Mrs Julia Stone (The Caretaker) and the tests made by the appointed contractor. It is the responsibility of the Fire Safety Manager to ensure both sets of tests are undertaken and are clearly documented within the fire logbook. (See appendix 3 for a summary of the tests and checks to be undertaken by the in-house appointed person. Further guidance is available within the fire log book).

The competent contractor(s) responsible for the testing, inspection and maintenance of the **Fire Detection and Alarm System** is Brecongate. The school follows the Service Level Agreement (SLA) established through Premises and Facilities for **quarterly visits*** by the appointed contractor.

The competent contractor(s) responsible for the testing, inspection and maintenance of the **Emergency Lighting** is Brecongate. The school follows the SLA established through Premises and Facilities for **quarterly visits*** by the appointed contractor.

The competent contractor(s) responsible for the inspection and maintenance of the **Fire Fighting Equipment** is Fire Safety Direct LTD. The school follows the SLA established through Premises and Facilities for an **annual visit*** by the appointed contractor.

* It is the responsibility of the **Fire Safety Manager** to inform Premises and Facilities if the testing, inspection and maintenance of this equipment has not been undertaken in compliance with these frequencies.

Please refer to Appendix 3 for list of frequencies for the in-house tests and checks of the fire alarm and detection systems, fire fighting equipment, emergency lighting system, doors and escape routes. NB. - Records of these tests must be kept in the Fire Safety Log Book located in the School/Secretary's office.

Emergency Exits & Escape Routes

Emergency exits and fire escape routes are to be kept available and free from obstructions at all times. This will be monitored on a daily basis by all staff who will report any hazards to the Fire Safety Manager. At large gatherings, for example school plays, all relevant emergency exits must be made known to visitors and be accessible.

Fire Notices

Fire notices, including the emergency plan, are positioned in each classroom and by all manual call points. All staff and pupils must ensure that they are familiar with them and are aware of the appropriate assembly point(s).

Displays

Displays will be kept to a minimum and must never be sited in corridors and stairways that form part of designated fire escape routes. Displays must be kept away from exits, curtains, heat sources and must not obscure fire notices, call points, fire fighting equipment, lighting etc.

Hirers

Formal letting agreements are in place for any letting of the school building. This ensures that safety, security and housekeeping are not compromised. All hirers will be made aware of the emergency procedures, location of fire exits and escape routes (including alternates), location and use of manual call points and fire fighting equipment, and the operation of the fire alarm panel. Hirers should know how to contact the emergency services and the location of the nearest telephone. The Fire Safety Manager can place restrictions on the use of the letting or activity being undertaken, including the number of persons who can be accommodated and the layout of seating etc. You should liaise with Corporate Estates for further advice.

Smoking

Smoking is prohibited in or around the school.

Arson

In order to prevent arson the Fire Safety Manager will ensure that the FSRA highlights the vulnerability of the school to potential arson attacks e.g. refuse bins stored too close to the school, poor security, previous incidents etc.


Method of calling the Fire Service

In the event of a fire alarm sounding Mrs Natalie Drew (Headteacher) will call the fire service on (9) 999. For extended school clubs and any out of hour lettings the responsible staff member will call the fire service on (9) 999.

Reporting of Fire Incidents

All fire incidents will be reported to the Fire Safety Manager who will ensure that the Local Authority, Board of Governors, and Council's Health and Safety Team are informed.

This policy was agreed by the Head Teacher and School Governing Body on the 23rd November 2023.

Signed on behalf of the Governing Body
(Chair of Governors) 

Signed by Head Teacher 

Date ...23/11/2023.....

This policy will be reviewed on an annual basis.

Additional Reading / Guidance

[Fire Safety Risk Assessment - Educational Premises](#)

[Fire Safety - Managing School Facilities Guide 6 - DFES - 2000](#)

Appendix 1

Fire Safety Training

The Fire Safety Manager will provide annual refresher training/instruction for all staff. This training will include:

- what to do on discovering a fire; how to raise the alarm and what happens then;
- the operation of the fire alarm control panel; what to do upon hearing the fire alarm;
- the procedures for alerting pupils, members of the public and visitors including, where appropriate, directing them to exits;
- the arrangements for calling the fire and rescue service;
- the evacuation procedures for everyone in the premises (including young children, mobility impaired persons) to reach an assembly point at a place of total safety;
- the location and, when appropriate, the use of fire-fighting equipment;
- the location of escape routes, especially those not in regular use;
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke; how to open all emergency exit doors;
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;
- the reason for not using lifts;
- the safe use of and risks from storing or working with highly flammable and explosive substances;
- the importance of general fire safety, which includes good housekeeping;
- the use of premises by outside bodies.

Fire Marshalls

Staff who are expected to undertake the role of fire marshals/wardens will receive more comprehensive training. Their role may include:

- helping those on the premises to leave;
- checking the premises to ensure everyone has left;
- using fire-fighting equipment if safe to do so;
- liaising with the fire and rescue service on arrival;
- shutting down vital or dangerous equipment;
- performing a supervisory/managing role in any fire situation.

Training for this role may include:

- detailed knowledge of the fire safety strategy of the premises;
- how to encourage others to use the most appropriate escape route;
- how to search safely and recognise areas that are unsafe to enter;
- additional training in the use of fire fighting equipment.

Further guidance regarding training is available from the governments publication:

[Fire Safety Risk Assessment - Educational Premises](#)

Appendix 2

Emergency Plan

In the event of a fire and it being signalled, it is clearly understood by all staff that the immediate responsibility is to safeguard lives. To this end, the procedure below should be followed. The signal for the fire will be the continuous ringing of the fire alarm bell.

Action on discovering a fire	<ul style="list-style-type: none"> • raise the attention of others by activating the nearest call point which are situated on all escape routes; • use fire-fighting equipment if safe to do so and you are trained to do so; • evacuate to the designated assembly point: • notify the Fire Safety Manager as soon as possible and give precise details about fire;
What to do if the fire alarm sounds	<ul style="list-style-type: none"> • the school secretary will call (9)999 and ask for the Fire Service; • teachers and support staff will commence evacuation to the designated assembly point in an orderly fashion, using the nearest available exit(s); • the school secretary will collect registers, signing in book and mobile phone; • if possible and safe to do so staff will ensure all windows and doors are closed; • fire wardens will sweep the school to ensure that the school is empty and report this to the Fire Safety Manager; • on arrival at the assembly point class teachers will immediately do a head count and call the register. Absentees will immediately be reported to the Fire Safety Manager (or Deputy Head Teacher in his/her absence) in order to report this to the fire service on their arrival.
Liaison with Emergency Services	<p>The Fire Safety Manager will liaise with the emergency services and inform the senior officer:</p> <ul style="list-style-type: none"> • of the location of the fire; • of what the fire involves; • of any special risks e.g. location of highly flammable materials; • whether or not all persons are evacuated from the building.
Assembly Points	<ul style="list-style-type: none"> • the assembly point for all classes is the (the yard);
Fire fighting equipment use	<ul style="list-style-type: none"> • fire fighting equipment is provided on all escape corridors and should be used by trained staff: • no person should put themselves and others at risk when fire fighting: • the first priority is to evacuate the building quickly and safely.
Responsibilities of specific staff	<ul style="list-style-type: none"> • if safe to do so kitchen staff will ensure all appliances are switched off and/or isolated. • any one-to-one or special support staff will follow the requirements of the personal emergency evacuation plans (PEEPs) developed for specific pupils.

Appendix 3

In-house - Fire Safety Maintenance Summary

Introduction

This summary outlines the frequency and type of checks and tests that the **Fire Safety Manager** must undertake to keep fire equipment, devices and facilities in effective order.

The Fire Safety Manager must enter details of any tests and checks in to the fire log book. Any faults identified must be recorded together with corrective actions.

As well as the tests and checks undertaken by the Fire Safety Manager, Corporate Maintenance have contracts in place for the **quarterly maintenance** of fire alarm, emergency lighting systems and annual servicing of fire fighting equipment. If contractor testing is not being undertaken in accordance with the set frequencies then the Fire Safety Manager should contact Corporate Maintenance for advice.

Contact Details:

Health and Safety Team: 01443 425531

Corporate Maintenance: 01443 744444

Frequency	System	Action Required	Fire Log Book
Daily	Fire Alarm System	Check the alarm panel for normal operation, check for any faults.	Only record faults in the fire log book
	Emergency Lighting System	Check that maintained lights (those that are on all the time) are illuminated or non-maintained lights (those only illuminated when the normal lighting fails) are operational by checking that the small indicator light is illuminated.	Only record faults in the fire log book
	Doors and Exits	Remove bolts, padlocks and security devices. Ensure escape routes and doors are clear and unobstructed.	No requirement to log these checks
Weekly	Fire Alarm System	Test break-glass point using the appropriate key. Test a different break glass point each week on a rota basis (ensure any automatic door release mechanisms and/or electronic door locks are to be checked for correct operation during tests).	Record testing in the fire log book
Monthly	Fire Alarm System	Ensure access to break glass points are not obstructed and clear space is maintained around any smoke/heat detectors.	Record testing in the fire log book
	Emergency Lighting System	Check all emergency lights operate correctly by simulating a mains failure (using the fish tail key).	Record testing in the fire log book
	Fire Fighting Equipment (FFE)	Visual inspection – ensure FFE is unobstructed, correct position, gauges normal pressure, seals/tamper tags are in place, undamaged.	Record checks in the fire log book
	Fire Exits and Escape Routes	Ensure that fire escape routes and fire exits are clear and unobstructed.	Record checks in the fire log book