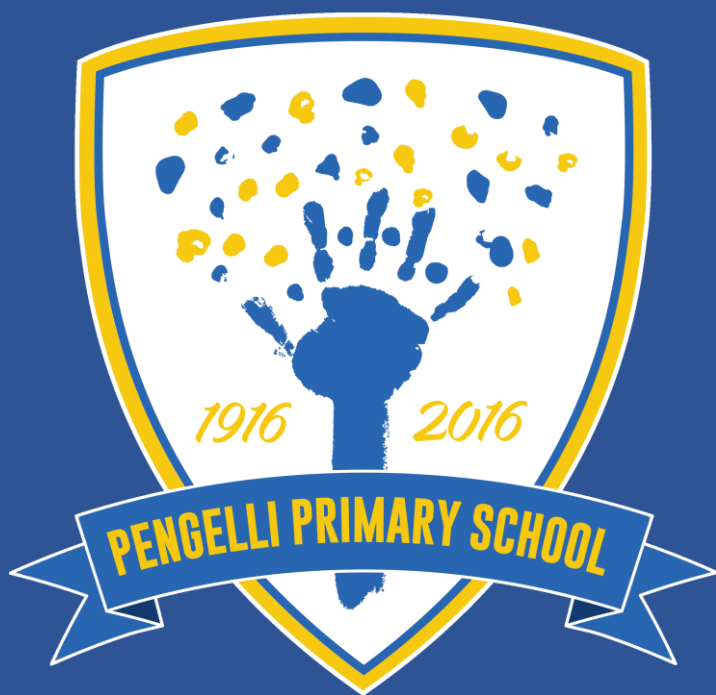




PENGELLI PRIMARY SCHOOL

FIRE – NORMAL OPERATING PROCEDURES 2020/21

**THIS POLICY WILL BE REVIEWED EVERY TWO YEARS UNLESS AN EARLIER REVIEW IS
REQUIRED**

CHAIR OF GOVERNORS:

Chris Scott

HEADTEACHER:

Helen Talaat

DATE: September 2020

Fire Normal Operating Procedures

The Headteacher is responsible for all factors in relation to fire safety. Aspects of fire risk management will be undertaken with assistance

Headteacher will:

- Act upon issues arising from the Caretaker's findings, organise, carry out, evaluate and debrief staff on termly fire drills
- Control activities that cause fire hazards as required
- Communicate information to staff re: fire safety
- Log all communication with staff re: fire safety
- Undertake a review of current Fire Risk Assessment, NOP and EAP documentation and arrangements to ensure accuracy
- Ensure that all documentation associated with fire safety has been compiled, recorded and stored. (Inspections, tests and or maintenance logs / records)
- Ensure that the electrical supply and the portable and transportable electrical equipment comply with the City & County of Swansea Policy for Electrical Equipment and Installations
- Ensure gas installation is checked by a competent registered fitter meeting the requirements of the supplier / manufacturers and the Council of Registered Gas Installers (CORGI)
- Ensure the alarm system is checked and maintained by a competent person in line with current edition of BS 5839-Part1 (Fire Detection and Fire Alarm System for Buildings) and manufacturers / installers requirements. Ensure Emergency Lighting systems are maintained to appropriate standards (BS 5266-Part 1, Emergency Lighting)
- Ensure that fire extinguishers are maintained to appropriate standards (BS 5306-Part 3 Fire Extinguishing Installations and Equipment on Premises)

TERMLY DUTIES

- Ensure employees undertake a fire drill exercise to ensure that staff are trained in fire safety procedures
- Conduct de-brief sessions or meetings on findings associated with fire safety or practice fire drills
- Record details of fire drill (date, time, staff numbers etc)

WHEN NECESSARY

- Lead an investigation into any fire event and draft report
- Ensure provision of suitable arrangements with regard to safety of contractors, events and visits. (Ascertain if any "hot work" is to be carried out at facility (welding / plumbing / open flame work) and contact the Safety Section for guidance well in advance of such work

STAFF TRAINING PROGRAMME

- Familiarisation with the means of escape from the premises
- Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm
- The method of calling the Fire Brigade
- The location and familiarisation with fire fighting extinguishers
- The action to be taken on discovering a fire
- The action to be taken when the fire alarm sounds
- Evacuation of the building (staff/public)
- The location of the assembly point
- How to minimise the possibility of fire starting
- The testing and inspection process
 - (i) Date
 - (ii) Time
 - (iii) Attendees groups (employees / visitors / disabled / young / old)
 - (iv) Numbers
 - (v) Evacuation times

Caretaker will:

INSPECT

- Fire doors – gap between frame/ door, door closure
- Corridors
- Evacuation routes including outside paths
- Fire fighting equipment
- Fire safety signage

INSPECTION OF FIRE EXTINGUISHERS

- Correct location
- The Safety Pin is in place
- Plastic “flag” Tie in place
- Pressure gauge reading for optimum condition (if applicable)
- Check cylinder (extinguisher body) for dents, corrosion or damage
- Check hose / horn for damage

INSPECTION OF EMERGENCY LIGHTING

- Inspect emergency lighting fire log for faults
- Check emergency lighting coverage and working order
- Clean units if required
- Complete fire log book

INSPECTION AND CHECK OF EMERGENCY EXITS

- Inspect signage to ensure conformity (S25 / S22)
- Inspect door surround
- Inspect door for dents, corrosion, distortion, weathering and or damage
- Opening or unlocking mechanism should be operated to establish effectiveness and readily operated with reasonable force and involve one movement. (A push bar or panic bolt type mechanisms)
- Open the door fully to at least 90°
- Inspect hinges for defects
- Inspect door recess for defects
- Ensure doors are **not** propped open (unless for short duration operational needs)

INSPECTION OF INTERNAL FIRE DOORS (ON AN ONGOING BASIS)

- Inspect signage to ensure conformity (S13 / S14)
- Inspect door surround
- Inspect door for dents, corrosion, distortion and or damage
- Opening or unlocking mechanism should be operated to establish effectiveness and readily operated with reasonable force and involve one movement
- Open the door fully to at least 90°
- Inspect hinges for defects
- Inspect door recess for defects
- Inspect door fit and in tumescent strip (if fitted) for fire and smoke spread effectiveness
- Ensure doors are not propped open (unless for operational needs)
- Ensure vision glass panels (where fitted) are clean and free of any items, which could obscure the view, not cracked or damaged

INSPECTION OF ROUTES

- Inspect signage to ensure good order
- Inspect ceiling, walls and floor for fire resistance integrity
- Ensure route is clear of obstructions, damage and hazards

TEST

- Emergency lighting
- Alarm system
- Fire break glass call points

REPORT

- Defects to Headteacher or Deputy Headteacher in their absence

RECORD

- Log inspections, tests and maintenance of equipment pertinent to fire safety

DAILY DUTIES

- Undertake a visual inspection of fire escape routes internally and externally to ensure all are free from obstruction
- Record findings on above duties and report negative findings to Headteacher or Deputy Headteacher in their absence for remedial action to be initiated
- Ensure fire extinguishers are not obstructed
- Ensure fire doors are kept closed and not wedged open(unless for operational requirements)
- Ensure all combustibles are 1m from all sources of ignition
- Ensure all paper and card is not stacked closer than 0.5m from light fittings
- Return equipment to the dedicated store
- Ensure all waste material is disposed of correctly and safely
- All electrical equipment to be isolated at the end of every day (if safe to do so)
- Ensure all windows and doors are closed and secure at the end of every day

WEEKLY DUTIES / COMMITMENTS

- Ensure the fire alarm system is tested weekly at a pre-determined time using all call points for each successive test to check that the sounders operate satisfactorily through out the ground floor and first floor of the building. Keep suitable records of such tests
- During school holidays, the alarm will only be tested if contractors need access to the school. The alarm will be tested before any pupils enter on the day school resumes after a holiday
- In the absence of the permanent caretaker this will be undertaken by the supply caretaker Mrs. Brown.
- Ensure emergency lighting system is checked for condition and working order (record findings and ensure they are easily accessible)

MONTHLY DUTIES

- Visually inspect fire extinguishers on site and record finding. The inspection should indicate that the extinguisher is in correct location, the safety pin is secured and check for any dents, corrosion, or damage that may impair the safe operation. Particular attention should be paid to determining that the extinguisher has not been operated. (If in doubt, report to Corporate Maintenance / supplier for appropriate test and re-charge). Record findings and ensure they are easily accessible
- Ensure emergency exit doors, fire door self closing devices are inspected opened and re-secured and ensure finding are recorded. Instigate repairs if required

All Staff

- Take door wedges out when leaving fire room
- Update fire register and take with them in an evacuation
- Attend fire safety training
- Act upon information communicated regarding fire safety
- Inform the Headteacher or the Deputy Headteacher in their absence of any fire hazards/ risks identified
- Liaise with the Headteacher or Deputy Headteacher in their absence over personal evacuation plans or the evacuation of disabled visitors
- Be observant to members of the public who may be disabled to ensure that you can co-ordinate any help they require to escape during an emergency
- Ensure all colleagues, users, contractors or members of the public behave in an appropriate manner as not to endanger themselves or others

Office Staff

- Provide visitors with evacuation/ site plan
- Provide contractors/ persons letting the building with emergency evacuation procedure
- Take visitors' book/ pupil contacts file to emergency assembly point if evacuating
- Ensure facility telephone is operational