



# Llantilio Pertholey Church in Wales Primary School

## *Fire Emergency Plan*

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# Fire Emergency Plan

**Location: Llantilio Pertholey Primary School**

## **Fire Emergency Plan**

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**This fire emergency plan has been compiled following fire risk assessments of the relevant buildings. The aim of the plan is to ensure that in the event of fire, employees, visitors and contractors know the action they should take to ensure that the workplace could be safely evacuated.**

**The emergency plan and the fire risk assessment are kept in the Building Managers office and are available for inspection by Staff, Fire & Rescue services and Health and Safety enforcement officers.**

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## **Workplace Details**

**Monmouthshire**

**Telephone: 01873 853746**

**Llantilio Pertholey Primary School**

**Monmouthshire Education Authority**

**Use of Premises:**

**Primary School**

**(Mon –Fri).**

**School Day (times): Monday to Friday**

**09:00 to 15:20 hrs**

**Designated deputy – Caretaker Steve Wilkinson**

## **Workplace Details**

**Fire Marshals**

**Nicola Balkwill**

**Carys Cleaton**

**Amanda Wham**

**Fire Wardens (During the day any of the above staff on the list above will then act as Fire Wardens).**

**Number of employees in Workplace:**

**Maximum 20**

**Number of Other People in Workplace:**

**3 catering staff**

## **Organisation and Responsibility for Fire Safety**

- **Monmouthshire County Council (MCC) has ensured that the fire risk and potential for damage have been properly assessed and the building complies with all statutory requirements in respect of fire precautions.**
- **The responsible person is responsible for assessing the degree of fire risk and for formulating and regularly updating this workplace fire emergency plan.**

**Responsible person: CareTaker  
or designated deputy**

- **Carry out weekly checks of firefighting equipment and test the fire alarm system on a rotational basis and arrange for regular testing of all fire detection devices.**
- **Conduct regular inspections of escape routes, fire brigade access, firefighting facilities and work areas and monitor the requirements laid down in this fire emergency plan.**
- **Liaise with the local fire brigade including arranging pre-fire planning familiarisation tours.**
- **Liaise with security personnel where they are employed.**
- **Maintain a written record of all checks, inspections, tests, fire patrols and fire drill procedures.**
- **Assist any fire or health and safety enforcing officer who wishes to inspect the premises/building, and they must give him/her any information or assistance, which he/she needs in order to complete the inspection.**

**or designated deputy.**

- **Ensure that all procedures, precautionary measures and safety standards as laid down in the workplace fire emergency plan are clearly understood and complied with by all those within the workplace.**
- **Regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.**
- **Where required by the workplace fire emergency plan, ensure that a system using hot work permits is established and monitor compliance.**

- Consider any proposed material changes for fire safety implications and where necessary carry out a review of the fire risk assessment.
- Promote "a fire safe working environment" at all times.

**Head Teacher, Deputy Headteacher or duty officer.**

- During an alarm, execute those duties required for the safe evacuation of the workplace, and ensure that all staff and visitors report to the assembly points.
- Give the officer-in-charge of the first fire appliance to arrive the following information:
  - How many persons are still in the building?
  - If relevant - any dangerous substances stored in the building that are likely to become involved
  - Where the seat of the fire is thought to be located
  - The best route to get to trapped persons or the seat of the fire.

### **Fire Marshals**

- The responsible person appoints fire marshals and deputy fire marshals to assist in building fire evacuations, fire safety inspections and the implementation of the workplace fire emergency plan.
- Fire Marshals are responsible for clearing their designated area of all personnel, in a fire evacuation. Fire Wardens have the added responsibility of:
  - Dealing with special needs people in the building
  - Reporting their area is clear to the Fire Co-ordinator at the fire assembly point
  - Attacking fires with available fire-fighting equipment if so trained and it is safe to do so
  - Conducting regular fire safety inspections of their area.

## **Workplace Precautions**

### **Emergency Procedures**

- The means of raising an alarm in case of fire is dealt with in the next section. Written fire action notices are displayed in prominent locations.
- Clear access to the workplace must be maintained at all times.
- Nominated personnel, with specific responsibilities e.g. security guards, must be briefed to unlock gates, doors etc., in the event of an alarm.
- Clear fire safety signs are installed and maintained where required in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets

and fire extinguishers.



### Use and Storage of Flammable Liquid and LPG

- Stored flammable liquids and gases within workrooms are kept below 50 litres or a day's supply whichever is the lesser within a fire resisting store/bin.
- Appropriately worded warning signs, e.g. "HIGHLY FLAMMABLE LIQUIDS" (HFL's), "NO SMOKING" and "NO NAKED LIGHTS" are to be boldly displayed at the entrances to stores containing HFL's.
- Adequate numbers of extinguishers appropriate to the hazard should be placed at storage area entrances.

### Use and Storage of Combustible Materials and Waste

- Combustible materials are used safely and kept clear of any likely ignition source. Combustible materials are stored either in fire resisting stores or with adequate space separation between them and ignition sources.
- Good housekeeping practices are maintained in this workplace. Waste material, in the form of waste packing materials are regularly removed from the workplace. Special attention is paid to corners, bases of shafts and other out-of-the way places.
- Unwanted materials from the more open areas of the workplace are collected at regular intervals and removed from site.
- All collected waste materials awaiting disposal are kept in an area away from Temporary Building(s), stores or equipment.
- All dry vegetation is cleared regularly from the perimeter and external escape routes of the

building.

- Rubbish is not burned on site.

### **Electricity and Gas Supplies**

- All electrical supply installations, both temporary and permanent, are installed in accordance with The Institution of Electrical Engineers' Regulations for Electrical Installations and the Electricity at Work Regulations 1989, by competent electricians. Installations are inspected regularly and tested with results recorded in the appropriate register.
- All gas supplies are installed by Council of Registered Gas Installers (CORGI) registered gas fitter/s. Gas cylinders are located outside buildings, secured and protected from unauthorised interference. All gas appliances are fitted with control taps. Only a competent person will install LPG, connected to an appliance by a flexible link.

### **Means for Raising the Alarm in Case of Fire**

The means of warning of fire in this workplace is; **Automatic fire detectors, electrical break glass fire alarm system or manually operated sounders**. The Automatic fire detection unit has been removed from the pupil exclusion room due to it being damaged on a regular basis. When this happens the whole system is affected. The room, when in use by a pupil, is constantly monitored by at least one member of staff, who in the event of a fire would raise the alarm.

- which are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.
- The system is installed in accordance with the appropriate British Standard 5839, Part 1, at the time of construction/installation.

### **Procedure for Calling the Fire Brigade**

- Written Emergency Procedures (Fire Action Notices) are displayed in prominent locations and given to all employees on site.
- Clear pedestrian access to and from the workplace and buildings is maintained at all times.
- Nominated personnel, e.g. security guards/fire wardens, are to be briefed to unlock gates, doors etc., in the event of an alarm.

**Names of staff with specific duties:**

A nominated person will control the traffic at the gate to the premises.

**Designated person:** Kath Sutherland or Emma Phillips

- Outside of school hour (15:20 – 09:00)– The Duty Officer will nominate a member of staff. **(If sufficient staff are available)**
- During School hours (09:00 – 15:20) – As specified by the Head Teacher or Deputy Head Teacher.



**How the Fire & Rescue services (and any other emergency services) are to be called and person/s responsible:**

- A nominated person will call the Fire Brigade immediately the fire alarm sounds. (Management must ensure that the Fire Brigade is called, even if the designated person fails to do so).

**Designated person:** Helen King or Nicola Balkwill

- Outside of school hour (15:20 – 09:00) – The Duty Officer.
- During School hours (09:00 – 15:20) – As specified by the Head Teacher or Deputy Head Teacher.

**Procedures for liaison with Fire & Rescue Service, on arrival:**

A nominated person will meet the fire & Rescue service on arrival at the premises.

**Designated person:** Helen King or Nicola Balkwill

- Outside of school hour (15:200 – 09:00) – The Duty Officer.
- During School hours (09:00 – 15:200) – As specified by the Head Teacher or Deputy Head Teacher.

**Fire Action Notice**

The procedure to be followed in the event of fire, and displayed in "Fire Action" notices sited throughout the site, is:

**If you discover a fire you must:**

- Raise the alarm by operating the nearest fire alarm call point
- Assist any member of the public or staff who needs help
- Attack the fire with the equipment provided - if you are trained and can do so without undue risk
- Obey Fire Safety Co-ordinators' and Fire Marshals' instructions

**If you hear the fire alarm you must:**

- Assist any member of the public or staff who needs help
- Leave the premises by the nearest available exit, closing all doors behind you, **if safe to do so**.
- Report to the person in charge of the assembly point on the playground
- Not stop to collect personal belongings
- Not shout or run - this may cause panic

## **Your Responsibilities**

- You must know how to find the escape routes provided
- You must know how to operate the fire alarm

## **Calling the Fire Brigade**

A nominated person will call the Fire Brigade immediately the fire alarm sounds. (Management must ensure that the Fire Brigade is called, even if the designated person fails to do so).

## **Disabled People**

When disabled people are on the premises, suitable arrangements are made for their evacuation in the event of fire.



## Means of Escape in Case of Fire

- All escape routes are kept free from combustible materials, obstructions, and trip hazards.
- All doors used as a means of escape are kept easily and immediately openable, without the use of a key, by anyone escaping from the premises.
- All door widths are at least 750 millimetres wide unless shown otherwise on the plan(s). All corridors and stairways are at least 1100 millimetres wide unless shown otherwise on the plan(s).

Clear and appropriate means of escape signs are installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.



## Fire Fighting Equipment

### **Portable Fire Extinguishers**

Adequate numbers of suitable types of portable extinguishers are available throughout the workplace.

Extinguishers are located in conspicuous positions near exits on each floor.

To protect distribution panels and items of electrical equipment, appropriate sized carbon dioxide extinguishers are provided close to the equipment concerned.

- Extinguishers, hydrants and other fire protection equipment are maintained and regularly inspected to a schedule established by the fire safety co-ordinator.



## Hot Work Permit Scheme

- A "permit-to-work" system has been adopted at this workplace and is a requirement of this fire emergency plan.
- Before starting hot work, the area will be cleared of all loose combustible material and, if

work is to take place on one side of a wall or partition, the workplace side will be examined to ensure no combustible material will be ignited by conducted heat.

- Suitably placed extinguishers of the appropriate type will be at hand with a careful watch being maintained for fire breaking out whilst work is in progress.
- Exposed wooden flooring and other items of combustible material that cannot be removed will be covered with sand, an industrial fire blanket or other non-combustible material.
- When welding, cutting or grinding, the work area will be suitably screened using non-combustible material.
- All highly flammable gas cylinders will be secured in a vertical position and fitted with a regulator and flashback arrester.
- Any tar boilers, lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances, when a non-combustible heat-insulating base must be provided to prevent heat igniting the roof. Such equipment must always be supervised by an experienced operative and be placed where spilled material can easily be controlled. Gas cylinders must be at least 3 metres from the burner and at least 2 appropriate extinguishers must be to hand.
- The area of any hot work will be thoroughly examined 1 hour after the work has finished for any signs of fire.

### **Temporary Accommodation, Location, Construction and Maintenance**

- Temporary buildings are separated from any buildings under construction or refurbishment and other permanent buildings to provide a reasonable fire break of at least 10 metres.
- Where the firebreak is less than 6 metres or the building is within the building under construction/refurbishment, temporary buildings are constructed of:
  - ½ half hour fire resisting materials
  - Non-combustible materials that will not significantly contribute to the surface spread of fire
  - Materials that will not assist the propagation of smoke and/or corrosive fumes
  - Doors and windows have ½ half hour fire resistance (integrity)
  - Vertically stacked temporary buildings, have ½ half hour fire resistance (integrity, insulation and load-bearing capacity) to the roof/floor assembly and supporting members
  - Are fitted with automatic fire detection systems linked to a Central Station unless there is 24 hour workplace security
- Workplace temporary buildings are erected in locations, which provide ease of access for the fire brigade and easy evacuation for personnel. No temporary buildings are located within basements or on floors at a height in excess of 7.5 metres from workplace access level.

- The floors of temporary buildings that are raised above ground level have the space beneath enclosed to prevent accumulation of rubbish, whilst still allowing under-floor ventilation. No combustible materials are to be stored under any Temporary buildings.
- Heaters for use in temporary buildings are fixed above floor level, fitted with securely fixed metal guards and maintained in a sound condition.
- All heaters and cooking appliances are properly installed and adequate ventilation is provided. Electrical or gas cookers are used for cooking, no gas rings are allowed on the workplace.
- In temporary buildings and areas where flammable liquids and gases are stored, automatic fire detection systems and intruder alarms are installed
- Automatic fire detection systems are installed in temporary buildings used for cooking.
- Temporary buildings contain the minimum of furniture and fittings made from synthetic materials

## **Access and Sources of Water for the Fire Brigade**

### **Water Supplies**

- Adequate water supplies for firefighting are available. The sources of water supply for firefighting purposes are as follows:
- Statutory/Private fire hydrants located at *“Under a Yellow cover on the pavement area at the corner of the Kitchen 25 metres from workplace main entrance”*.
- All water supplies are clear of obstruction and suitably marked.

### **Access for Fire Appliances and Fire Fighters**

- The surrounding access roads are of sufficient width, headroom and loading for fire service appliance access. Fire fighters are unlikely to have to travel more than 45-metres from a final exit or a protected storey exit to deal with a fire or carryout a rescue within the building.
- The following fire installations are also available for fire service use within the building:

## **Fire Records**

- A fire precautions log book is kept in the premises and is available for inspection by any officer of the Fire Authority, recording dates and details of the training, testing and maintenance of the following:
- The fire risk assessment documentation for the past three years
- This fire emergency plan
- The means for detecting fire and for giving warning in case of fire, e.g. an automatic fire detection system, a manually operated electrical system, manually operated sounders or other simple devices
- The means for fighting fire, e.g. portable equipment, hose reels, and fixed fire suppression systems

- Any smoke management, smoke control or smoke venting facility
- The emergency escape lighting system
- Instruction and training
- Fire drills
- Where appropriate records also include:
  - The date on which the testing and maintenance was carried out and by whom
  - The date on which any defects were reported and the action taken to remedy such defects
  - The date on which the defect was remedied and by whom
- Fire records include details of every defect and the action taken to remedy them.

### **Means of Escape**

- The means of escape from the building is checked on a weekly/daily basis by the fire marshals/security guards in the building.

### **Fire Alarm System**

#### **Testing**

The fire alarm is tested as described below. (These tests may be carried out by the person responsible for fire safety in the premises).

#### **Daily**

The fire alarm control panel is checked to see that it indicates normal operation, or if not, that any fault shown is recorded in the logbook and remedial action taken. All faults are rectified without delay.

#### **Weekly**

Actuating at least 1 trigger device, i.e. detector, checks the correct operation-of the alarm system, call point or end of line switch, on any 1 zone. Each zone is tested in turn and at every test a different trigger device is used so that all trigger devices are tested over a period of time. The entry in the fire precautions logbook must identify the zone and trigger device used for each test. A visual examination of all batteries and their connections is made to ensure that they are in good condition. Electrolyte levels, where applicable, are checked and cells filled if necessary. Any defects found are rectified immediately and an entry made in the logbook noting the defect and the remedial action taken.

## **Additional Tests**

There are additional tests, which are done quarterly, annually, and five yearly in accordance with British Standard 5839. These tests require specialised equipment and knowledge and are carried out by a competent person.

### **Lighting**

All escape routes are adequately lit when the premises are in use. External lighting must switch on automatically when there is insufficient daylight or individual lights may be operated by an internal switch next to the nearest exit door.

### **Escape Lighting**

The emergency lighting system utilises self-contained battery-operated luminaires, trickle charged from the main electrical supply coming into operation on failure of the local mains lighting. The batteries have sufficient capacity to operate the luminaires for not less than 1 hour.

The lamps will remain lit by emergency power for 1 hour and provide enough illumination for safe evacuation and for reading of all "Exit" signs.

### **Testing**

The escape lighting is tested and examined as described below.

#### **Daily**

A check is made to ensure that steps have been taken to remedy any fault recorded in the logbook,

#### **Monthly**

Every luminaire and internally illuminated exit sign is energised from its emergency supply by simulating a lighting circuit power failure. During the power failure simulation, all luminaires and signs are checked to ensure that all lamps are illuminated. The test need continue only until this has been done.

#### **Six-monthly**

The monthly test is carried out, but every 3-hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 1 hour and every 1-hour luminaire and internally illuminated sign is energised from its emergency supply for a continuous period of 15 minutes.



### Three Yearly

Every luminaire and internally illuminated sign is energised from the emergency battery supply or back up battery supply for its full duration by simulating a lighting circuit power failure.

### Subsequent annual test

All self-contained luminaires with sealed batteries are tested in the same way as described for the three yearly tests.

At the end of every test all indicator lamps are checked to ensure that all batteries are recharging.

### **Fire Fighting Equipment**

All fire extinguishers are sited in accordance to; BS 5306-8:2000; and are hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building, or they are sited in permanent Fire Points.

The extinguishers are of a suitable size and weight for use by the occupants of the building.

### Testing

#### Monthly:

All fire extinguishers, spare gas cartridges and replacement chemical charges are examined to ensure they are in good condition and that extinguishers are in place, have not been discharged or lost pressure and have not been damaged.

#### Annually:

All firefighting equipment is inspected and serviced by a competent person.

#### Periodically:

Discharge tests of fire extinguishers and hose reels are carried out at the frequency recommended by British Standard EN3.

### Security Measures to Minimise the Risk of Arson

- The premise has a fence erected around the perimeter as an effective method of deterring trespassers as well as preventing malicious fires. Buildings used for flammable liquid stores, liquefied petroleum gas cylinder storage and combustible material stores are secure fire resisting enclosures.

## **Staff Training Programme**

- **Fire Safety Co-ordinator and Fire Marshals are instructed and trained in their particular responsibilities. Fire Marshals are designated to check all sections of the building to ensure that everybody has left the structure and are shepherded from the building to a place of safety.**
- **All employees are regularly trained by a competent person to ensure that they understand the fire precautions and the action to be taken in the event of fire. Holding fire exercises, which include an evacuation drill, reinforces training. For the purpose of this drill, at least 1 exit or escape route is declared unavailable so that staff will become familiar with the alternative escape routes.**
- **The training is based on written instructions, which include the fire procedure described in this Fire Plan and will include the following:**
  - **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.**
  - **Stopping plant and isolating power supplies where appropriate**
  - **The method of calling the Fire Brigade**
  - **The location and practical use of firefighting equipment**
  - **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(s) and the correct roll call procedure**
  - **Instruction, training and exercises are carried out not less than once in each of the following periods:**
    - **Instruction and training for new workers, a minimum half-hour fire training period on the first day in the workplace.**
    - **A 1 half-hour fire awareness training session is carried out every 2 years for all staff.**
    - **Fire evacuation drills are carried out at least every 6 months.**

## **Fire Safety Inspections**










- **The Employer conducts fire safety management inspections as follows:**
- **Fire Marshals conduct monthly inspections of their designated work area using a simple dedicated checklist. The checklist is passed to the Fire Safety Co-ordinator. The line Manager will take appropriate steps to remove any deficiencies that are easily dealt with. More serious problems requiring capital expenditure will be passed onto the Fire Safety Co-ordinator for action.**
- **The Fire Safety Co-ordinator and a Fire Marshal conduct a joint quarterly inspection of the whole of the workplace. This inspection is flexible and appropriate to the premise**








concerned. It is a more detailed examination than the monthly inspection.

- The Fire Co-ordinator carries out an annual fire risk assessment review of the building and places appropriate documentation including significant hazards action list found in the fire safety register.

## Fire Plan Legend

The graphic symbols and abbreviations used for fire protection drawings in accordance with BS 1635:1990, BS 5499: Part 1: 1990 and the Health and Safety (Safety Signs and Signals) Regulations 1996. The symbols and abbreviations used for features that are significant for fire safety reasons are shown below:

<b>SYMBOL</b>	<b>DESCRIPTION</b>
	Fire resisting wall
	Fire resisting door
30	½ hour fire resisting rating
60	1 hour fire resisting rating
120	2 hour fire resisting rating
240	4 hour fire resisting rating
Sc	Self-closing device
PB	Panic bolt
VP	Vision panel
	Fire alarm control panel
	Fire alarm call point
	Fire alarm sounder
	Smoke detector
	Heat detector
	Water extinguisher
	Carbon Dioxide extinguisher

	<b>Foam extinguisher</b>
	<b>Dry powder extinguisher</b>
	<b>Fire Blanket</b>
	<b>Hose reel</b>
	<b>Emergency lighting luminaire</b>
	<b>Exit sign internally illuminated</b>
	<b>Flammable bin/cupboard</b>
<b>RS</b>	<b>Roller shutter</b>
<b>S2</b>	<b>Smoking is prohibited</b>
<b>S6</b>	<b>Flammable materials</b>
<b>S7</b>	<b>Oxidising materials</b>
<b>S9</b>	<b>No means of escape</b>
<b>S10</b>	<b>In the event of fire avoid use of lift</b>
<b>S12</b>	<b>Fire action notice</b>
<b>S13</b>	<b>Fire door keep shut</b>
<b>S14</b>	<b>Fire door keep locked</b>
<b>S15</b>	<b>Automatic fire door, keep clear</b>
<b>S16</b>	<b>Automatic fire door, keep clear, close at night</b>
<b>S19</b>	<b>Gangway keep clear</b>
<b>S20</b>	<b>Fire escape keep clear</b>
<b>S22</b>	<b>Green moving person (Fire Exit)</b>
<b>S23</b>	<b>Slide to open</b>

<b>S24</b>	<b>Break to obtain access</b>
<b>S25</b>	<b>Push bar to open</b>
<b>S26</b>	<b>Directional arrow (green)</b>
<b>S27</b>	<b>Fire point</b>
<b>S32</b>	<b>Foam inlet</b>
<b>S33</b>	<b>Dry riser</b>
<b>S34</b>	<b>Wet riser</b>
<b>S35</b>	<b>Fireman's switch</b>
<b>S38</b>	<b>Fire plan</b>
<b>S39</b>	<b>Directional arrow (red)</b>

# Nominated roll check list:

**During School hours: (8:45 – 15:30 hrs)**  
(Head Teacher, Deputy Head Teacher).

- Call the fire service
- Nominate a person to check the Fire alarm board, confirm seat of fire meet, and liaise with Fire service on arrival and relay information on this, numbers still in the building, Location of substances in the building and best route for access to trapped individuals.
- Nominate a person to man the main gate and control the flow of traffic.

**Outside of School hour: (15:30 – 08:45 hrs)**  
(Duty Officer).

- Call the fire service
- Nominate a person to check the Fire alarm board, confirm seat of fire, meet and liaise with Fire service on arrival and relay information on this, numbers still in the building, Location of substances in the building and best route for access to trapped individuals.
- Nominate a person to man the main gate and control the flow of traffic, **if sufficient staff are available.**