



NUTURING HEALTHY, ETHICAL, CREATIVE,  
AMBITIOUS LEARNERS.



## **Fire Safety 2023 - 2025**

This policy has been reviewed and approved by the  
Governing Body

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Review date \_\_\_\_\_

## **YSGOL PEN Y BRYN**

### **FIRE SAFETY POLICY**

#### **POLICY AIMS**

##### **The aims of this policy are:**

- i. To establish and maintain consistency in the school in the management of fire safety and fire precautions
- ii. To set minimum standards of fire safety to control the risk from fire.
- iii. To describe the school's arrangements for managing fire safety in the workplace.

To achieve our aims, the Service will implement a system involving:

- i. Policies and procedures that are clear and safe;
- ii. Allocation of responsibilities;
- iii. Fire risk assessment;
- iv. Communication of safe procedures to staff;
- v. Establishment, operation and maintenance of effective monitoring and review systems;
- vi. Provision of appropriate information, instruction and training.

This policy will be reviewed at regular intervals and any revision will be notified to relevant persons.

#### **Responsibilities of Fire Safety Policy Makers**

The Senior Management Team have overall responsibility for:

- i. Strategic implementation, enforcement, and regular review of this policy. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
- ii. Specifying a structure for fire safety planning, measuring performance, reviewing performance, auditing and monitoring the Fire Safety Policy.
- iii. Establishing strategies to implement policy and integrating these into the school day.
- iv. Ensuring that responsibilities for managing fire safety are properly assigned, understood and implemented.
- v. Agreeing plans for improvement and reviewing progress of the Fire Safety Policy.
- vi. Ensuring that, at SMT level, there is full consideration of the resource provision necessary across the service area, for the implementation of the Schools' Fire Safety Policy, and that there is sufficient information necessary for legal responsibilities to be carried out.
- vii. Ensuring that this policy is strictly observed and monitored by way of consultation between employee representative and Health and Safety Representatives in the workplace.
- viii. Ensuring that the performance of the school in the field of fire safety management is audited and taking whatever action may be required.

- ix. Seeking advice from the Health, Safety and Welfare Management and making the Health, Safety and Welfare Manager aware of relevant fire safety matters as and when necessary.
- x. Ensuring that the school has sufficient numbers of competent persons designated to help facilitate the successful implementation of the policy.

### **Responsibilities of Fire Safety Policy Implementers**

The Headteacher will be responsible for implementing this Fire Safety Policy and will adopt the role of the 'Responsible Person' for fire safety.

The Fire Risk Assessment must be completed overall, by the compilation of information required in the Fire Risk Assessment folder on a regular basis. An Assessor will inspect the premises and provide the information required.

The Responsible Officers will:

- i. Manage (including fire safety arrangements) the premise(s) for which they have responsibilities.
- ii. Maintain their level of competency in fire safety matters by attending relevant training sessions/briefings covering fire safety as and when required. Record this in the Fire Log.
- iii. Implement the guidance contained within the Fire Risk Assessment Folder.
- iv. Develop and maintain the premise Fire Log which will contain:
  - a) Details of the fire alarm and record of testing and maintenance.
  - b) Records of fire drills and staff training
  - c) Records of testing and maintenance of fire fighting equipment
- v. Develop a fire emergency action plan specific to their premise(s), test the effectiveness of that plan and ensure staff are made aware of its contents.
- vi. Make sure that both stages of the Fire Risk Assessment process have been carried out and that:
  - a) The significant findings are recorded appropriately
  - b) An action plan is produced, as required, to improve control measures.
- vii. Be accountable for the implementation of this Policy, and arrangements made under it.
- viii. Make sure that responsibilities for fire safety are properly assigned and understood by employees within their area of control.
- xi. Provide employees and non-employees with the necessary information to ensure their safety from fire.
- xii. Make sure that there is communication and participation at all levels in fire safety matters.
- xiii. Ensure that the Fire and Rescue Service is called to all outbreaks of fire, in or near to the premises.
- xiv. Provide information to emergency services in relation to hazardous materials or processes on site, as appropriate.
- xv. Inform Governing Body & Fire Safety Planners of issues which are beyond their control, or where resources are insufficient to enable compliance with fire safety legislation.

## **Responsibilities of Employees**

### **Employees will:**

- i. Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work.
- ii. Co-operate with the school with regard to any duty or requirement imposed on the Employer to enable that duty or requirement to be performed or complied with.
- iii. Not intentionally or recklessly interfere with or misuse anything provided in the interests of fire safety e.g firefighting equipment; signage etc.
- iv. Have a particular duty to other persons (pupils, staff, visitors etc) in order to protect their safety, and will ensure that no operation or method of work is employed that can be considered hazardous to themselves or others and that nothing is done to compromise the means of escape or its security.
- v. Draw the attention of their Head teacher without delay, to any work situation which might present a serious or imminent danger to themselves or others.
- vi. Ensure they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures with regard to fire safety in the premise(s).
- vii. Conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others.
- viii. Assist fully in reporting and investigation of any incident/near misses in connection with the potential outbreak of fire.
- ix. Attend as requested, all training courses/briefings covering fire safety.

## **Responsibilities for Fire Safety Policy Planners**

### **Fire Safety Officers will:**

- i. Bring to the attention of the SMT, any aspect of the policy that is not achievable, together with the reason(s), in order that appropriate action can be determined.
- ii. Arrange for employees to be provided with adequate information, instruction and training that will be:
  - a) Given at regular intervals adapted to be take account any significant changes in the type of work carried out or methods of work used;
  - b) Appropriate to their role, as identified by training needs analysis.

### **Ensure Log Book is kept up to date.**

### **Planning for the evacuation of disabled persons**

Planning for evacuation is about planning for exceptional circumstances and disabled people are no different from anyone else in that they prefer to be in control of their own evacuation. As much as possible the aim should be to allow disabled people independent evacuation; not all people who have an impairment will require assisted evacuation.

Arrangements for the evacuation of disabled persons should be compatible with the general evacuation strategy and the emergency fire action plan for the premises. The responsibility for implementing the plan and evacuating person safely in the event of an emergency will rest with

duty holders: **an evacuation plan for disabled persons must not rely upon the intervention of the Fire and Rescue Service to make it work.**

An evacuation plan for disabled persons is commonly known as a PEEP: a Personal Emergency Egress Plan or Personal Emergency evacuation Plan. The plan explains the method of evacuation to be used by a disabled person in each area of a building. It should not be assumed that because a person is disabled that they will need to ask for a PEEP. Some will be confident that they can get out of the building unaided. Also it should not be assumed that people with 'hidden impairments' such as a heart condition or epilepsy, and who normally would not have an access problem, might not require assistance in an emergency situation.

The following principles should guide the preparation and implementation of a PEEP:

- The same rules of courtesy and respect apply to disabled and non-disabled people alike. Disabled people should not be treated as a 'health and safety' problem to be resolved;
- See the person not the disability; needs and preferences vary widely between individuals;
- Disabled people should be meaningfully involved at all stages in the development and review of their PEEP; and
- In an evacuation, ask, don't assume, when determining what assistance a person might need. The individual disabled person best understands the nature of his or her impairment.

### **Communication and Training**

Good communication and appropriate training for staff and management regarding the fire or emergency evacuation process are vital to ensure success. It is important therefore that staff and managers fully understand the evacuation plan and fire safety strategy for the building so that they can render maximum assistance to a disabled person irrespective of the nature of their impairment. Provision of a fully integrated PEEP system will improve safety for everyone using the building whilst identifying any weaknesses in any existing evacuation plans.

Staff have a vital role in communicating the evacuation plan to disabled visitors and the attitude and awareness of staff is important.

Where staff members have specific roles, it is important that should the person leave or be absent, that their role is allocated to another suitably trained person either permanently or for the period of absence.

### **Individual Plans**

An individual plan is a plan for employees and regular users of a building such as pupils who require special provision to ensure their safety in the event of fire. This is written by management on a case-by-case basis in conjunction with the individuals concerned, is tailored to their individual needs and includes detailed information of their movements during an evacuation. It may be necessary to provide a plan for each room that they visit. Once agreed, a copy should be kept on 'Fire Safety Board' and by the Class Teacher and any other person who requires to know the content of the plan.

## **Evacuation options**

The provision of plans should also take account of disabled persons' movements within the building, the operational procedures in the building, and the evacuation assistance that can be made available.

## **Consultation**

Once the person responsible for preparing an individual plan has contacted the disabled person an interview should be organised to establish suitable evacuation procedures. Disabled people need to be consulted about their evacuation plan. They should be given verbal information about the fire safety measures and building systems and their opinions and experience should be sought and respected. A suitable plan should be created taking into consideration the procedures and what the building, management and disabled person can offer.

Employers are responsible for ensuring that employees are provided with suitable evacuation plans. Disabled staff should be offered a suitable evacuation plans during their induction process or where there is any change of circumstances to the person's ability to make their way out of the building. In Pen y Bryn, disabled children or students should be provided with a plan if they need one, as part of enrolment.

## **Co-ordination**

A co-ordinating role is necessary in order to ensure that any plans provided are understood throughout the organisation. Different members of staff may be responsible for ensuring that their is provision and maintenance of evacuation plans for disabled people using the service and to report back to the Fire Safety Officers. In addition, a system is required to ensure regular review and updating of plans. Line managers should take responsibility for ensuring that the PEEPs for their children are kept up to date.

## **Practising Evacuation**

In order to ensure that the plans run smoothly, training should include practise. Evacuation practise will depend on the type of evacuation required. Generally, evacuation should be practised on a regular basis and at least six monthly, regardless of the frequency of fire drill in the premises. All of the people involved in the evacuation plan should take part, however there will be exceptions. Where a disabled person has elected to make an exceptional effort to get out un-aided it is not practical for them to require regular practise, but timing a short section of the escape may help in establishing how long a full evacuation might take.

## **Evacuation Plans**

Visitors to a building may fall into two categories; those that are invited to a building such as clients attending meetings with members of staff, as opposed to casual visitors who attend of their own volition. The system of standard plans can be presented to them on arrival by the reception service. Visitors should always be offered an evacuation plan but staff should not be concerned if a person who has an apparent disability does not accept one. It is possible that the person is confident that they can make their own evacuation. This can be the case for wheelchair users. Plans should be provided in a manner which encourages people who have conditions such as asthma, heart disease, epilepsy or mental health problems to ask for assistance, if they wish to do so. Some people may have difficulty in evacuation situations that

they would not have normally, such as people who have asthma may be affected in smoky conditions caused by a fire or people who might be affected by the stress of an emergency.

The approach should be to enable people to understand our policy and procedures, when needed, without them feeling it will affect the provision of the service to them.

**Responsibilities - Sweeping of school.**

**JUNIORS**

Richard Monteiro  
Lucy Kelman

**INFANTS**

Victoria McKibbin  
Sabrina Mustari

**NURSERY PLUS**

Andrea Baron / Donna Hall / Rebecca Harris

**REGISTERS  
(Class & Lates)  
VISITORS LOG**

Sam Pritchard

Nicola Whitfield

Anwen Fanning

**INFORMING  
FIRE SERVICE**

Sam Pritchard

Nicola Whitfield

Anwen Fanning

**FIRE BELL TESTING & RECORDING IN LOG BOOK**

Richard Monteiro

Sam Pritchard

Nicola Whitfield