



**Pontypridd High School**

# **Fire Safety Policy**

*'Learning and achieving together'*  
*'Dysgu a chyflawni gyda'n gilydd'*

## Fire Safety Policy

<b>Date of policy:</b>	January 2023
<b>Adopted:</b>	Premises Committee Meeting, 7 <sup>th</sup> February 2023
<b>To be reviewed:</b>	Spring 2026
<b>Member of staff responsible:</b>	Headteacher
<b>Committee Responsible:</b>	Premises

**This school policy is presented with consideration for RCT 'Workwell' Health and Safety policies and will take account of updated RCT policy and guidance as appropriate through governing body review meetings.**

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## 1. Introduction

This policy and related procedures has been produced with acknowledgement for the RCT Fire policy and guidance.

## 2. Policy statement

The School statement of intent is, so far as is reasonably practicable, to prevent an outbreak of fire on the school premises in the first instance, and to put in place measures to ensure the safety of all students, staff and any visitors in the unlikely event that a fire does break out.

The school intends to achieve this by taking the following general fire precautions:

- measures to reduce the risk of fire, including the risk from arson;
- measures to reduce the risk of the spread of fire;
- measures in relation to means of escape;
- measures for securing that, at all material times, the means of escape can be safely and effectively used;
- measures in relation to the means for fighting fires;
- measures in relation to the means for detecting fires and giving warning in the case of fire;
- measures in relation to the arrangements for action to be taken in the event of fire, including:
  - measures relating to the instruction and training of employees; and
  - measures to mitigate the effects of a fire.
- undertaking suitable and sufficient fire safety risk assessments;
- making and giving effect to appropriate fire safety arrangements;
- where necessary, eliminating or reducing the risks from, and establishing and implementing additional emergency measures in respect of, any dangerous substances;
- where necessary, equipping the premises with appropriate firefighting equipment and fire detectors and alarms;
- providing and maintaining appropriate emergency routes and exits that are suitably indicated by signs and, where necessary, provided with adequate emergency lighting;
- establishing and, where necessary, giving effect to appropriate procedures for serious and imminent danger and danger areas;
- ensuring that the school premises, equipment and devices provided in respect of fire safety are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair;
- appointing one or more competent persons (Fire Marshalls) to assist in undertaking the preventive and protective measures determined as necessary;

- providing all staff with appropriate comprehensible and relevant information on the risks and the preventive and protective measures taken in respect of fire;
- providing employees located in the premises with suitable and sufficient fire safety information, instruction and training;

**The person responsible for fire safety is the Head Teacher and with the Site manager who has responsibility on a daily basis for school health and safety**

### **3. Fire safety risk assessments**

The school will arrange for suitable and sufficient fire safety risk assessments (FSRAs) to be undertaken through the responsibility of RCT Officers and specialist consultants. This will help to ensure that all fire safety issues are properly assessed and that, where necessary, any required improvements are identified and implemented.

RCT Council in consultation with the specialist consultant, will determine the appropriate period between the FSRA and the intended periodic re-assessment for any particular premises. Appendix 1 shows the Site manager checklist.

The Site Manager:

- responsible for ensuring that the school has had a FSRA undertaken and that any periodic re-assessment is undertaken when due, liaising with RCT Corporate Maintenance and/or the specialist consultant, as necessary.
- will liaise with the FSRA consultant regarding safety procedures that must be followed by the consultant's assessors whilst they are on site/in the building.
- on completion of the FSRA the Site Manager will develop a prioritised action plan (where necessary, in consultation with technical officers in RCT Corporate Maintenance) identifying any work/management duties required to be undertaken and by whom.
- Will ensure that required actions are addressed and that the web-based FSRA is updated. The web-based FSRA system utilised by the specialist consultant currently employed by the Council is called the RAMIS system.
- must notify the FSRA consultant of any significant change to their premises that could affect the FSRA and which could require a re-assessment before any intended periodic reassessment date. Such a change could be, for example, an extension to a building, alterations to the internal layout of a building, a change of use of a building or a significant increase in the number of occupants in a building.
- must review the FSRA annually using the reassessment referral questionnaire form, and file the form appropriately on RAMIS.
- must inform occupants of premises, both permanent occupants and any visitors, of any significant risks identified by the FSRA.

## **4. Fire safety equipment, devices and systems**

- 4.1 The Council will employ specialist contractors to install in premises all fire safety equipment, devices and systems, including signage, determined as necessary by the findings of the relevant FSRA.
- 4.2 The Council will employ specialist contractors to test, service and maintain to statutory requirements all appropriate fire safety equipment, devices and systems installed in premises, including any illuminated signs, to ensure that they are maintained in an efficient state, efficient working order and in good repair.
- 4.3 The responsibility for determining which specialist contractors to employ to install and/or test, service and maintain appropriate fire safety equipment, devices and systems, and for appointing those contractors, arranging all necessary contract specifications and associated documentation and monitoring compliance with contracts, lies with the Council's Corporate Maintenance Section.
- 4.4 Site/building managers must monitor to ensure that the specialist contractors are undertaking the necessary testing, servicing and maintenance of all appropriate fire safety equipment, devices and systems, and that records of the same are entered in the fire log book and/or on RAMIS.
- 4.5 Site/building managers must ensure that all required in-house checks/tests of appropriate fire safety equipment, devices and systems are undertaken and that records of the same are entered in the fire log book and, where appropriate, on RAMIS.

In-house checks/tests are also to include ensuring that:

- escape routes are kept clear of obstructions and can be easily used in the event of a fire;
- any devices fitted to fire doors, such as door hold-open devices, work properly;
- locking mechanisms to final exit doors, such as panic bolts and electronic door releases, work properly.

4.6 Where checks/tests indicate a fault, site/building managers must take appropriate action to remedy the fault and record details of the action taken in the fire log book and, where appropriate, on RAMIS.

False alarms are to be considered as a fault.

4.7 Where site/building managers delegate the duty of undertaking inhouse fire safety checks/tests to other employees, they must monitor to ensure that those checks/tests are being properly carried out and that details are recorded in the fire log book and, where appropriate, on RAMIS.

In addition to undertaking such monitoring, site/building managers must evidence that they are doing so (one means of evidencing monitoring would be to periodically sign the fire log book record sheets).

The Site Manager in partnership with RCT / Fire Safety Officers will ensure that all fire safety equipment, devices and systems are in the right working order and appropriate locations around the school site.

The fire alarm system is tested weekly by the Site Management Team.

Evacuation chairs are located at the top of each stairwell in the Upper Block and STEM block. Staff have received training on how to operate these chairs to assist in the safe and effective evacuation of students and / or staff who need to use them.

## **5. Fire related incidents**

The Site Manager will report fire-related incidents to relevant officers in Corporate Maintenance, and also to the Council's Corporate Health and Safety Team using the Council's Incident/Accident Investigation and Injury Record form HS 5(A).

## **6. Fire safety procedures**

The Headteacher and Site Manager will ensure that suitable fire safety procedures, including an evacuation plan, are developed and implemented for their premises.

The Headteacher, Site Manager and ALNCo (as appropriate) will ensure that for students and / or staff (and visitors if appropriate) who require assistance to evacuate, such as some mobility or sensory impaired disabled people there will be suitable personal emergency evacuation plans (PEEPs) for those occupants.

Evacuation plans, including those for disabled people, will not rely on the assistance of the Fire and Rescue Service to be effective.

The Site Manager will ensure that fire safety procedures are documented and copies kept in the fire log book.

The Headteacher and Site Manager will ensure that fire safety procedures are brought to the attention of all students, staff and visitors including any contractors.

Appendix 2 shows the location and layout of the school site. Information posters about 'what to do in case of fire' fire action notices will be placed in strategic locations throughout the main school buildings – the Upper Block, STEM block and Sports Hall.

School staff and visitors are not expected to try and fight a fire unless, as in the case of designated Fire Marshalls it is safe to do so and they have been trained in the use of firefighting equipment, or if they need to do so to make their escape from a building.

**Employees must not put themselves at risk to fight a fire – their personal safety must always be the priority.**

### **Expectations when the fire alarm sounds**

Once the fire alarm sounds all students, staff and visitors should move promptly and safely along designated routes inside and outside buildings using designated fire door exits from buildings. Fire Marshalls named in each area of the school will ensure the evacuation is carried out effectively and no person remains in the school buildings.

In specific individual cases such as where a PEEP has been produced, named individuals and their assistant may collect in the area to the front of the STEM block, the Sports Hall or the main school entrance.

The main collection point for all students, staff and visitors is the area of 'Tennis Courts' at the back of the Upper Block. This area is shown as Appendix 3 and year groups collect in specific areas with staff allocated to specific classes and year groups.

When an alarm sounds the Site Manager and Headteacher (or Deputy Headteacher) will immediately log the location and source of the alarm and potential 'fire' area of the school. Staff will inspect the area and in the case of any fire assess what actions are appropriate.

Procedures specific to each main building of the school are included as:

Upper Block – Appendix 4

STEM block – Appendix 5



## **7. Fire safety information, instruction and training**

The Headteacher and Site Manager will ensure that employees located in their premises are provided with all necessary fire safety information, instruction and training, and that records of the same are kept in the fire log book.

Training provided to employees is to be suitable for their roles and responsibilities.

Staff will be appointed to act as fire marshals to help ensure the safe evacuation of occupants in the event of a fire, or similar, staff will be nominated in a personal emergency evacuation plan (PEEP) to provide assistance to a disabled person in an evacuation.

Any employees nominated to undertake additional fire safety duties, such as to act fire marshals will be competent to perform the role and receive appropriate training.

Training will include fire drills to test the efficiency and suitability of fire procedures and evacuation plans. A minimum of one fire drill per term will be conducted for the whole school.

## **8. Employees duties and responsibilities**

All students, staff and visitors are required to comply with all fire safety procedures.

All staff have a duty to report to their line manager any issues they become aware of that may adversely affect fire safety.

All staff are not permitted to misuse any equipment, system, device or similar provided in respect of fire safety.

## **9. Fire safety records**

The Site Manager will ensure that fire safety records are kept safely and that they can readily be made available for inspection by, for example, visiting Fire Officers.

The following records will be kept:

- details of any visits by Fire Officers;
- the fire safety risk assessment, together with any measures implemented as a result;

- in-house checks/tests of fire safety equipment, devices and systems, such as fire alarm call points, emergency lighting and firefighting equipment;
- in-house checks/tests of escape routes, including devices such as door-hold open devices and locking mechanisms to final exit doors, such as panic bolts and electronic door releases;
- details of action taken when checks/tests reveal faults;
- periodic tests/servicing by specialist contractors on fire safety equipment and systems, such as fire alarm and emergency lighting systems and firefighting equipment;
- details of any false alarms and action taken to prevent recurrences;
- fire safety arrangements and procedures including, where appropriate, any personal emergency evacuation plan (PEEP) prepared in respect of the evacuation of a disabled person;
- details of any people given additional responsibilities in respect of fire safety, such as someone appointed to the role of fire marshal;
- details of fire safety information, instruction and training provided to employees;
- details of fire drills, including subsequent debriefing meetings, any issues identified in such meetings and the measures implemented to address those issues;
- evidence of monitoring by site/building managers to ensure required in-house checks/tests are being properly undertaken (where they do not undertake such checks/tests themselves).

All actions related to this Fire Safety policy will be reported to the school Governing Body Premises committee on a termly basis.

## **10. Advice**

Advice on the implementation of this policy can be obtained from the Health and Safety Team, Human Resources, Ty Elai, Williamstown, CF40 1NY, telephone 01443 425531.

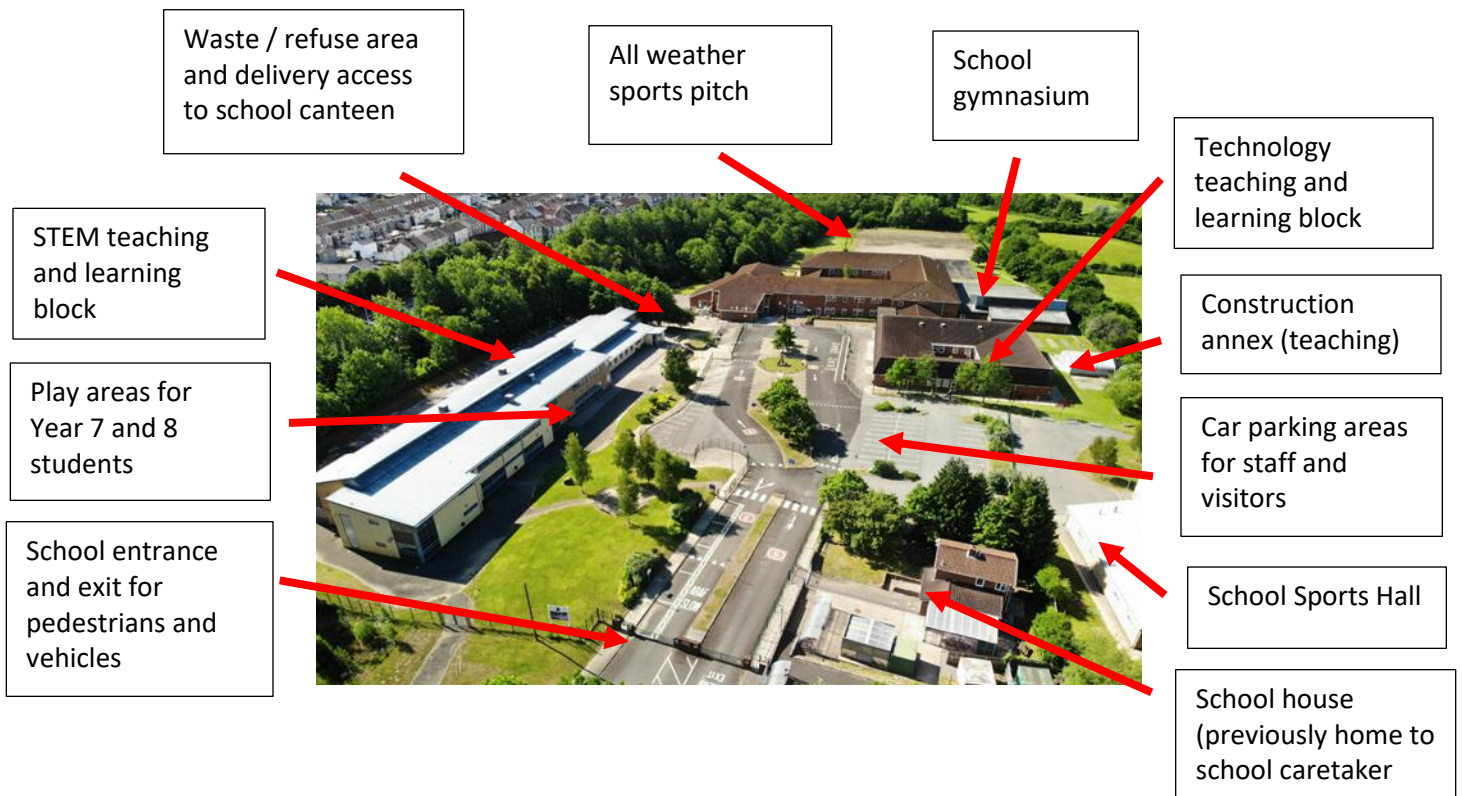
## Appendix 1 : Site Manager checklist

	As Appropriate		
	N/A	Yes	No
Has a fire safety risk assessment (FSRA) been undertaken for the premises?			
Are you arranging for any measures identified as necessary in the FSRA to be addressed?			
Are you aware of any intended FSRA re-assessment date and that you are required to liaise with Corporate Maintenance and/or the FSRA consultant, as necessary, to arrange for the re-assessment to be undertaken?			
Are you aware that you will need to notify the FSRA consultant of any significant change to your premises?			
Are you aware that you need to complete an annual FSRA review questionnaire?			
Are you aware that you need to report fire-related incidents to Corporate Maintenance and the Corporate Health and Safety Team?			
If you share a premises with any other employer, are you aware that you must consult and cooperate with the person appointed by the other employer to be responsible for fire safety?			
Are there appropriate fire safety arrangements and procedures in place including, where necessary, personal emergency evacuation plans (PEEPs) for disabled people?			
Are there suitable and sufficient escape routes and exits, suitably indicated by signs, and are these inspected, tested and maintained in efficient working order?			
Is any emergency lighting inspected, tested and maintained in efficient working order (including inhouse checks/tests)?			
Is any fire detection and alarm system inspected, tested and maintained in efficient working order (including in-house checks/tests)?			
Is firefighting equipment inspected, tested and maintained in efficient working order (including inhouse checks/tests)?			

Is any other fire safety device, equipment or system inspected, tested and maintained in efficient working order (including in-house checks/tests)?			
Have employees been provided with comprehensible and relevant information on fire safety?			
Have any outside employers or self-employed people working on the premises been provided with comprehensible and relevant information on the risks identified by the FSRA, the preventive and protective measures put in place and the identities of the person appointed to take charge of those measures?			
Have employees, including any given additional responsibilities, been provided with appropriate fire safety training?			
Are fire drills held at least twice a year?			
Are debriefing meetings held after fire drills and are measures implemented to address any issues identified in such meetings?			
Is there a fire log book for the premises?			
Is all relevant fire safety information recorded in the fire log book?			
Do you update the RAMIS system as required, and do you check that specialist contractors do so as well and inform Corporate Maintenance if there are any issues?			
Are there monitoring procedures in place to ensure that the requirements of the policy are being met?			

Checklist completed and confirmed by			
<b>Name</b>		<b>Name</b>	
<b>Signed</b>		<b>Signed</b>	
<b>Job role</b>		<b>Job role</b>	
<b>Date</b>		<b>Date</b>	

## Appendix 2 : Pontypridd High School – site map



### Appendix 3 : Fire emergency student, staff and visitor assembly point

#### **Pontypridd High School** **Fire safety assembly point for users of the Sports Hall during 'out of school' hours**

All users of the Sports Hall should collect on the grass area, a safe distance from the Sports hall building and not in the car park area that may be needed for emergency vehicle access



#### **Pontypridd High School** **Fire safety assembly point for all students, staff and visitors**

Main assembly point on 'tennis courts' area to the rear of the Upper Block.

Students evacuate buildings and collect in this area into form groups in designated Year group order as indicated above

Students and / or staff with 'Personal Emergency Evacuation Plans' move to assembly point in safe area in front of the main Upper Block entrance / reception area

Student and staff attendance is checked against registers by designated staff

Support staff, catering staff and visitors collect at Point A

Following a fire alarm and evacuation of buildings, no person should leave this area and re-enter buildings until a senior member of staff gives permission to do so

## Appendix 4 : Fire safety procedures in the Upper Block

# PONTYPRIDD HIGH SCHOOL FIRE PROCEDURE

## UPPER BLOCK

### **IMMEDIATELY FOLLOWING THE SOUND OF THE FIRE ALARMS**

1. All staff and students to leave the building
2. Staff to lead students to the nearest fire exit promptly and in an orderly, calm manner
3. Do not stop or delay leaving the building to collect personal items
4. To prevent the fire from spreading secure doors shut on departure from any room
5. All students and staff to collect at the fire assembly point at the Tennis Courts to the rear of the Upper Block building
6. A member of the Fire Marshal team will carry out a full search of all areas upon evacuation to ensure there is no one left within the building

### **Fire Marshals**

- **Ground Floor Office – Bytezone – Gym – Food Technology – Art – Health and Wellbeing Corridors**
  - **Ground Floor – Cafe**
  - **Ground Floor and First Floor – SEBD and SEBD 2**
  - **Ground Floor - Main hall and Reception area**
  - **First Floor – ALN - Humanities – Languages – English – Inclusion Corridors**
  - **Present at main entrance to liaise with Fire Safety officers and ensure no unauthorised personnel enters the building**
7. At the main assembly point, all students must line up in alphabetical order in their form tutor groups for a class register to be taken. Staff and students with a PEEP should collect at the assembly point in front of the main Reception area
  8. On completion of a class register staff should indicate full attendance with a 'green' card or use a 'red card where a student is absent and not at the assembly point
  9. A member of the Leadership team or Wellbeing Team will act on any reported student absence
  10. Administrative staff will carry out an attendance register of staff present and report any absence to a member of the Leadership Team who will act accordingly
  11. All students, staff and visitors should remain in the designated fire safety assembly area until the 'all clear' has been given by the Headteacher / Deputy Headteacher or Fire officer in charge. Only then is it safe to re-enter the buildings

## Appendix 5 : Fire safety procedures in the STEM block

# PONTYPRIDD HIGH SCHOOL FIRE PROCEDURE

## STEM BLOCK

### **IMMEDIATELY FOLLOWING THE SOUND OF THE FIRE ALARMS**

1. All staff and students to leave the building
2. Staff to lead students to the nearest fire exit promptly and in an orderly, calm manner
3. Do not stop or delay leaving the building to collect personal items
4. To prevent the fire from spreading secure doors shut on departure from any room
5. All students and staff to collect at the fire assembly point at the Tennis Courts to the rear of the Upper Block building
6. A member of the Fire Marshal team will carry out a full search of all areas upon evacuation to ensure there is no one left within the building

### **Fire Marshalls**

- **Ground Floor – Maths – Design Technology Corridor**
  - **Ground Floor - Office – Drama – Music Corridor**
  - **First Floor – IT – Maths – Science Corridor**
  - **Present at main entrance to liaise with fire department and ensure no unauthorized personnel enters the building**
7. At the main assembly point, all students must line up in alphabetical order in their form tutor groups for a class register to be taken. Staff and students with a PEEP should collect at the assembly point in front of the main Reception area
  8. On completion of a class register staff should indicate full attendance with a 'green' card or use a 'red card where a student is absent and not at the assembly point
  9. A member of the Leadership team or Wellbeing Team will act on any reported student absence
  10. Administrative staff will carry out an attendance register of staff present and report any absence to a member of the Leadership Team who will act accordingly
  11. All students, staff and visitors should remain in the designated fire safety assembly area until the 'all clear' has been given by the Headteacher / Deputy Headteacher or Fire officer in charge. Only then is it safe to re-enter the buildings



## **PONTYPRIDD HIGH SCHOOL FIRE PROCEDURE**

### **SPORTS HALL**

### **IMMEDIATELY FOLLOWING THE SOUND OF THE FIRE ALARMS**

#### **For School staff and Students**

- Teaching staff occupying the Sports Hall must take responsibility for a complete and safe evacuation of the building.
- Following a full search, staff should lead the students safely to the school assembly point at the Tennis Courts behind the Upper Block

#### **For those who are using the Sports Hall after school**

- Those occupying the Sports Hall must take responsibility for evacuating the building.
- Following a full search, the designated responsible person should lead all those in the Sports Hall to the designated assembly point outside the building.