

Llangyfelach Primary School

FIRE RISK ASSESSMENT

| | | | | | | |
|--|--|--------------------------------|--|---|------------------------------|-----------------------|
| Site: | LLANGYFELACH PRIMARY SCHOOL | Fire Risk Assessor: | Lee Burnell | | | |
| Address: | Pengors Road, Llangyfelach, Swansea | FRA Responsible Person: | Lee Burnell | | | |
| Postcode: | SA5 7JE | FRA Date: | September 2024 | | | |
| Tel: | 01792 771497 | Review Date: | September 2025 | | | |
| Directorate: | Education | Service Unit: | | | | |
| Reference: | | Hours of Business: | 7:30am to 6pm | | | |
| Persons to Consider (provide detail if required) | | | | | | |
| Employees | Contractors | Clients/Pupils | Authorised Visitors | Members of Public | Unauthorised Visitors | |
| 22 staff Full time and Part time | CCS staff who periodically visit the school – must all sign in/out | 240 | All visitors: students, mentors, deliveries | Parents, Grandparents and other family members | Trespassers | |
| Does the premises have a Fire Alarm? | | Yes | If Yes – What type? (See Maintenance Sheets) | | M Plus Enhancements | |
| Is the Fire Alarm Linked? | | No | Is the alarm audible throughout the building? | | Yes | |
| If alarm is linked to where? | | N/A | | | | |
| Does the premises have Automatic Fire Detection (AFD)? | | | Yes | How many AFD units in total? | 26 | |
| Total Number of Call Points | | 12 | Total Number of Final Fire Exits | | 11 | |
| Number of Floors (Including basement) | | 2 | If more than single floor are external escape routes available from upper floors? | | Yes | |
| How many lifts are in operation in the building? | | 1 | How many lifts are fire rated? | | 1 | |
| Total Number of Rooms | | 16 | Are there any rooms within rooms? | | No | |
| Room Capacities (For any room used to host functions / events / meetings or other type of public gathering) | | | Room | | Capacity | |
| | | | Main Hall | | <small>Standing</small> | <small>Seated</small> |
| | | | | | 300 | 250 |
| Designated Emergency evacuation meeting area (Muster Point) | | | Top Yard | | | |
| Access for Fire Brigade is from (Street Name or Description of Area) | | | Outside Top Yard | | | |

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| | | |
|---|-----------------|--|
| Is the premises attached to any other building? | Yes / No | <i>If Yes – Details of Risk Assessment should be shared with neighbouring buildings.</i> |
| Are all emergency routes maintained and accessible? | | Yes / No |
| Are tests carried out in regards to Fire Safety Equipment in line with current guidance? <i>Records of testing should be maintained in Fire Log Book</i> | | Yes / No |
| Fire Drills – Evacuation drills should be carried out at least twice per year | | Yes / No |
| Call Points - Each Call Point labelled and alternative call point(s) tested weekly | | Yes / No |
| Emergency Lighting – Tested on a monthly basis | | Yes / No |
| Fire Extinguishers – Visually checked on a monthly basis | | Yes / No |
| Is a Personal Emergency Evacuation Plan (PEEP) in place? | | Yes / No |
| Is a General Emergency Evacuation Plan (GEEP) in place? | | Yes / No |

Summary Description

Llangyfelach Primary School is located within a large housing estate on the eastern side of the city of Swansea. It is a local authority-maintained school. The original school building dates from 1870's. The accommodation consists of a large main complex, built on two levels. The rear upper level is an extension of the original building, which was built in 2000. The lower level was extended further in 2008.

- The upper level houses all Key Stage 2 classes, Foundation Phase Classes, the Head teacher's office, an administration office, school hall, kitchen and staff room, support room and library.
- The lower level houses our Early Years Classes and a Child Care Facility (LPS Wraparound), which caters for pupils from 3yrs – 12yrs. They have their own Fire Procedures that form part of the school's procedures.

In recent years the Governing Body and LA has invested considerable sums of money in general refurbishment and redecoration. The school is surrounded by urbanisation, a local Bethel Church and graveyard. There is only one point of entry and exit. The fire service can access the school via Pengors Road and through the main gate to the upper yard area.

The school is open between the hours of approximately 7am and 7pm Monday to Friday. The school runs a breakfast club from 7.30am and after school club until 5:30pm

The Fire panel is in the main office. The key for the Fire Panel is in the key cupboard in the main office. Disabled access is good as all teaching and public areas are on single levels with one small flight of internal stairs.

The assembly points following activation of the Fire Alarm is in the upper yard.

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Detail and Special Considerations

- The school has a fire alarm and detection system in place.
- New build classrooms have smoke alarms fitted.
- All enclosed storage rooms are fitted with smoke detectors.
- The nominated assembly point for the occupants of the school is the top yard in class order from nursery class to the left facing the school to year 6 to the right.
- Disabled access is good with passenger lift accommodating both floors
- There is access to the school via Pengors Road for the fire brigade.

Llangyfelach Primary School

| Premises name: Llangyfelach Primary School | | | | | |
|---|--|----------------------------|---|---|-----------------------------------|
| Deficiencies | Action required | Target/ review date | Supporting Evidence (photo/ email) | Fully addressed area of concern Partly addressed area of concern Further Action Needed | Completion date and by who |
| Staff Training | Basic Fire Safety Training required for all staff. Many new staff and refresher training | October 2025 | | Further Action Needed | October 2025 |
| Policy & Procedure Communication | Undertake information sessions in INSET (September) in order to provide details and updates. All staff will sign to show they have read and fully understand the school Emergency Evacuation Plan. | September | | Further Action Needed | Every September - ongoing |
| Fire Drill Testing | Monitor application of the Red / Green Card system – repeat missing child scenario. | Summer 2025 | | Further Action Needed | Summer 2025 |
| Ceiling Tile Monitoring | Implement formal recording process for the inspection of all ceiling tiles. | ASAP | | Further Action Needed | ASAP |
| Fire Door Strip Replacements | Monitoring has indicated replacements at locations throughout the school | ASAP | | Further Action Needed | ASAP |
| Investigate Furnishings | Investigate the fire ratings for all furnishings across the school | Ongoing | | | Ongoing |
| | | | | | |
| | | | | | |
| | | | | | |
| Date of Review | | | | | |

Llangyfelach Primary School

Key to risk assessment

Y = Yes (In place) N = No (Not in place) N/A = Not Applicable

The Building

| 1. Fire Alarms & Detection | |
|--|----------|
| 1. Does the facility have an alarm system? | Y |
| The school is supported with a fire alarm and detection system, along with an intruder alarm system. The two systems have different sounders to distinguish. Main office and foyer doors are on a 'keypad' entry system. They are fitted with a 'release switch to allow them to be opened. Upon activation of the fire alarm, the main door magnetised lock is released. Maintenance of the Fire Alarm is undertaken by the Local Authority as part of a Service level agreement. | |
| 2. What type of alarm is installed at the premises? | |
| Excel-EN 12 Zone | |
| 3. Is the Fire Alarm Panel Linked (If yes please describe who it is linked to) | N |
| The system is not on an automatic call out – Emergency services must be phoned via 999. The Fire alarm is tested by the caretaker on a weekly basis. | |
| 4. Does the facility have A.F.D. (Automatic Fire Detection) (If Yes – Describe) | |
| The school has smoke and heat detectors as part of the Automatic Detection System. | |
| 5. Are there early warning beam detectors in place? (Including locations) | N |
| N/A | |
| 6. How often is the Fire Alarm Tested? | Y |
| The CCoS undertake regular inspections and maintenance of the fire alarm system and the records are held within the fire management file. Any issues are presented to the HT. | |
| 7. Is the alarm audible in all locations of the building? | Y |
| Yes | |
| 8. Is the alarm vocal or sounder only? | Y |
| Sounder only | |
| 9. Are there visual alarms as well as sounders? | N |
| No | |
| 10. Does the facility have call points (break glass points) | Y |
| There are break glass points across the school. Next to all break glass points are Fire notices. These are tested in line with the requirements of the CCoS policy and procedures and recorded within the fire log book. | |
| 11. How often are call points tested? | Y |
| The caretaker tests the Fire alarm weekly and notes this in the Fire Log book. All call points are numbered and tested in numerical sequence. All call points are tested within a 3-month cycle. | |
| 12. Does the building display sufficient fire signage & fire action notice? | Y |
| In all rooms, enclosed rooms and evacuation/entry points. | |
| 13. Does the facility have a telephone outside land line? | N |
| | |
| 14. Does the facility have back-up communication systems e.g. dial 999? | Y |
| | |
| 15. Does the facility have other alarms systems in addition to a fire alarm? | Y |
| The school has an Intruder alarm system. This is set every evening by the school caretaker. PSM manage the security system for the school. The alarm system has a different sounder to the main fire alarm system. | |

Alarm & Detection Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current alarm system in place.

| | | | | | | | | |
|-------------------|--|--|------------|-------------|-----|-----------|----|-----|
| | | | | | | | | |
| Severity | | Severity | 5 | 5Y | 10R | 15 | 20 | 25 |
| 1 | AFD throughout, Alarm & Compliant testing Schedule | | 4 | 4 | 8 | 12 | 16 | 20 |
| 2 | AFD throughout & Alarm | | 3 | 3 | 6G | 9 | 12 | 15 |
| 3 | Some AFD & Alarm | | 2 | 2 | 4 | 6Y | 8 | 10Y |
| 4 | Call Point & Alarm | | 1 | 1 | 2 | 3 | 4 | 5G |
| 5 | Manual Systems | | 0 | 1 | 2 | 3 | 4 | 5 |
| | | x | Likelihood | | | | | |
| Likelihood | | Low Risk | | Medium Risk | | High Risk | | |
| 1 | Very Unlikely | | | | | | | |
| 2 | Unlikely | | | | | | | |
| 3 | Likely | | | | | | | |
| 4 | Very Likely | To access excel sheet double click on this box | | | | | | |
| 5 | Certainty | | | | | | | |

Further Control Measures if required (Add items to final action plan also)

Residual Risk Rating: Low

Comments:

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| 2. Documentation | |
|---|----------|
| 1. Is there a fire safety file for the building? | Y |
| The fire management file that is located within the main school office The Fire Safety file contains relevant Fire Safety documentation. Governors are updated on a termly basis of any Fire Safety issues. | |
| 2. Does the building have an Emergency Action Plan (E.A.P.) | Y |
| All staff will sign to show they have read and are fully apprised of the school Emergency Evacuation Plan. All new staff / visitors will be provided with an Information sheet containing our EAP information and are given verbal instruction by the HT or in his absence the DHT or in her absence the AHT. There is a copy of the EAP in the safeguarding area of the LPS Website. There is a further copy of the EAP in the Fire Safety file. At the start of all whole school events parents are informed verbally of our EAP procedure. | |
| 3. Is there a fire log book on site? | Y |
| The school has a Fire Log book that contains a record of the weekly, monthly and termly checks/ inspections that take place. This is held in the fire management file that is located within the main school office | |
| 4. Has a nominated person (s) been tasked with carrying out fire safety duties? | Y |
| The HT / DHT are the designated persons to lead in an evacuation. In their absence the AHT. The HT / DHT / Caretaker attend the mandatory Fire Safety training. | |
| 5. Has a deputy been appointed to cover if the person named above is absent? | Y |
| DHT and or AHT | |
| 6. Are regular checks on fire safety equipment carried out & recorded in line with statutory requirements? | Y |
| Regular inspections of equipment take place : <ul style="list-style-type: none"> - Fire drills (Once per term) - Emergency Lighting checks (Monthly) - Fire Alarm testing (Weekly) - Fire Extinguisher 'checks' (Monthly) - Full building safety audits, documented and stored within the fire safety file. Every day, the caretaker 'walks the school' ensuring all fire exits are clear, break glass points are visible, fire panel testing and fire extinguishers are visible. | |
| 7. Do you ensure the public, clients, pupils or visitors (including contractors) have access to fire safety information and knowledge of evacuation plans? | Y |
| | |
| 8. Have any Personal Emergency Evacuation Plans (P.E.E.P) been written? | Y |
| At present the school has one PEEP in place. If this requirement was to change, it will be designed with all relevant people involved and communicated to appropriate staff. Additionally, a further copy of the PEEP will be placed in the Fire Safety file. | |
| 9. Are arrangements, equipment and sufficient trained persons available to support the PEEP? Eg evac chair(s) | Y |
| Current equipment meets the need of the PEEP in place. Should additional PEEP be required and additional equipment, the FRA will reflect this. | |
| 10. Have any General Emergency Evacuation Plans (G.E.E.P) been written? | Y |
| No – but is a target for future plans and if required. | |
| 11. Are arrangements, equipment and sufficient trained persons available to support the GEEP? Eg evac chair(s) | N |
| When there will be requirement or need, this will be available. | |

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12. Are all maintenance records kept within the Fire file (Including fixed electrical testing / PAT testing / Gas maintenance / Boiler servicing)? *

13. Are COSHH records kept within the Fire File? *

Documentation Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current fire documentation in place

| | | | | | | | | | |
|-------------|--|----------|--|--|--|--|--|--|--|
| Severity | | 1 | | | | | | | |
| Likelihood | | 1 | | | | | | | |
| Total Score | | 1 | | | | | | | |

| | | | | | | | |
|-----------------|---|-------------------|--------------------|------------|------------------|-----------|------------|
| Severity | | 5 | 5Y | 10R | 15 | 20 | 25 |
| | 1 FRA, EAP & fully compliant testing schedule | 4 | 4 | 8 | 12 | 16 | 20 |
| | 2 FRA, EAP & semi-compliant testing schedule | 3 | 3 | 6G | 9 | 12 | 15 |
| | 3 FRA, EAP only | 2 | 2 | 4 | 6Y | 8 | 10Y |
| | 4 Semi-compliant FRA / EAP | 1 | 1 | 2 | 3 | 4 | 5G |
| | 5 No fire documentation | 0 | 1 | 2 | 3 | 4 | 5 |
| | | Likelihood | | | | | |
| | Low Risk | | Medium Risk | | High Risk | | |

| | | | | | | |
|-------------------|--|--|--|--|--|--|
| Likelihood | | | | | | |
| 1 Very Unlikely | | | | | | |
| 2 Unlikely | | | | | | |
| 3 Likely | | | | | | |
| 4 Very Likely | | | | | | |
| 5 Certainty | | | | | | |

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Further Control Measures if required (Add items to final action plan also)

Residual Risk Rating: Low

Comments:

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| 3. Structure (External) | |
|--|----------|
| Does the structure of your building contain: | |
| 1. Asbestos containing materials | N |
| A detailed and comprehensive conditional survey has been undertaken by the City and County of Swansea; no significant issues identified. A detailed asbestos survey has been undertaken, which is reviewed at predetermined intervals. | |
| 2. Brick/stone | Y |
| Brick/stone walls remain in good condition and the approved contractor undertakes any repairs. | |
| 3. Steel frame and steel cladding | Y |
| There is a steel frame shelter installed in the middle yard for outdoor learning, this structure was installed through CCoS and is structurally sound. | |
| 4. Prefabricated panelling (Plastics) | N |
| There is no prefabricated material within the structure of the school. | |
| 5. Fibre glass | N |
| There are no fibreglass structures/ roofs. Should this change, the FRA will be reviewed | |
| 6. Wood | Y |
| Wood is limited to external structures windows/ doors. These are maintained in good repair and inspected at regular intervals. | |
| 7. Is there any external cladding? | N |
| There are no external cladding areas. Should this change, the FRA will be reviewed | |
| 8. Glass | Y |
| Glass is located within windows and doors, and these are in good repair. | |
| 9. Flat felt roof | Y |
| All flat roofs are in good repair and maintained in line within the CCoS CBP&S requirements. | |
| 10. Concrete paths or paving stone etc. | Y |
| All concrete paths and paving are in good repair and inspected as part of the caretaker duties. Any defective paving is reported in line with the school's policy and procedures. | |
| 11. Other (please describe) | N |
| N/A | |

Building Structure (External) Risk Rating:

The following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the External Building Structure.

| | | | | | | | | | |
|-------------|--|---|--|--|--|--|--|--|--|
| Severity | | 1 | | | | | | | |
| Likelihood | | 2 | | | | | | | |
| Total Score | | 2 | | | | | | | |

| | | | | | | | | | |
|-------------------------------|----------|-------------------|----|--------------------|----|----|------------------|--|--|
| Severity | | | | | | | | | |
| 1 Good Condition, No Concerns | Severity | 5 | 5Y | 10R | 15 | 20 | 25 | | |
| | | 4 | 4 | 8 | 12 | 16 | 20 | | |
| | | 3 | 3 | 6G | 9 | 12 | 15 | | |
| | | 2 | 2 | 4 | 6Y | 8 | 10Y | | |
| | | 1 | 1 | 2 | 3 | 4 | 5G | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | | |
| | | Likelihood | | | | | | | |
| | | Low Risk | | Medium Risk | | | High Risk | | |
| Likelihood | | | | | | | | | |
| 1 Very Unlikely | | | | | | | | | |
| 2 Unlikely | | | | | | | | | |
| 3 Likely | | | | | | | | | |
| 4 Very Likely | | | | | | | | | |
| 5 Certainty | | | | | | | | | |

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Further Control Measures if required (Add items to final action plan also)

Residual Risk Rating:

Low

Comments:

All structural and building maintenance documentation are stored within the School Premises File, located in the main office.

| 4. Structure (Internal) | |
|---|----------|
| Does the structure of your building contain: | |
| 1. Asbestos containing materials | Y |
| A conditional survey has been undertaken by the City and County of Swansea – CBPS and identifies areas where ACM is located. The Asbestos survey is held centrally in the Premises File located in the main office. All visitors and contractors must sign to say they have read this before commencing any works inside or outside of the school building. Staff are aware of where the survey is held, and in it, details of where Asbestos can be found across the school. | |
| 2. Brick / Stone | Y |
| Where Internal walls within the school are brick structure and plaster finish, they are in good repair and maintained in line with the CCoS policy. | |
| 3. Stud wall with plaster board | Y |
| Where internal walls within the school are stud wall with plasterboard finish, they are in good repair and maintained in line with the CCoS policy. | |
| 4. Ceiling plaster or plaster board finish | Y |
| Where ceilings within the school are plaster finish, they are in good repair. | |
| 5. Ceiling tiles | Y |
| Where ceilings within the school are ceiling tiles finish, they are in good repair and are monitored by the school caretaker. Any issues/damages reported to the HT. | |
| 6. Prefabricated panelling (plastics) | N |
| There is no prefabricated panelling within the internal structure of the school. Should this change, the FRA will be reviewed. | |
| 7. Is there any internal cladding? | N |
| There are no internal cladding areas. Should this change, the FRA will be reviewed | |
| 8. Wood panelling | N |
| There is no wood panelling within the internal structure of the school. Should this change, the FRA will be reviewed. | |
| 9. Glass | Y |
| Glass windows and doors panels are well maintained and in good condition throughout the school. CCoS have recently lined new film to all windows. | |
| 10. Floor tiles | Y |
| Floor tiles are located within the premises in a range of areas. These are well maintained and inspected as part of the caretaker's inspections. All staff as part of their daily duties also inspect tiles. | |
| 11. Concrete floor | Y |
| All floors within the school are concrete based and have floor covering. | |
| 12. Carpet / Curtains | Y |
| All carpets are in good repair and maintained in line with the schools policy. | |
| 13. Are Fire doors fitted in essential areas (to minimum half hour standard) | Y |
| Fire doors are fitted by the approved contractors and are at least 30-minute protection. These are inspected on a monthly basis by the caretaker. | |
| 14. Are fire doors fitted with smoke seals and intumescent strips? | Y |
| Fire doors are fitted with smoke seals and by approved contractors. These are inspected on a monthly basis by the caretaker. | |
| 15. Are doors fitted with door closures and are all closures operational? | Y |
| Fire Evacuation route fire doors are fitted with door closures and are all operational. These are inspected on a monthly basis by the caretaker. | |

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16. Do all rooms / walls ensure compartmentation?

Y

There are no breaks or gaps in any rooms or walls. Ceiling tiles are monitored regularly for defects.

17. If any drilling works through walls have been carried out have any gaps created been filled?

Y

Yes, all building works follow CCoS building regulations through Landlords consent.

18. Are there any voids in the building?

N

There are no voids within the building.

Building Structure (Internal) Risk Rating:

The following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the internal building structure.

| | | | | | | | | | |
|--|--------------------|--|----------|--|--|--|--|--|--|
| | Severity | | 1 | | | | | | |
| | Likelihood | | 1 | | | | | | |
| | Total Score | | 1 | | | | | | |

| | | | | | | | | | | |
|---|---|----------|-------------------|-------------|-----------|----|----|--|--|--|
| | Severity | | | | | | | | | |
| | | 5 | 5Y | 10R | 15 | 20 | 25 | | | |
| 1 | Good Condition, No Concerns | 4 | 4 | 8 | 12 | 16 | 20 | | | |
| 2 | Good Condition, minor concerns | 3 | 3 | 6G | 9 | 12 | 15 | | | |
| 3 | Fair condition, concerns identified | 2 | 2 | 4 | 6Y | 8 | 10 | | | |
| 4 | Poor condition, remedial actions required | 1 | 1 | 2 | 3 | 4 | 5G | | | |
| 5 | Very poor condition, immediate actions required | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| | | x | Likelihood | | | | | | | |
| | Likelihood | | Low Risk | Medium Risk | High Risk | | | | | |
| 1 | Very Unlikely | | | | | | | | | |
| 2 | Unlikely | | | | | | | | | |
| 3 | Likely | | | | | | | | | |
| 4 | Very Likely | | | | | | | | | |
| 5 | Certainty | | | | | | | | | |

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Residual Risk Rating:

Low

Comments:

Due to the age of the school there are areas that contain lath and plaster. This remains in good repair and is visually inspected by HT/CT/STAFF

Evacuation

| 5. Procedures | |
|---|---|
| 1. Is there a designated emergency assembly point? | Y |
| This is located on the Top Yard with main gate access to Pengors Road | |
| 2. Is the evacuation procedure Self-evacuation / Do fire marshals conduct a building sweep or Is there a combination of both strategies? | Y |
| Combination of both | |
| 3. How many emergency exit routes are there? | Y |
| 10 | |
| 4. Are all nominated persons trained in operating the Fire Panel? | Y |
| Yes | |
| 5. Does somebody check the area of alarm activation? | Y |
| Yes - Caretaker | |
| 6. Are all emergency exit routes clear of any obstructions? | Y |
| All escape routes are free from blockages, obstacles and furniture. Daily visual inspections take place by the HT, DT and/or caretaker. Staff are fully aware that escape routes must be clear. | |
| 7. Are all emergency exit doors operational? | Y |
| Fire Doors and Exits are operational and open in the direction of travel and take people to a place of safety. The caretaker undertakes a visual inspection of all fire doors within the premises to ensure safe operation. Daily inspections of exit routes within the premises are undertaken by all staff throughout the day and as part of the opening up procedures. | |
| 8. Is there external emergency lighting on all exit routes? | Y |
| Yes - The caretaker tests the Emergency Lighting on a monthly basis and notes this in the Fire Log book. Any issues are presented to the HT. | |
| 9. Are any fire exit doors locked / chained overnight for security purposes? | N |
| No | |
| 10. Are all fire exit doors unlocked / unchained during hours of occupancy? | Y |
| Yes | |
| 11. Do all fire doors open in the direction of travel? | Y |
| Yes | |
| 12. Does the building have internal emergency lighting? | Y |
| At evacuation routes | |
| 13. Are there adequate Trained Fire Marshalls on site? | Y |
| At least 1 on each floor | |
| 14. Who is the Senior Fire Marshall / Coordinator for the site? | Y |
| NT or DHT | |
| 15. Is the building hired out to any third parties? | Y |
| Yes and follow CCoS 3rd Party Lettings protocol. | |
| 16. If yes are all third parties provided with fire evacuation instructions? | Y |
| Yes and they take fire registers when on site. | |
| 17. Do third parties ever occupy the building independently? | N |
| Caretaker present | |
| 18. Does the escape route lead to a place of safety? | Y |
| Yes main yard with full access to lead offsite | |
| 19. Does the building have a lift (s)? and if so are the lift(s) fire rated? | Y |

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Yes and serviced under CCoS SLA

20. Are there Evac chairs / Drag mats on site and are staff trained in their use?

N

Evacuation Procedures Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current evacuation procedures in place.

| | | | | | | | | | |
|-------------|--|----------|--|--|--|--|--|--|--|
| Severity | | 1 | | | | | | | |
| Likelihood | | 1 | | | | | | | |
| Total Score | | 1 | | | | | | | |

| | | | | | | | | | |
|---|--|----------|-------------------|----|-------------|----|-----------|-----|--|
| | Severity | | | | | | | | |
| 1 | Relevant training, drills, operations & record keeping | Severity | 5 | 5Y | 10R | 15 | 20 | 25 | |
| 2 | Some training, drills, operations, some record keeping | | 4 | 4 | 8 | 12 | 16 | 20 | |
| 3 | Some training, insufficient drills, operations and records | | 3 | 3 | 6G | 9 | 12 | 15 | |
| 4 | Poor training, insufficient drills, operations and records | | 2 | 2 | 4 | 6Y | 8 | 10Y | |
| 5 | No Training, drills, operations or record keeping | | 1 | 1 | 2 | 3 | 4 | 5G | |
| | | | 0 | 1 | 2 | 3 | 4 | 5 | |
| | | | Likelihood | | | | | | |
| | | | Low Risk | | Medium Risk | | High Risk | | |
| 1 | Very Unlikely | | | | | | | | |
| 2 | Unlikely | | | | | | | | |
| 3 | Likely | | | | | | | | |
| 4 | Very Likely | | | | | | | | |
| 5 | Certainty | | | | | | | | |

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Residual Risk Rating:

Low

Comments:

Hazards

| 6. Sources of Ignition | |
|---|----------|
| 1. Does the facility allow smoking inside the building? | N |
| Llangyfelach Primary is a 'No Smoking' premise. This is closely monitored at the start and end of the school day via Class teachers undertaking yard duties / dismissing the pupils. Should a person be found to be smoking, the HT would be contacted immediately and escort them off the premises. Health & Safety Newsletters are sent home to parents on a regular basis – a No Smoking reminder is given to parents and families via this. | |
| 2. Is there any previous history of arson at the site? | N |
| No | |
| 3. Does the facility have electrical equipment including portable appliances? | Y |
| The school has a variety of electrical equipment, all of which is PAT tested on an annual basis. Newly acquired electrical items are tested during the next round of PAT testing after purchase. All electrical equipment, where possible, is stored away from combustible materials. All equipment used is in good condition and is visually inspected prior to use. Electrical equipment: Computers, printers, projectors, laptops, i-Pads, i-Pad charging stations, portable battery chargers, interactive whiteboards, water boiler/kettle, toaster, microwave, refrigerators, freezers, audio / visual equipment, photocopiers, laminator, coffee machines, hand dryers, cleaning equipment. The school has 1 portable cooker. | |
| 4. Are all portable electrical appliances tested (PAT)? | Y |
| | |
| 5. Does the facility have open flame or spark producing processes? | N |
| The school has a main Kitchen area – Kitchen equipment uses both Gas and Electric. All equipment is serviced regularly via the Local Authority Service Level Agreement. The Kitchen is managed by Catering and Cleaning services. The cook undertakes daily visual inspections in the Kitchen area. In addition. The caretaker checks the Kitchen area every evening when locking up. | |
| 6. Does the facility have fryers, hot plates or cooking ring processes? | Y |
| As per point 3 above. In addition, there is also a microwave oven in the Staff Room and Headteacher office. | |
| 7. Does the facility have gas or electric heaters? | N |
| There are no electric heaters on site. However, if the school decides to purchase, this will be reflected in the FRA. | |
| 8. Does the facility rely on electrical extension leads? | Y |
| The use of extension leads is discouraged, however, where they are used, they are PAT tested. Where extension leads are used, they are well managed. As part of ADDs`, this has been discussed and all staff area aware of how extension leads should be used i.e. only one to be used at any time. Block adapters are not permitted. | |
| 9. Does the facility have unprotected lighting units? | Y |
| All lighting units are inspected as part of the weekly caretakers check list. Any repairs to lighting units will be identified and remedial work put into place by a suitably competent / qualified person. | |
| 10. Does the facility have a switch room? | Y |

| | |
|------------------------------------|--|
| Llangyfelach Primary School | |
|------------------------------------|--|

| | |
|--|----------|
| The schools separate switch room are separate from the daily traffic of the school, switchboards are free from obstruction and are encased in metal units. | |
| 11. Does the facility have hot work processes (welding, soldering, grinding)? | N |
| There are no hot work processes undertaken at the premises – should this process commence; the FRA will be reviewed accordingly. | |
| 12. Does the facility have other ignition sources (vehicle tests, space heater, etc.)? | N |
| There are no other ignition sources at the premises. Should this be introduced, the risk assessment will be reviewed and updated. | |

Hazards Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current procedures in place to control sources of ignition.

| | | | | | | | | | | |
|-------------|--|---|--|--|--|--|--|--|--|--|
| Severity | | 2 | | | | | | | | |
| Likelihood | | 1 | | | | | | | | |
| Total Score | | 2 | | | | | | | | |

| | | | | | | | |
|---|----------|------------|-------------|-----------|----|----|-----|
| Severity | | | | | | | |
| 1 Excellent standard of training, procedures & housekeeping | Severity | 5 | 5Y | 10R | 15 | 20 | 25 |
| 2 Good standard of training, procedures & housekeeping | | 4 | 4 | 8 | 12 | 16 | 20 |
| 3 Some training, innadaquate procedures & housekeeping | | 3 | 3 | 6G | 9 | 12 | 15 |
| 4 Some training, poor procedures & housekeeping | | 2 | 2 | 4 | 6Y | 8 | 10Y |
| 5 No evidence of training, poor procedures & housekeeping | | 1 | 1 | 2 | 3 | 4 | 5G |
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| | x | Likelihood | | | | | |
| | | Low Risk | Medium Risk | High Risk | | | |

| | | | | | |
|-------------------|--|--|--|--|--|
| Likelihood | | | | | |
| 1 Very Unlikely | | | | | |
| 2 Unlikely | | | | | |
| 3 Likely | | | | | |
| 4 Very Likely | | | | | |
| 5 Certainty | | | | | |

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Further Control Measures (Add items to final action plan also)

Ensure staff are fully aware of any risks associated with areas stated above as part of regular ADDs, H&S toolbox talks and Fire Safety training sessions.

Residual Risk Rating: Low

Comments:

7. Combustibles materials and Fuel – Does the building contain any of the following?

| | |
|---|---|
| 1. Paper / textiles / wood / dust | Y |
| All paper, textiles, wood, plastics etc are stored appropriately away from any sources of ignition. Good housekeeping is promoted. All electrical items that have plastic encasements are visually inspected prior to use. Any defective equipment is decommissioned. | |
| 2. Plastics (including electrical items) | Y |
| All paper, textiles, wood, plastics etc are stored appropriately away from any sources of ignition. Good housekeeping is promoted. All electrical items that have plastic | |

Llangyfelach Primary School

| | |
|---|----------|
| encasements are visually inspected prior to use. Any defective equipment is decommissioned. | |
| 3. Gas cylinders (Acetylene, LPG, Oxygen or bulk storage of similar) | N |
| The school does not have any gas cylinders. Should these arrangement change on a permanent or temporary basis, the FRA will be reviewed. | |
| 4. Fuels or chemicals | Y |
| Domestic chemicals are kept on site for cleaning purposes only. These are locked away at all times in the Cleaners Cupboard and a H&S notice placed on the door. All chemicals used are supported with COSSH assessments. The cleaning cupboards are locked at all times to prevent unauthorised access. | |
| 5. Contaminated waste (oil or solvent soaked rags) | N |
| Where any repairs or servicing to the boiler systems, all contaminated waste is removed and disposed of by LA staff who undertake the repairs. | |
| 6. Waste, recyclable materials or decomposing materials (e.g. compost) | Y |
| General waste is collected on a weekly basis via the City and County of Swansea. General waste is placed in the 4 large refuse bins located outside of the main building – these bins are stored away from the building and are chained to the boundary wall. The school recycles paper and each room within the school has a recycling bin. These are emptied on a daily basis (or sooner if required). Recycling is collected via the City and County of Swansea on a weekly basis. | |
| 7. Furniture / carpeting / curtains and blinds | Y |
| The school has general upholstered furniture. Furnishings are in a good condition. | |
| 8. Are all furnishings fire rated? | T |
| Investigate as part of Action Plan | |
| 9. Overgrown trees, bushes or grasses | Y |
| The grounds are closely monitored by the caretaker – any issues are reported to the HT immediately. | |

Other Hazards or Considerations

| 8. Considerations | |
|---|----------|
| 1. Is your building in close proximity to other industrial or public buildings? | Y |
| The premises are located within a residential area of Llangyfelach. There is a Church, Graveyard and domestic dwellings adjoining the school grounds. | |
| 2. Is your building in close proximity to domestic dwellings? | Y |
| The school is located in a residential area; however the school has a surrounding fence and is secured. All domestic dwellings are within a safe distance to the main school building and there are clear Emergency Evacuation procedures in place. | |
| 3. Are other services or operations working in or from your building/site? | Y |
| There is a Child Care setting (Wraparound) operating within the site. The setting is managed by the school but run on a day-to-day basis via a Wraparound Manager. Wraparound staff are part of whole school training and half-termly fire drills. The Wraparound setting currently has a maximum pupil intake of 55. The school has one 3 rd party lettings currently and follow the LA approved policy and procedures for 3 rd Party Lettings. | |
| 4. Do you store or garage vehicles when not in use (inside or close to the buildings)? | N |
| No vehicles are stored or garaged on the premises; neither do they travel on or through the premises grounds. | |
| 5. Does the building have high pressure systems operating (e.g. compressors)? | N |
| The school does not have any high pressure systems. Should these arrangement change on a permanent or temporary basis, the FRA will be reviewed. | |
| 6. Does the building have central heating systems (boilers)? | Y |
| The school has a gas boiler system. These are serviced and maintained regularly as part of a Service Level Agreement. | |
| 7. Does the building or site have a fuel store or chemical store? | Y |
| Domestic chemicals are kept on site for cleaning purposes only. These are locked away at all times in the Cleaners Cupboard and a H&S notice placed on the door. All chemicals used are supported with COSSH assessments. The cleaning cupboard is locked at all times to prevent unauthorised access. | |
| 8. Does the building have a basement / attic, confined space or dead ends? | Y |
| There is a storage area on the lower floor level. This area is restricted access to authorised personnel only. The dead-end area is also covered by Automatic Fire Detector (AFD). | |
| 9. Does the facility have electrical fixed wiring and insulation systems? | Y |
| The electrical fixed wiring and insulation system are tested by the LA in accordance with current legislation. Certificates for this are held with the Local Authority and in the Operation and Maintenance files stored in the main office. | |
| 10. Does your site/building have remote structures located away from the main building? | Y |
| The school has a wooden gazebo and a greenhouse located away from the main building. | |

Hazards Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current procedures in place to reduce fire hazards.

| | | | | | | | | | |
|-------------|--|---|--|--|--|--|--|--|--|
| Severity | | 2 | | | | | | | |
| Likelihood | | 2 | | | | | | | |
| Total Score | | 4 | | | | | | | |

| | | | | | | | | | | |
|--|----------|------------|----|-------------|----|-----------|-----|--|--|--|
| Severity | | | | | | | | | | |
| | | 5 | 5Y | 10R | 15 | 20 | 25 | | | |
| 1 Detached single story building, good h/keeping & maint | Severity | 4 | 4 | 8 | 12 | 16 | 20 | | | |
| 2 Detached multi-level building, good h/keeping & maint | | 3 | 3 | 6G | 9 | 12 | 15 | | | |
| 3 Adjoined multi-level building, good h/keeping & maint | | 2 | 2 | 4 | 6Y | 8 | 10Y | | | |
| 4 Adjoined multi-level building, single occupancy, complex storage | | 1 | 1 | 2 | 3 | 4 | 5G | | | |
| 5 Adjoined multi-level building, multi-occupied, complex storage | | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| | x | Likelihood | | | | | | | | |
| | | Low Risk | | Medium Risk | | High Risk | | | | |
| 1 Very Unlikely | | | | | | | | | | |
| 2 Unlikely | | | | | | | | | | |
| 3 Likely | | | | | | | | | | |
| 4 Very Likely | | | | | | | | | | |
| 5 Certainty | | | | | | | | | | |

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Further Control Measures (Add items to final action plan also)

To monitor the storage area to ensure that no unauthorised personnel use this space.

Residual Risk Rating: Low

Comments:

Fire Safety Management Prevention

| 9. Active and Reactive Measures | |
|---|----------|
| 1. Do you collect and dispose of waste daily? | Y |
| The cleaners collect the waste daily as part of their job roles/responsibilities. This is then placed in the refuse bins at the front of the school. | |
| 2. Is all waste / recycling stored at least 6m from the building? | * |
| As far as possible given the logistics and geography of the school. All bins are chained and locked daily. | |
| 3. Do you isolate non-essential electrical equipment after use? | Y |
| Staff are instructed to switch off all electrical equipment in their classrooms or areas of responsibility, at the end of each day. This is closely monitored by the head teacher and addressed in staff meetings. | |
| 4. Do you have a detailed plan/drawing of the site and buildings? | Y |
| A detailed plan of the school can be found in the main office alongside the Fire Alarm system and throughout the school – demonstrating evacuation routes. | |
| 5. Do you ensure suitable separation between ignition sources and combustibles? | Y |
| When electrical equipment such as a laminator, kettle, toaster or microwave are used they are placed on a surface separately from each other. Such equipment is only used by an adult and is supervised at all times. Staff are fully aware that ignition sources need to be kept away from any combustible materials (ADDs H&S toolkit talks). | |
| 6. Do you close all internal fire doors after use? | Y |
| Staff are fully aware that Fire Doors are to be closed at all times. Fire doors are also on self-closures and these are maintained and inspected at regular intervals. | |
| 7. Do you ensure good standards of housekeeping? | Y |
| Daily visual inspections take place by both the HT and the caretaker. Each half-term, teachers and teaching assistants are advised to encourage the children to hang coats and bags in designated cloakroom areas on lower level and lockers on upper level to avoid trip hazards. | |
| 8. Do you investigate all incidents associated with fire safety? | Y |
| If and when any Fire Safety incidents are reported, they are fully investigated by the designated person, caretaker along with corporate health and safety and facilities management. All recent activations have been logged. | |

Llangyfelach Primary School

Fire Management – Active & Reactive Measures Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current procedures in place to reduce fire hazards.

| | | | | | | | | | |
|-------------|--|----------|--|--|--|--|--|--|--|
| Severity | | 2 | | | | | | | |
| Likelihood | | 1 | | | | | | | |
| Total Score | | 2 | | | | | | | |

| | | | | | | | | | |
|---|---|-----------------|-------------------|----|-------------|----|-----------|-----|--|
| | Severity | | | | | | | | |
| 1 | Exellent procedures, housekeeping & maintenance | Severity | 5 | 5Y | 10R | 15 | 20 | 25 | |
| 2 | Good procedures, housekeeping & maintenance | | 4 | 4 | 8 | 12 | 16 | 20 | |
| 3 | Average procedures, housekeeping & maintenance | | 3 | 3 | 6G | 9 | 12 | 15 | |
| 4 | Poor procedures, housekeeping & maintenance | | 2 | 2 | 4 | 6Y | 8 | 10Y | |
| 5 | No procedures, poor housekeeping & maintenance | | 1 | 1 | 2 | 3 | 4 | 5G | |
| | | | 0 | 1 | 2 | 3 | 4 | 5 | |
| | | | Likelihood | | | | | | |
| | | | Low Risk | | Medium Risk | | High Risk | | |
| 1 | Very Unlikely | | | | | | | | |
| 2 | Unlikely | | | | | | | | |
| 3 | Likely | | | | | | | | |
| 4 | Very Likely | | | | | | | | |
| 5 | Certainty | | | | | | | | |

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Further Control Measures (Add items to final action plan also)

Residual Risk Rating: Low

Comments:

| 10. Training and Competency | |
|---|----------|
| 1. Do you ensure that all staff & visitors have had fire safety instruction? | Y |
| Fire Safety training will take place on annual basis. All staff have completed formal Fire Safety training. A register of attendees will be kept in the Fire Safety file. The HT, DHT, Caretaker and Fire Marshalls have undertaken Fire Marshall Training with MWWFRS. All other staff have undertaken Fire Awareness Training with MWWFRS . All staff and visitors undertake a Staff Induction Session which contain relevant H&S policy and procedures (Including Fire Safety). This is repeated with all staff annually. | |
| 2. Do you ensure all personnel are aware of escape routes and assembly points? | Y |
| Escape routes and assembly points are communicated with pupils, staff, visitors, contractors and the public via: <ul style="list-style-type: none"> ▪ Verbal discussion ▪ Fire Drill practice ▪ Start of whole school events ▪ Induction information sheet ▪ EAP handout ▪ Fire Safety notices across the school ▪ School Safeguarding Website Area | |
| 3. Do you ensure that all staff are aware of their fire safety responsibilities? | Y |
| All staff are aware of their individual roles and responsibilities | |
| 4. Do you ensure appropriate personnel are trained to summon the Fire Service? | Y |
| All staff are aware of the emergency procedures within the school. The nominated fire marshals/coordinator are aware of the procedures for summoning the emergency services and this is documented within the EAP. | |
| 5. Do you ensure Fire Marshalls & Senior Fire Marshalls are trained for fire safety? | Y |
| All staff will receive Fire Safety training – therefore staff will be able to undertake the role of Fire Marshall. Specific areas have allocated Fire Marshall duties as part of the EAP – during whole school events the HT informs staff of whom the Fire Marshalls are for any other areas requiring one. | |
| 6. Do you ensure staff are given information on fire extinguishers? | Y |
| There is a log of Fire Extinguishers across the school in the Fire Safety file. The detailed plan of the school identifies where the Fire extinguishers are located and their type. The school has provided staff with Fire Extinguisher training. | |
| 7. Have all staff been provided with fire safety awareness training? | Y |
| All staff will receive further appropriate training in the safe use of fire extinguishers periodically. However, staff are advised that the use of extinguishers are only used to aid safe evacuation if required. | |
| 8. Do you ensure that staff designated to assist in the PEEPs are given training? | Y |
| We currently have one PEEP in place and is displayed in the staff room and stored in the Fire Management File. All relevant staff are made aware and understand the procedures in place. | |
| 9. Is there a General Emergency Evacuation Plan (GEEP) in place? | Y |
| Yes | |
| 10. Do you ensure fire drills are carried out twice a year (minimum) and are | Y |

Llangyfelach Primary School

documented in the fire log book?

Fire drills are carried out once a term and documented in the log book. Evaluations and targets are also written up and stored in the Fire Safety File.

Training & Competency Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current types and levels of training.

| | | |
|-------------|--|----------|
| Severity | | 2 |
| Likelihood | | 1 |
| Total Score | | 2 |

| | | | | | | | | | | | |
|---|--|----------|-------------------|----|-------------|----|-----------|----|--|--|--|
| | Severity | | | | | | | | | | |
| | | | 5 | 5Y | 10R | 15 | 20 | 25 | | | |
| 1 | Staff trained in Fire awareness, procedures, drills, marshalling | Severity | 4 | 4 | 8 | 12 | 16 | 20 | | | |
| 2 | Staff trained in fire awareness, procedures & drills | | 3 | 3 | 6G | 9 | 12 | 15 | | | |
| 3 | Nominated staff trained in fire awareness & procedures | | 2 | 2 | 4 | 6Y | 8 | 10 | | | |
| 4 | Nominated staff have fire awareness only | | 1 | 1 | 2 | 3 | 4 | 5G | | | |
| 5 | No staff trained in Fire awareness and procedures | | 0 | 1 | 2 | 3 | 4 | 5 | | | |
| | | x | Likelihood | | | | | | | | |
| | | | Low Risk | | Medium Risk | | High Risk | | | | |

- | |
|-------------------|
| Likelihood |
| 1 Very Unlikely |
| 2 Unlikely |
| 3 Likely |
| 4 Very Likely |
| 5 Certainty |

To access excel sheet double click on this box

Further Control Measures (Add items to final action plan also)

Fire Safety training will take place on annual basis. All staff will complete formal Fire Safety training on regular basis - A register of attendees will be kept in the Fire Safety file.

Residual Risk Rating: Low

Comments:

There is a log of Fire Extinguishers across the school in the Fire Safety file.

Suppression

| 11. Equipment | |
|---|----------|
| 1. Do all fire extinguishers have an up to date test certificate? | Y |
| Fire Safety Direct undertake regular check of the Fire Extinguishers. | |
| 2. Are all fire extinguishers appropriate to area situated and equipment in use? | Y |
| As part of the SLA with the approved contractor, a detailed analysis of the sightings of extinguishers is undertaken. This has also been undertaken as part of the FRA. All extinguishers are suitable for the level of risk and appropriate. | |
| 3. Are fire blankets in place and checked? | Y |
| There is a Fire Blanket in the School Kitchen, Wraparound Kitchen and Staff Room cooking/preparation areas. | |
| 4. Is there a fire sprinkler system in place? | Y |
| There is a sprinkler system in the school kitchen only. | |
| 5. Is the fire sprinkler system checked and maintained? | Y |
| The sprinkler system is serviced annually in line with SLA and this is managed by catering and cleaning services. | |
| 6. Where are the nearest fire hydrants to the building? | N |
| There is no fire hose or hydrant system within the school grounds, however there are 2 fire hydrants on the main road (Pengors Road). | |
| 7. Are there dry risers on site? | N |
| N/A | |
| 8. Where are dry risers located? (Including floor height of risers) | N |
| N/A | |
| 9. Are Fire suppression systems in place? (Specify locations) | N |
| N/A | |
| 10. Are spill kits in place? | N |
| N/A | |
| 11. Are spill kits checked? | N |
| N/A | |
| 12. Is all equipment easily accessible? | Y |
| All equipment used in the event of a fire are accessible and clearly identified within the school. A range of extinguishers are available and inspected to ensure that they are unobstructed. | |

Llangyfelach Primary School

Suppression Risk Rating:

With these measures in place the following ratings have been given in terms of severity and likelihood of a fire breaking out within the building and the current types and levels .

| | | | | | | | | | |
|-------------|--|----------|--|--|--|--|--|--|--|
| Severity | | 1 | | | | | | | |
| Likelihood | | 1 | | | | | | | |
| Total Score | | 1 | | | | | | | |

| | | | | | | | | | |
|---|----------|------------|----|-------------|----|-----------|-----|--|--|
| Severity | | | | | | | | | |
| 1 Sprinklers, trained staff, maint fire ext, & Sup systems 2 Maintained fire extinguishers & sup systems 3 Fire extinguishers only 4 Limited fire suppression systems 5 No fire suppression systems | Severity | 5 | 5Y | 10R | 15 | 20 | 25 | | |
| | | 4 | 4 | 8 | 12 | 16 | 20 | | |
| | | 3 | 3 | 6G | 9 | 12 | 15 | | |
| | | 2 | 2 | 4 | 6Y | 8 | 10Y | | |
| | | 1 | 1 | 2 | 3 | 4 | 5G | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | | |
| | x | Likelihood | | | | | | | |
| Likelihood | | Low Risk | | Medium Risk | | High Risk | | | |
| 1 Very Unlikely | | | | | | | | | |
| 2 Unlikely | | | | | | | | | |
| 3 Likely | | | | | | | | | |
| 4 Very Likely | | | | | | | | | |

To access excel sheet double click on this box

Further Control Measures (Add items to final action plan also)

Residual Risk Rating: Low

Comments:

| | |
|--------------------------|----------------------------------|
| Name of Assessor: | Lee Burnell & Mark Wilson-Flower |
| Signature: | |
| Designation: | Headteacher & Caretaker |
| | |

Links

EAP – http://www.swansea.gov.uk/staffnet/media/14499/Fire-emergency-action-plan-EAP/doc/Fire_Emergency_Action_Plan_EAP.doc

Peep – http://www.swansea.gov.uk/staffnet/media/14156/Personal-emergency-evacuation-plan-PEEP/doc/Personal_emergency_evacuation_plan_PEEP.doc