

**2025-26 FIRE  
NORMAL OPERATING  
PROCEDURE  
(NOP)**

*Llangyfelach Primary*



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## **SECTION 1**

### **Workplace Details**

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, a computer suit, the Head teacher's office, an administration office, school hall, kitchen and staff room/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 currently looking at creating an additional exit/entrance towards the rear of the site.

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

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.

#### **Key Holders:**

**Mr. L Burnell – Head Teacher**

**Mr. M Wilson flowers – Caretaker**

**Mrs. C Bate – Deputy Headteacher**

**Mr. C Williams – Assistant Headteacher**

**PSM Security Ltd, 01792 646440 OUT OF HOURS KEYHOLDERS**

## **SECTION 2**

### **Organisation and Responsibility for Fire Safety - Normal Operating Procedures**

**The Premise Manager (PM)** is responsible for all factors in relation to fire safety and must ensure that all factors addressed in the risk assessment will be supported by written normal operating procedures NOP.

The PM may appoint a member of staff to assist in this responsibility. The PM will ensure that sufficient time and resource is allotted to undertake this role (if so required).

The PM will need to keep the fire safety measures and equipment in the workplace in effective working order. **This involves a PM commitment to –**

#### **INSPECTIONS**

Fire doors  
Corridors, routes, rooms and outside paths  
Fire fighting equipment  
Notices and signage

#### **TESTING**

Emergency lighting  
Alarm system and call points

#### **REPORTING**

Defects and concerns to their Line Manager

#### **RECORDING**

Logging competent person inspections, tests and maintenance of equipment pertinent to the site fire safety

#### **CONTROLLING**

Activities within their area of responsibility

#### **COMMUNICATING**

Ensure sufficient information has been passed on to employees on fire safety

## **SECTION 3**

### **Fire Safety Appointments and Training**

**The PM will:**

- (i) Ensure sufficient cover is available in cases of absenteeism, with designated responsibilities.
- (ii) Supply information to staff in their duties with regard to normal fire duties and emergency duties.
- (iii) Instruct members of the public, visitors and contractors on relevant fire safety procedures and ensure they have a designated contact in case of query.

### **Workplace Precautions**

- Fire NOP.
- Fire EAP.
- Supply of information to employees and users
- Display Fire Action Notices.
- Ensure escape routes are clear.
- Waste will be stored safely and collected at appropriate intervals.
- Maintain the appropriate portable fire fighting equipment.
- Maintain fire safety signage to recommended standards.
- Undertake inspections, test, checks and drills as specified.
- Ensure fire growth and smoke spread potential is minimised by appropriate maintenance and procedures.

## **SECTION 4**

### **DAILY DUTIES**

- **The daily duties in relation to fire risk management have been delegated to the named job roles below.**

#### **The caretaker will:**

- (i) Undertake a visual inspection of fire escape routes internally and externally to ensure all are free from obstruction.
- (ii) Record findings on above duties and report negative findings to appropriate person for remedial action to be initiated i.e. CB&PS
- (iii) Ensure fire extinguishers are not obstructed.
- (iv) Ensure fire doors are kept closed and not wedged open (unless for operational requirements)
- (v) Be observant to members of the public who may be disabled to ensure that you can co-ordinate any help they require to escape during an emergency in line with the individual PEEPs
- (vi) Ensure facility telephone is operational.
- (vii) Ensure all colleagues, users, contractors or members of the public behave in an appropriate manner as not to endanger themselves or others.
- (viii) Ensure all combustibles are 1m from all sources of ignition.
- (ix) Ensure all paper and card is not stacked closer than 0.5m from light fittings.
- (x) Return equipment to the dedicated store.
- (xi) Ensure all waste material is disposed of correctly and safely.
- (xii) All electrical equipment to be isolated at the end of every day (if safe to do so).
- (xiii) Ensure all windows and doors are closed and secure at the end of every day.

#### **All teaching staff will:**

1. Ensure that all registers are up to date and readily available within the classroom in line with the EAP and red/ green cards are available.
2. Ensure that escape corridors and final exit routes are unobstructed, and this practice is maintained at all times.
3. All emergency equipment is unobstructed and easily accessible
4. Housekeeping is maintained within all areas including the storage facilities.

## **SECTION 5**

### **WEEKLY DUTIES / COMMITMENTS**

- **The caretaker will undertake the following duties as delegated by the Premises Manager:**
  - (i) Ensure the fire alarm system is tested weekly at a pre-determined time using a different call point for each successive test to check that the sounders operate satisfactorily throughout the upper and lower floor of the building. A full system test will be completed within a 3-month period.
  - (i) Test and inspect the domestic smoke alarms within the family/ quiet area.
  - (ii) Test and inspect disabled emergency pull cords within the flying start provision of the school.
  - (iii) Test and inspect the security key pads/ control systems to ensure that on activation of the fire alarm the exit doors are fully operational.
  - (iv) To record all tests within the fire logbook located within the central fire management file.

## **SECTION 6**

### **MONTHLY DUTIES**

- **The caretaker will undertake the following duties as delegated by the Premises Manager.**
  - (i) Visually inspect fire extinguishers on site and record finding. The inspection should indicate that the extinguisher is in correct location; the safety pin is secured and check for any dents, corrosion, or damage that may impair the safe operation. Particular attention should be paid to determining that the extinguisher has not been operated. (If in doubt, report to CB&PS/ supplier for appropriate test and re-charge)
  - (ii) Ensure emergency lighting system is checked for condition and working order. Inspect and test all external emergency lighting through this process.
  - (iii) Ensure emergency exit doors, fire door self-closing devices are inspected opened and re-secured and ensure finding are recorded. Instigate repairs if required. Through the inspection process visually inspect smoke seals and strips.
  - (iv) Ensure that all testing and inspections are recorded within the fire logbook located within the fire management file.

See Appendix 1 for inspection details.

## **SECTION 7**

### **TERMLY DUTIES**

- **The premises manager and nominated personnel will:**
  - (i) Ensure employees undertake a fire drill exercise to ensure that staff are trained in fire safety procedures. Fire drills to be undertaken at different times and activities. Fire drills will be undertaken during 3<sup>rd</sup> party lettings sessions (if and when they are reinstated), in addition to the schools normal operation hours.
  - (ii) Conduct de-briefs sessions or meetings on findings associated with fire safety or practice fire drills.
  - (iii) Record details of fire drill evaluation form and stored within section 7 of the central fire management file and logbook.

## **SECTION 8**

### **YEARLY DUTIES**

- **The Premises Manager and nominated personnel will:**
  - (i) Undertake a review of current Fire Risk Assessment, NOP and EAP documentation and arrangements to ensure accuracy.
  - (ii) Ensure that all documentation associated with fire safety has been compiled, recorded and stored. (Inspections, tests and or maintenance logs / records).
  - (iii) Ensure that the electrical supply and the portable and transportable electrical equipment comply with the City & County of Swansea Policy for Electrical Equipment and Installations.
  - (iv) Ensure gas installation is checked by a competent registered fitter meeting the requirements of the supplier / manufacturers and the Council of Registered Gas Installers (CORGI).
  - (v) Ensure the alarm system is checked and maintained by a competent person in line with current edition of BS 5839-Part1 (Fire Detection and Fire Alarm System for Buildings) and manufacturers / installers requirements. Ensure Emergency Lighting systems are maintained to appropriate standards (BS 5266-Part 1, Emergency Lighting).
  - (vi) Ensure that fire extinguishers are maintained to appropriate standards (BS 5306-Part 3 Fire Extinguishing Installations and Equipment on Premises).
  - (vii) Deliver internal training of fire risk management and ensure that all staff sign the attendance/ training log

### **WHEN NECESSARY**

- **The premises manager will:**
  - (i) Lead an investigation into any fire event and draft report.
  - (ii) Ensure provision of suitable arrangements with regard to safety of contractors, events and visits. (Ascertain if any “hot work” is to be carried out at your facility (welding / plumbing / open flame work) and contact the Safety Section for guidance well in advance of such work. (See EAP for contact details).

## **SECTION 9**

### **STAFF TRAINING PROGRAMME**

- (a) Familiarisation with the means of escape from the premises.
- (b) Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
- (c) The method of calling the Fire Brigade.
- (d) The location and familiarisation with fire fighting extinguishers.
- (e) The action to be taken on discovering a fire.
- (f) The action to be taken when the fire alarm sounds.
- (g) Evacuation of the building (staff/public).
- (h) The location of the assembly point.
- (i) How to minimise the possibility of fire starting.+
- (j) The testing and inspection process
- (k) Training logs to be completed

## **APPENDIX 1**

### **ON SITE CHECKS / INSPECTIONS**

#### **Inspection of Fire Extinguishers**

1. Correct location
2. The Safety Pin is in place
3. Plastic "flag" Tie in place
4. Pressure gauge reading for optimum condition (if applicable).
5. Check cylinder (extinguisher body) for dents, corrosion or damage
6. Check hose / horn for damage

#### **Inspection of Emergency Lighting**

1. Inspect emergency lighting fire log for faults
2. Check emergency lighting coverage and working order
3. Clean units if required
4. Complete fire log book.

#### **Inspection and check of Emergency Exits**

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

#### **Inspection of internal fire doors (on an ongoing basis)**

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

#### **Inspection of Routes**

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