



# **FIRE NORMAL OPERATING PROCEDURE (NOP)**

## **St. Joseph's Catholic Primary School Clydach**



## WORKPLACE DETAILS

St. Joseph's Catholic Primary School  
Clydach  
Swansea  
Tel: 01792 842494  
SA6 5NX

### Key Holders:

Mrs. Juliet Stack Head teacher / Premises Manager Tel: 01792 470038 /  
07971920898  
Mr. Chris Mc Gillycuddy Caretaker Tel : 07772291563

Fire Marshall: Mrs. Maureen Houston Secretary

St. Joseph's is a Voluntary aided Catholic Primary school.  
The building has a fire alarm for both the main school building and demountable building. There is a separate fire alarm for the Nursery and Reception building.  
The nominated assembly point for the occupants of the premise is in the main Junior yard.

The school site consists of a large main school building and a demountable on the yard which has two classrooms.

There is a new build Reception and Nursery building.

Disabled access is good with ramps from the main building and demountable building and a lift for wheelchairs in the main school.

The school is fenced and the access into the yard is locked.

The school has an exit into the local park but this is also locked.

Neighbouring Manor Park has a locked gate but the school has a key.

The main activity is based during the school day (8.00 – 3.20pm). The caretaker opens the building at 7.30am (for Breakfast Club) and cleaners remain on the premises until 5.30pm. There are various after school clubs during the week. Staff can work late in the evenings. The caretaker will close the building at 6.00pm.

There is a fire control panel in the main reception of the school building and also in the Nursery/ Reception building.

Access for the fire brigade is limited as there is a single driveway from the main road with no turning point.

The alarm system is supported by break glass points distributed around the facility.

Disabled access is available – Year 6 classroom / demountable classrooms and Nursery/ Reception building.

The nominated assembly point for the occupants of the premise is in the Junior Yard.

## **Organization 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 ensure arrangements and duties (identified in this NOP) of the appointed will be fully coordinated.

The PM along with staff will need to keep the workplace fire safety arrangements and equipment in effective working order. This includes all fixtures and fittings such as:

- Fire doors and self closing devices
- Staircases
- Wheelchair lifts
- Corridors and rooms
- Fire detection and alarm systems
- Fire fighting equipment
- Emergency lighting
- Notices and signage

## **Fire Safety Appointments and Training**

### **The Premise Manager will:**

1. Ensure sufficient cover is available in cases of absenteeism, with designated responsibilities.
2. Supply information to staff in their duties with regard to normal fire duties and emergency duties.
3. 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 education staff and pupils.
- 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 recommend standards.
- Undertake inspections, test, checks and drills as specified.
- Ensure fire growth and smoke spread potential is minimised by appropriate maintenance and procedures.

## **DAILY DUTIES**

1. Undertake a visual inspection of fire escape routes internally and externally to ensure all are free from obstruction.
2. Ensure fire extinguishers are not obstructed.
3. Ensure fire doors are kept closed and not wedged open.
4. Be observant to members of the public, pupils or staff who may be disabled to ensure that you can co-ordinate any help they require to escape during an emergency.
5. Ensure facility telephone is operational.
6. Ensure all colleagues, pupils, contractors or members of the public behave in an appropriate manner as not to endanger themselves or others.
7. Ensure all combustibles are 1m from all sources of ignition.
8. Ensure all paper and card is not stacked closer than 0.5 m from light fittings.
9. Return equipment to designated areas.
10. Ensure all waste material is disposed of correctly and safely.
11. All electrical equipment to be isolated at the end of every day (if safe to do so)
12. Ensure all windows and doors are closed and secure at the end of every day.

## **WEEKLY DUTIES/COMMITMENTS**

1. Ensure 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 through out the ground floor and upper floor of the building.
2. Keep suitable records of such tests.

## **MONTHLY DUTIES**

1. Visually inspect fire extinguishers that they are in the correct location and safety pin is secured, check for any dents, corrosion or damage that may impair the safe operation. Particular attention should be paid to determining that the fire extinguisher has not been operated.



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2. Ensure emergency lighting system is checked for condition and working order (record findings)
3. Ensure emergency exit doors, fire self closing doors are inspected. Instigate repairs if required.
4. Ensure employees undertake a fire drill exercise to ensure that staff are trained in fire safety procedures
5. conduct de-brief sessions or meetings on findings associated with fire safety or practice drills.
6. record details of fire drill (date, time, staff numbers etc).

## **YEARLY DUTIES**

- Undertake a review of current Fire Risk Assessment, NOP and EAP documentation and arrangements to ensure accuracy.
- Ensure that all documentation associated with fire safety has been complied, recorded and stored. (Inspections, tests and or maintenance logs/ records)
- Ensure that the electrical supply and the portable and transportable electrical equipment comply with the City and County of Swansea Policy for Electrical Equipment and Installations.
- Ensure the alarm system is checked and maintained by a competent person in line with current edition of BS 5839- Part 1 ( 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).
- Ensure that fire extinguishers are maintained to appropriate standards ( BS 5306- Part 3 Fire Extinguishing Installations and Equipment on Premises).

## **WHEN NECESSARY**

- Lead an investigation into any fire event and draft report.
- Ensure provision of suitable arrangements with regard to safety of contractors, events and draft report.
- 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 contact details)

## **SECTION 9**

### **STAFF TRAINING PROGRAMME**

- Familiarisation with the means of escape from the premises.
- Appreciation of the importance of fire resisting doors and of the need to close all doors at the time of a fire and on hearing fire alarm.
- Stopping plant and isolating power supplies where appropriate.
- The method of calling the Fire Brigade.
- The location and familiarisation with fire fighting extinguishers.
- The action to be taken on discovering a fire.
- The action to be taken when the fire alarm sounds.
- Evacuation of the building.
- The location of the assembly point.
- How to minimise the possibility of fire starting.

## **SECTION 10**

### **RESTRICTED AREAS**

Areas of authorised access only to trained staff and approved contractors/visitors

- Electricity Switch Gear Room



## **SECTION 11 FIRE LOG RECORDS**

### **1. Fire Drills**

Date  
Time  
Numbers  
Evacuation times.

### **2. Fire Alarm System**

Type  
Date of installation  
General power supply and battery back-up performance information.  
System inspection ( system fault and repair information)  
System service and Test  
System Maintenance or Repair.

### **3. Fire Fighting Equipment**

Inspection (fault information)  
Test/ Service/ Maintenance  
Service Provider Information.

### **4. Emergency Lighting**

Date of Installation  
Battery Performance  
Inspection/ Test ( fault information and repair date)  
Service/ Maintenance

### **5. Detectors**

Service and Test



## **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. Use fish test key to test units function.
3. 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. Inspect door fit for fire and smoke spread effectiveness and ease of opening
9. Ensure doors are NOT propped open (unless for short duration operational needs).

#### **Inspection of Outside Gates**

1. As Emergency Exits ( s24/ s22/ s26)

2. Locks and keys should be tested
3. locks should be cleaned and lubricated
4. Ensure gates are not propped open ( unless for short duration operational needs ensure full supervision during these occasions)

### **Inspection of Roller Shutter Windows**

1. Inspect signage to ensure conformity
2. Inspect window surrounds for dents, corrosion, distortion and or damage
3. Inspect window shutters for dents, corrosion, distortion and or damage

### **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 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 fit and intumescent strip (if fitted) for fire and smoke spread effectiveness
8. Ensure doors are not propped open 9 unless for operational needs)
9. 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 conformity ( S26/ S22/ S25)
2. Inspect ceiling, walls and floor for resistance integrity
3. Ensure route is clear of obstruction, damage and hazards.

### **KEY TO SIGNAGE**

S2 Smoking prohibited  
S12 Fire action notice



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- S13 Fire door keep shut
- S14 Fire door keep locked
- S19 Gangway keep clear
- S20 Fire escape keep clear
- S22 Green moving person ( Fire Exit)
- S25 Push bar to open
- S26 Directional arrow (green)