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# Fire Safety Policy

Adopted January 2019  
Reviewed 6<sup>th</sup> September 2022  
Valid until September 2024

Signed:

(Chair of Governors)

## Fire Safety Statement

It is the policy of Denbighshire County Council (DCC) to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst at work and of others who may be affected by its operations and activities, including members of the public.

To ensure the highest levels of fire safety, all Denbighshire County Council facilities will comply with the articles of the Regulatory Reform (Fire Safety) Order 2005.

All fire precaution measures and arrangements will comply with the standards set out in the Government Fire Safety Risk Assessment Guidelines and relevant Fire Safety Standards.

### Aim:

To prevent the outbreak of fire at all DCC facilities and if an incident of fire does occur, to ensure that it is rapidly detected, effectively contained and quickly extinguished.

### Objectives:

1. Safeguard all persons in Denbighshire County Council facilities from death or injury in the event of a fire or associated explosion.
2. Reduce all incidents of fire at Denbighshire County Council facilities.
3. Minimise the potential for fire to occur at any facility, thus preventing disruption of service, loss or damage to property and any detrimental effects on the environment.
4. To promote standards of fire safety that complies with the articles of the Regulatory Reform (Fire Safety) Order 2005, subordinate legislation and other statutory provision.
5. To define the fire safety organisation, roles and responsibilities of all employees and to detail the arrangements that will be implemented to ensure the robust management of fire safety.
6. To provide employees with the information, training and supervision that they need to work safely and efficiently and to develop a good awareness of fire safety.
7. To ensure best practice and maintain a positive fire safety culture throughout the organisation.

### Application:

This policy applies to all employees, councillors, service users, contractors and visitors.

### Approach:

The aims and objectives of this policy will be achieved through practical risk control solutions which will be planned, implemented, controlled and monitored through an integrated fire safety management system.

### Responsibilities:

The overall responsibility for fire safety within Denbighshire County Council rests with the Chief Executive (and elected Members). They will ensure that robust management systems are implemented so that a systematic and consistent approach to the management of fire safety is adopted across the authority.

The day to day responsibility for fire safety rests with each nominated Site Responsible Person.

## Fire Safety Organisation

### The Site Responsible Person:

Fire Safety duties for Ysgol Penmorfa are delegated to the Nominated Site Responsible Person who is the principle Contact for all fire and emergency related issues.

### Nominated Roles:

- Nominated Responsible Person for Ysgol Penmorfa is:  
Mrs Sharon Davies, Headteacher
- Nominated Deputy for the Responsible Person is:  
Mr Keith Davies, Care Taker and Site Manager
- Fire Safety Advice and Fire Risk Assessments:  
Fire Safety Manager and DCC Corporate Health and Safety Advisors
- Fire Safety systems support and maintenance:  
Property Services Department Help Desk
- Other emergency roles are detailed in the emergency fire plan.

### Fire Safety Arrangements

The Site Responsible Person will implement and maintain the following:

- General fire precautions will be taken to reduce fire hazards and prevent the build-up of combustible materials.
- A suitable and sufficient fire risk assessment of the site will be carried out and reviewed at regular intervals.
- Where asbestos may be present, a survey will identify the location, quantity and condition. This will be recorded in a Site Asbestos Register.
- Prepare an appropriate Fire Emergency Plan and ensure its effective implementation. This will include individual responsibilities and emergency duties in respect of fire safety for all staff, visitors and contractors.
- Ensure the working condition of the fire detection and alarm system. The system will be monitored daily and tested weekly with any faults reported immediately to Property Services Help Desk.
- Fire extinguishers will be provided, installed, maintained and tested annually by the DCC Fire Protection Unit, unless otherwise arranged by site. A site inventory of all fire extinguishers and maintenance records is to be recorded in the Site Fire Folder.
- The emergency lighting system will be tested monthly. All faults will be reported and recorded.
- Carry out and record appropriate weekly and monthly site inspections to examine the emergency exit routes and fire exit doors to ensure that they are kept clear of obstructions and available for use at all times.

- Emergency directional evacuation signage, fire action notices and fire point signage will be installed and maintained on all means of escape routes.
- Prepare emergency procedures to be followed in the event of serious and imminent danger from fire to facilitate the safe evacuation of all persons.
- All portable electrical items will be tested on a regular basis by a competent person. Appropriate PAT test labels will be attached to all tested equipment.
- The site fixed electrical installation will be tested by a competent person every five years and a testing certificate will be maintained in the site fire folder.
- All statutory checks of gas/heating oil systems will be undertaken by a competent registered engineer appointed by Property Services.
- All employees will be made aware of the site emergency fire plan, site fire folder and its contents. Individual roles and responsibilities for evacuation will be detailed by the site manager.
- All staff will be advised of the procedure for reporting unsafe conditions e.g. blocked fire exits, poor housekeeping or inappropriate storage.
- Ensure that all contractors sign in and out of the site and make them aware of site fire emergency procedures, evacuation routes and assembly point.
- Ensure that employees are provided with adequate fire safety training with attendance recorded in the Site Fire Safety File.
- Ensure that where the premises are shared with other organisations, all reasonable steps will be taken to co-operate and co-ordinate with others in relation to measures in place and inform them of identified risks.
- All employees will be made aware of their duties and that they must take reasonable care of their own safety and that of other persons who may be affected by their acts or omissions.