



Fire Policy

Whole School including EYFS and Boarding

This policy should be read in conjunction with the Health and Safety Policy and the Fire Safety Emergency Evacuation Procedures.

This policy covers the Early Years Foundation Stage (EYFS) and Boarding.

Introduction

The Mount School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the RRO) came into effect on 1 October 2006.

The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This policy explains how the School complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

Responsibilities

The Mount School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy, extends through the whole School, (including EYFS and Boarding), with specific responsibilities as below:

- Committee ensure that an appropriate policy is in place in the School and that arrangements are made for its effective implementation.
- The 'Responsible Person' is responsible for the effective implementation of this policy and its role within the School's Health and Safety Policy. The Regulatory Reform Order 2005 places duties on the 'Responsible Person' who is someone who has control of premises or anyone who has a degree of control over certain areas or systems. The Responsible Person for The Mount School is currently the Director of Business Operations (Principal in their absence) who has operational responsibility for the implementation and management of this policy. They will support the Fire Officer in this respect.
- The Fire Officer is responsible for overseeing emergency evacuation procedures and works with the 'Responsible Person' to ensure this policy is implemented effectively. The Fire Officer is currently the Deputy Principal.
- All employees have the responsibility to co-operate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Policy Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

Managing Fire Safety

The School has delegated day-to-day responsibility for managing fire safety to the 'Responsible Person'. This person will:

Date of this Review: Autumn Term 2018
Date of Next Review: Autumn Term 2019
Reviewer: Director of Business Operations

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times. In addition, all means of escape will have adequate emergency lighting.
2. Provide and maintain in working order all fire fighting equipment and devices including:
 - a) fire detection and alarm systems
 - b) emergency lighting systems
 - c) fire fighting equipment
 - d) notices and signage relating to fire procedures
 - e) means of escape, taking into account the needs of any disabled users
3. Carry out a fire risk assessment for School buildings and operations to ensure that the School's facilities are compliant and implement any remedial tasks or improvements identified in the Fire Risk Assessment.
4. Provide appropriate instruction and training for all School staff on the action to be taken to protect people and property including regular fire evacuation practices for the whole School and Fire Marshall training for key staff.
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the School's fire procedures.
6. Identify any special risks, for example, the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
7. Liaise with third-parties including external health and safety advisors, the emergency services and the School's insurers to ensure that best practice for fire prevention and procedures are in place.
8. Keep records of the fire risk assessment and its review, fire procedures and arrangements, training records, fire practice drills, certificates for the installation and maintenance of fire fighting systems and equipment etc.
9. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring

The School uses the services of various external agencies to carry out effective monitoring of its duties.

- The School fire detection and alarm system is maintained and serviced by Professional Fire Systems (PFS) Ltd
- The firm alarm sounders are tested on a weekly basis by the Maintenance team
- Six monthly tests on the emergency lighting are performed by an external agent
- Firefighting equipment is replaced or replenished immediately after use and all extinguishers are checked annually in August by York Fire Safety Limited
- A fire safety audit is carried out by North Yorkshire Fire and Rescue Service at periodic intervals, as and when they request them (the last fire safety audit was carried out in April 2012).
- A fire file contains records of fire safety issues and is maintained by the 'Responsible Person' and is held in the Estates Office. This include:
 1. fire risk assessment and its review
 2. fire procedures and arrangements
 3. staff training records
 4. records of inspection of escape routes
 5. fire practice drills
 6. certificates for the installation and records of servicing and maintenance of alarm systems, detectors, emergency lighting and firefighting equipment

Fire Risk Assessment

The School has carried out a comprehensive fire risk assessment for each of its buildings.

The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors etc and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire
- Any change to the use of the premises which may affect the risk rating
- Any change to work processes or work equipment which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

Fire Safety Training

- All staff receive basic fire safety training as part of their induction and annual refresher sessions
- Key staff in the individual School buildings receive more detailed instruction including the use of firefighting equipment
- Pupils are given instruction by their Form Tutors during the first week of the Autumn Term on their actions to be taken in the event of a fire
- Fire drills are planned each term, both during the daytime and out of normal school hours in the Boarding House to evaluate the effectiveness of the School's evacuation procedures. The findings of each drill are reported to the Fire Officer and then through the minutes of the termly Health and Safety Committee meetings. Any conclusions and remedial actions are recorded and implemented.

Evacuation Procedures

The evacuation procedures which are to be followed in the event of a fire alarm can be found in the Fire Safety Emergency Evacuation Procedures document which runs alongside this Policy for day school timings of 8.30am to 5.15pm and for boarding and out of day school hours and include specific 'Guidance on the Evacuation of Disabled Persons from the School Buildings'.