



## **Fire Safety Policy**

### **Whole School including EYFS (Early Years Foundation Stage) and Boarding**

This policy should be read in conjunction with the Health and Safety Policy and includes procedures for emergency evacuation in the event of a fire.

#### **Introduction**

The Mount School will ensure, as 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) places significant 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 suite of Health and Safety Policies and extends through the whole School (including EYFS and Boarding), with specific responsibilities as below:

- Committee (governors) 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 Head of Estates (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 people 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.

Date of this Review: September 2023

Date of Next Review: September 2024

Reviewer: Head of Estates and Deputy Principal

## **Managing Fire Safety**

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

1. Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use. 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, considering the needs of any disabled users
3. Arrange for Fire Risk Assessment for School buildings and operations to be carried out by a competent person, 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 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 delivery and monitoring of its duties.

- Advice, guidance and an annual audit of health and safety is provided by In-house Safety Ltd
- A Fire Risk Assessment is carried out annually by North Yorkshire Education Services
- The School's fire detection and alarm system is maintained and serviced by Professional Fire Systems (PFS) Ltd
- The fire alarm sounders are tested on a weekly basis by the School's premises team
- Six monthly tests on the emergency lighting are performed by John Wright E&M Services Ltd
- Fire-fighting equipment is replaced or replenished immediately after use and all extinguishers are checked annually by York Fire Safety Ltd

- Fire safety training and Fire Marshal training are provided by Safesmart Ltd using its Smartlog platform
- North Yorkshire Fire and Rescue Service make periodic visits to familiarise themselves with the premises. Their last familiarisation visit was carried out in March 2022.
- A fire logbook contains records of fire safety issues and is maintained by the 'Responsible Person' and is held in the Premises Office. This includes:
  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 a comprehensive fire risk assessment carried out annually by a competent third party, North Yorkshire Education Services. The School will work through the items in the action plan to make improvements.

The Fire Risk Assessment identifies 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 awareness 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 fire-fighting equipment
- Pupils are given instruction 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.

### **Appendix 1: Fire Safety of Portable Heaters**

### **Appendix 2: Emergency Evacuation Procedures**

## Fire Safety Appendix I: Portable Heaters

The Mount School has a multitude of diverse types of buildings. Some are easily heated, and some are not. There are without doubt reasons for have a portable heater, in certain rooms and at certain times of the year. However, portable heaters are within the top five causes of fires. Because of this people who require the use of a portable heater must follow the rules below.

1. Where possible, always use an oil filled heater as opposed to the convector type as they are much safer.
2. All electrical equipment must be PAT tested before use within the school and heaters must have a PAT sticker showing it has been tested within the last 12 months. If the heater needs to PAT tested, an email should be sent to [maintenance@mountschoolyork.co.uk](mailto:maintenance@mountschoolyork.co.uk) and the maintenance team will complete the test.
3. A portable heater should never be covered or placed under a desk.
4. A portable heater must be switched off when you leave the room, although people intend to return quickly, it is easy to get waylaid. Please note that if a heater is repeatedly found left on, it will be confiscated and will need to be collected from the Head of Estates.

These stringent rules are to mitigate the fact that these heaters are one of the highest risks for starting a fire.

## Fire Safety Appendix 2: Emergency Evacuation Procedures

### Daytime Procedures

These procedures are to be followed Monday to Friday during the school day between the hours of 8.30am and 5.45pm.

#### Activating the Fire Alarm

The person discovering a fire should activate the fire alarm using the nearest manual call point from a safe location. The alarm receiving centre will check by phone whether the Fire Service are required and will call them automatically if no response is received. If the fire alarm does not automatically trigger, Reception must be informed, and the Fire Service should be called by dialling (9) 999.

**IN ALL CASES WHEN THE FIRE ALARM SOUNDS, AN ORDERLY EVACUATION WILL TAKE PLACE AND ALL OTHER PROCEDURES BELOW WILL BE FOLLOWED.**

#### On hearing the fire alarm, all persons should proceed to the Designated Assembly Point:

Where appropriate, ensure master switches for gas and electricity are switched off and classroom windows are closed, if possible. (Note that in the event of a gas leak, when evacuation is likely to be because of verbal instructions rather than a fire alarm sounding, no electrical switches should be used). Staff must accompany pupils **in silence** to the Designated Assembly Point leaving the classroom and walk **not** run. The classroom door should be closed behind the last person to leave.

Staff should only speak if it is to direct pupils or other staff for purposes of managing a safe evacuation. Use the quickest route unless a blockage makes this impossible. Be prepared to find an alternative route if necessary. Under no circumstances should staff or pupils return to their classrooms or walk through any other buildings to get to the Designated Assembly Point.

**The School Office Staff** will take the evacuation check lists, registers and other required documentation to the Assembly Point.

**The School Nurse** should collect any sick pupils from the Health Centre and proceed to the Assembly Point.

**The Estates Manager** will inform the PE (Physical Education) Dept of the alarm so the Sports Hall and New can be evacuated and pupils registered.

Members of the **Maintenance Team** will attempt to identify the source of the fire from external visual observation. Where safe to do so, the zone triggered by the alarm will be noted.

A member of the **Maintenance Team** will meet the Fire Brigade on Dalton Terrace and direct them to the source of the fire.

#### Marshal sweeps

Designated Fire Marshals will sweep their area and inform the Deputy Principal / Head of Junior School when their area is clear.

Marshal Zones	Area
Rachel Milton	DT, Art
Claire Hunt	Science, Maths
Ben Wallace	Catering
Sue Snell	Geography and top corridor staff offices
School Nurse	Health Centre, Hall
Adam Dawson	Classics, History, ICT, English
Kim Buckley	Drama (Susan Scott Room)
A member of the Maintenance Team	Sports Hall
Lisa Gibbs	Languages, Dining Room, Horseboxes
Sarah Day	Central Hall & all toilets (staff and pupil)

Jo Goudriaan	College Studies & College Common Room
Andrew Passmore	Music
Kate Vervain	Library and staffrooms
Jill Harvey	Swimming Pool, Changing Rooms, Gymnasium
Katy Clyesdale	EYFS (lower floor)
Stacey Greaves	KSI Junior School and JS foyer
Debbie Pagliaro	Junior School (first floor)

### Staff/Visitors Reporting Procedure

	Group	Register taken by	Deputy
1	Senior School pupils and PTs	SHart gives out lists	KL gives out lists
2	Junior School staff, pupils, and Marshall Sweeps (EK, JN)	RC	JH /CS
3	All other staff, visitors and volunteers	AC, HB	KL
4	Kitchen Staff	Catering Manager	Deputy Manager
5	Boarding staff and residents	NP	FN

### Procedure for Assembly and Roll Call

Named members of staff designated as “in charge” of a group (as shown in the table below) should complete their roll calls and inform the Deputy Principal when all in their group are accounted for. If a named person with responsibility is absent, their named deputy will assume their role in the event of an emergency evacuation.

**Pupils’ Reporting Procedure** - Forms line up at their Assembly Point.

**Form Teacher** - collect registers from SH and supervise roll call. If the **Form Teacher(s)** do not arrive, other members of the Tutor Team should assume responsibility. They should inform the Deputy Principal when all pupils are accounted for having checked any pupil absences against the pupil signing in/out book.

For Junior School, **RC** will inform the Deputy Principal when all pupils and staff are accounted for.

### Sports Hall

People using the Sports Hall should evacuate to the tennis courts if they hear the school fire alarms ringing or when they are informed of an evacuation.

**No-one may leave the Assembly Point until instructed to do so by the Deputy Principal.**

In the absence of **the Deputy Principal, the Principal** will deputise.

### Guidance on the Evacuation of Disabled Persons from the School Buildings

Pupils with a disability should already have been identified and information held in the School Office. A risk assessment for everyone will have been carried out and arrangements for appropriate action as required, according to the nature of the disability, will have been agreed. This also applies to any person with a temporary disability, for example, anyone temporarily using crutches.

A ‘buddy’ will be appointed for any pupil or member of staff or visitor requiring assistance in an emergency evacuation. Where staff have a pupil with a known disability, they must ensure that the pupil is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

## **Specific Evacuation Requirements**

### **Wheelchair Users/People with Mobility Difficulty**

Wheelchair users or any person with difficulty in walking, for example, anyone temporarily using crutches, should wait until everyone else has left the room before making their way to the exit, assisted by their 'buddy' or other third party if required.

### **Visitors with Disabilities**

The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Wherever possible (i.e., when on the ground floors) all people, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be assisted either by their 'buddy' or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance at the top of the stairs. The 'buddy' or other third party should seek assistance.

**Lifts must not be used during an emergency evacuation.**

## **Out of Hours Procedures**

### **Activating the Fire Alarm**

The person discovering a fire should activate the fire alarm using the nearest manual call point. The Fire Service will respond automatically.

### **Staff**

Staff should evacuate to the normal evacuation point. Please note that after 6.00pm, no maintenance staff will be available to assist with the fire panel so Boarding staff will be on hand to assist with this should it be necessary.

### **Pupils**

Pupils arriving in School between 7:50am and 8:00am should sign in and go to the Dining Room. Thereafter they should go to their form rooms as normal for pupils arriving in the mornings.

Pupils staying after 5:45pm should sign in with Boarding staff in the Boarding House if they are staying in the building. Any pupils remaining on site after this time will remain with the boarding students and staff until they depart, ensuring that they sign out once they depart.

### **External People Using School Facilities**

All visitors must sign in at Reception. The visit leader will have a list of everyone in their group and is responsible for the safety and wellbeing of those in the group. In the event of an evacuation, the visit leader must lead their group to the designated assembly point and confirm with a member of the Boarding team that all members are present and accounted for.

### **Sports Hall**

If the fire alarm goes off in the Sports Hall visitors should evacuate to the hard tennis courts in front of the Hall and the person in charge of the group should register everyone and let a member of the Boarding team know that everyone is accounted for.

## **Junior School**

### **Breakfast Club**

Breakfast Club starts at 7:30am and runs until 8:30am and is staffed by Teaching Assistants. This is held in the Dining Room. The Breakfast Club register will be collected by a member of staff en route to the designated assembly point.

### **After School Club**

The After-School Club runs until 6:30pm. For this policy, the After-School Club procedure for evacuation starts from 5:15pm. The After School Club takes place in the Dining Room or classrooms and the member of staff on duty will always have a copy of the register with them. Upon hearing the alarm, staff will take the registers and make their way to the designated assembly point.

The member of staff in charge must report to the member of Boarding staff on duty and confirm that all are present and accounted for.

## **Boarding House**

The responsible member of staff on duty will collect the register and signing out book and proceed to the nearest available fire exit. Staff should not attempt to go looking for the fire or to tackle it. If possible, staff can close any fire doors that they go through and assist any children/other staff to leave the building in a calm and safe manner. The signing out book from Reception should also be collected by Boarding staff for checking.

One Boarding staff member will report to the emergency fire assembly point towards the rear of the building and complete a roll call. Any other visitors or staff on site will confirm to the Boarding staff member that everyone is present and accounted for. The Head of Boarding and/or Assistant Housemistress will be informed of any missing staff and/or students. This information will need to be relayed to the Fire Brigade.

Another member of staff will report to the front entrance of the School to meet the Fire Service. They will open the front door and let the Fire Service onto the premises. In the event of an alarm, the Boarding House system is monitored out of hours so there is no need for staff to telephone 999.

Staff should only return to the building when the Fire Brigade has indicated that it is safe to do so.

### **Weekends**

During weekends, staff must report to Reception to sign in and notify a member of the Boarding team that they are on the premises and their working location. They must sign out before they leave and notify the Boarding team of their departure.

For external sports groups and swimming groups, the visit leader must have a register of all event users. The visit leader must check in with the Sports Hall staff prior to the beginning of their event to sign in, and once everyone else has departed after the event, to sign out.

In the event of an evacuation, the visit leader is responsible for accounting for all members of their party and must report any absences to the Sports Hall staff. The Sports Hall staff will report to Boarding staff to confirm that all are present and accounted for or if there are any missing persons.