

Fire Risk Policy

ISI Regulatory Code – A11



MOUNT
BARLBOROUGH HALL
EDUCATING MEN AND WOMEN FOR OTHERS SINCE 1842

Policy written by – M Lucas

Policy Date – 20.01.2016

Approved by Compliance team -

Ratification from Governors –

This Policy is for both Mount St. Mary's College and Barlborough Hall School

Linked Policies – Risk Assessment Policy, COSHH, Health & Safety Policy, Critical Incident Policy, Fire Evacuation Procedure

Review date October 2017 – reviewed 28/10/16

FIRE RISK POLICY

Mount St Marys College & Barlborough Hall School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, The management of Health & Safety at Work Regulations 1999 and other appropriate regulations.

Arrangements:

Management of such risks will be undertaken in such a way as to prevent injury or ill health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation. It is therefore the policy of the college and the wish of the governors so far as reasonably practicable to:

- Develop fire procedures and provide staff training
- Ensure the safety of staff or anyone else legally on the school premises
- Carry out fire drills and contact emergency services when necessary
- Appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation)
- Have a suitable system for the maintenance of: clear emergency routes and exits, signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers by a 'competent person' (for example, ISO9001 certified or BAFE approved)
- Provide all staff with suitable training in the prevention of fires and dealing with fires (repeated periodically where appropriate)
- Provide staff and any others working on the school site with fire safety information. This shall form part of the staff induction and further information available on the school server.
- Ensure compliance with all relevant legislation
- Ensure effective liaison with the local fire authority where appropriate.
- Undertake suitable and sufficient Fire Risk Assessments of all premises and activities within premises. With guidance from the RRO(Fire Safety) 2005 "Making your premises safe from fire" by a suitable trained person. This will be recorded in a master file and available on the schools servers
- Ensure that the Risk Assessment includes the elimination or reduction of risks from dangerous substances. Records to be available on the Server and Health & Safety Officer to have a printed copy

Organisation & Responsibilities:

- Headmaster/Headteacher will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.
- The Headmaster (Dr N Cuddihy) has overall responsibility for Health and Safety including Fire Safety.
- The Deputy Headmaster (Mr J Murphy) or his appointed deputy, assumes the role of Senior Fire Officer
- The Bursar (Mr H Ewins) or his appointed deputy, assumes the role of Senior Fire Officer out of normal school term time.
- The Deputy Headmaster/Deputy Headteacher will ensure that all academic & boarding staff receives suitable & sufficient fire information & training. All new staff to receive this during induction.

- The Bursar will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed every 12 months
- The Bursar will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises to be reviewed every 12 months or sooner if required.
- Heads of School, Departments & Boarding or other operational division will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.
- Heads of School, Departments & Boarding will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- Heads of School, Departments & Boarding will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.
- Employees, students, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

Record Keeping:

The following records must be kept:

- Fire Risk Assessments for the whole premises
- Fire Safety Certificates where issued
- Recommendations and actions from the Fire Service
- Fire Equipment Service Records
- Fire Fighting Equipment Service Records
- Fire Systems weekly test Records
- Fire Systems activation records
- Fire alarm evacuation form

Major Incidents:

The College has a Critical Incident Policy that will be followed following any fire related incident, all records of meetings must be kept in line with this policy.

Fire Evacuation & Drills

The School have Fire Evacuation plans that are revised each year, these plans should be tested once per term during the day and once per term in the evening/ night where boarders are present, and this to be recorded on the Fire Alarm Evacuation form, detailing times, reason for activation and any observations. These forms should be sent to the Deputy Headmaster and H&S officer for review where required.

