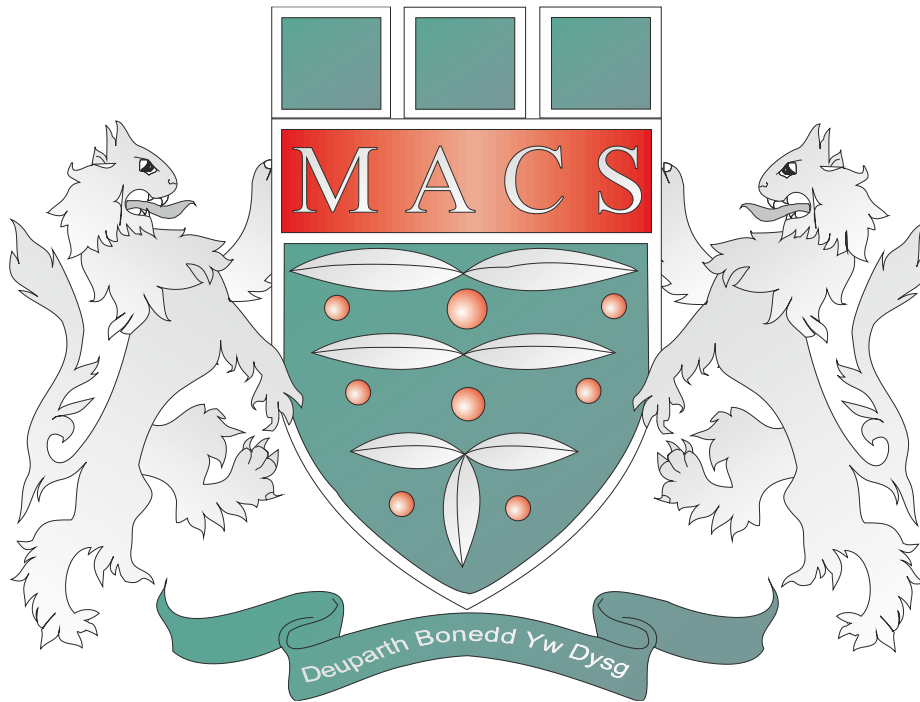


MOUNTAIN ASH COMPREHENSIVE SCHOOL



FIRE SAFETY POLICY

Signed _____ *P. J. J. J.* _____ (Chair of Governors)

Date _____

Reviewed: October 2017
Next Review Date: October 2020

Introduction

This policy sets out arrangements and responsibilities for managing fire safety within buildings owned by Rhondda Cynon Taf County Borough Council and managed by Mountain Ash Comprehensive School's Governing Body and Senior Management Team.

Purpose

It is the School's aim to secure a high standard of fire safety throughout the whole of the premises; this will be achieved by having regard for its statutory responsibilities and its relationship with other relevant strategic partners.

The application of this policy and associated procedures will ensure personal safety in the event of fire for those working in or visiting the buildings owned by Rhondda Cynon Taf County Borough Council and managed by Mountain Ash Comprehensive School's Governing Body and Senior Management Team. The aims are to:

- Achieve compliance with fire safety legislation.
- Assist in reducing the likelihood of a fire starting.
- Ensure appropriate procedures are followed in the event of fire.
- Help to reduce damage to the structure and contents of the building thereby mitigating loss.
- Help reduce business disruption in the event of fire.
- Help to reduce false alarms.
- Assist in early reinstatement of normal school practices following a fire incident.

Legal and Contractual Responsibility

As an employer, the Authority and the School have an unequivocal duty under Article 8 of The Fire Safety Order 2005 (The 'Order') to:

- a) take such fire precautions as will ensure, so far as is reasonably practicable, the safety of any of its employees; and*
- b) in relation to relevant persons who are not its employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.*

Legislation imposes only the minimum requirements in respect of fire safety in premises; its primary purpose being to prevent the loss of life or serious injury resulting from a fire. It is also sometimes necessary to consider enhanced structural and procedural fire precautions in order to reduce the risk and a degree of school disruption that can result even from minor

fire incidents. The School is committed to ensuring the existing fire safety precautions and procedures minimise the risk of a fire starting and that damage to the building and its contents are kept to a minimum. An agreed risk assessment procedure will be applied to identify any steps that need to be taken to satisfy fire safety legislative requirements and to ensure the safety of relevant persons.

In addition, Article 11 of The Fire Safety Order 2005 requires the 'responsible person' to:

"make and give effect to such arrangements as are appropriate, having regard to the size of the undertakings and the nature of its activities, for the effective planning, organisation, control, monitoring and review of preventative and protective measures..."

As such there is a general duty for an employer to prepare and, as often as may be necessary, revise a written statement of its general policy with respect to fire and the safety of relevant persons in and around buildings for which the Authority and the School have a responsibility. It is generally accepted as good practice to:

- Accept its collective responsibility for providing fire safety leadership and organisation.
- Nominate a Governor to champion fire safety issues.
- Ensure that each member accepts individual responsibility and ensure that their actions and decisions reinforce the messages of the School's commitment to fire safety.
- Encourage employees at all levels to become actively involved in fire safety.
- Keep up to date with relevant fire safety management issues.
- Review its fire safety performance regularly – at least annually.

General Policy Statement

The Authority and the School is committed to ensuring the safety in relation to fire of its employees and pupils, so far as is reasonably practicable. It also fully accepts its responsibility for other persons who may be affected by its activities. It will take steps to ensure that its statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

Competent persons will be appointed to assist in meeting its statutory duties including, where appropriate, specialists from outside the organisation. Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee. Each individual has a

legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised annually in the light of legislative or organisational changes.

The policy introduces and details specific responsibilities relative to roles within the organisation. These are as follows:

- **The Governors' Responsibility**

- Ensure that there is an effective policy and management system in place.

- **Headteacher's Responsibility**

- Be responsible for ensuring the effective implementation of this policy and associated arrangements across the School.
 - Ensure that appropriate resources are made available for the effective operation of the policy, including training.
 - Ensure that there are effective monitoring procedures in place to maintain compliance with the legal and contractual responsibilities of the School.
 - Ensure that suitable technical advice and information on fire related matters is available within the School.
 - Organise and carry out periodic audits to review policy across the School.
 - Assess and mitigate the potential environmental impact of fire across the School in conjunction with appropriate local agencies.
 - Consider and, if appropriate, prepare in collaboration with the appropriate local authorities disaster plans where a fire incident could affect the local community (eg from smoke or water pollution).
 - Monitor and control refurbishments and other building works.
 - Develop a training policy across the School to ensure that all relevant staff have the necessary competencies and maintain training records.
 - Ensure that all necessary and appropriate communications systems are in place to deal with any fire incident.
 - Liaise with other relevant persons before planning or commencing refurbishments and other building works.
 - Identify and reduce the likelihood of fire occurring.
 - Develop and implement a fire strategy appropriate for the particular risk.
 - Ensure that planned inspections, maintenance and testing of relevant equipment is completed.

- Monitor means of escape, evacuation procedures, reaction/behaviour of occupants and adjust plans accordingly. Access, egress and other provisions for people with special needs should be included.
 - Ensure compliance with the appropriate British Standards and Euronorms.
 - Notify the Governing Body of any changes that might affect the fire precautions in the building, eg structural alterations, extensions, alterations to internal arrangements, etc.
 - Appoint fire wardens.
 - Maintain emergency plans.
 - Contingency planning for any abnormal occupancy levels or abnormal building usage.
 - Contingency planning for equipment failure or repair.
 - Ensure all members of staff are competent to deal with their area of responsibility.
 - Ensure termly fire drills are carried out.
- **School Manager/Bursar**
 - Be aware of all the fire safety features provided and their purpose.
 - Be aware of any particular risk on the premises and liaise with the Headteacher and Caretaking Team as necessary.
 - Liaise with other responsible persons on site to ensure the policy is being properly administered and adhered to.
 - Co-ordinate the completion of any actions required as a result of the fire risk assessment within their scope of responsibility.
 - Monitor general maintenance and building works that might affect the fire safety provisions and report to the Headteacher as necessary.
 - Agree a safe system of work, in liaison with the Headteacher, for non-routine activities where these increase the risk from fire, including issuing hot work permits.
 - Notify the Headteacher of any changes that might affect the fire precautions in the building, eg structural alterations, extensions, alterations to internal arrangements, etc.
- **Caretaking Team**
 - Be aware of all the fire safety features provided and their purpose.
 - Be aware of any particular risk on the premises and liaise with the Headteacher and School Manager/Bursar.
 - Monitor and maintain means of escape.
 - Carry out weekly and monthly fire alarm testing, monthly emergency lighting testing and monthly checks on fire extinguishing equipment.

- Carry out regular checks on fire signage and make any necessary amendments/repairs.
 - Supervision, monitoring and instruction of contractors and sub-contractors on the premises, in liaison with the School Manager/Bursar.
- **Heads of Department**
 - Be aware of all the fire safety features provided and their purpose.
 - Be aware of any particular risk within their department.
 - Be aware of their responsibilities towards relevant persons.
 - Carry out departmental risk assessments, to include any risks from fire to be kept within the department and updated as necessary.
 - Inform the Headteacher of any potential risks within their department.
 - Disseminate appropriate information to other members of their department and ensure that all members comply with the fire safety policy and any other relevant procedures, in order to reduce the risk of fire.
- **Fire Wardens**
 - Be aware of their responsibilities towards relevant persons.
 - Ensure their designated area is clear during a fire evacuation before leaving the area themselves.
 - Record staff on their designated register and inform the relevant person (eg Headteacher, Fire Officer) of anyone not accounted for.
 - Ensure no staff on their designated register re-enter the building in case of a fire evacuation before the Fire Wardens have been officially told it is safe to do so.
- **Employee Responsibility**

Every employee must:

 - Take reasonable care for the safety of themselves and other relevant persons who may be affected by their acts or omissions at work.
 - As regard to any duty or requirement imposed on the employer, to co-operate as far as is necessary to enable that duty or requirement to be performed or complied with.
 - Inform the employer or any other employee with specific responsibility for the safety of employees, of any work situation which represents a serious and immediate danger to safety.
 - Work in accordance with information and training provided.

- **Persons Other Than Employees on School Premises**

Persons who visit or work on the premises will be informed that they must:

- Observe the relevant rules and procedures in the interest of safety.
- Take reasonable care of their own safety and the safety of others.
- Not carry out any activity until they have liaised with the School Manager/Bursar.
- If they have submitted a method statement(s), work in accordance with that document(s).



In the event of fire occurring

- Person discovering the fire should raise the alarm in the appropriate way.
- Office staff to inform appropriate person(s) (eg Headteacher, Caretakers) of the area in which the fire alarm has been activated and to call 999 immediately.
- On the sounding of the fire alarm, pupils, staff and others should evacuate the building as quickly and calmly as possible and make their way to the fire assembly yard, or other designated fire assembly point (In the case of a fire close to the fire yard, pupils and staff will move to the tennis courts). No attempt should be made to retrieve any belongings.
- Fire wardens should ensure their designated area is clear before evacuating the building themselves.
- It should be noted that in the event of a fire occurring, the main aim is to evacuate the building. Fire wardens and other members of staff are not expected to attempt to tackle a fire themselves.
- Fire wardens and other members of staff should record staff/pupils on their designated register and inform the relevant person (eg Headteacher, Fire Officer) of anyone not accounted for.
- Under no circumstances should anyone re-enter the building in case of a fire evacuation before the Fire Wardens have been officially told it is safe to do so.

FIRST AIDERS	FIRE WARDENS	
<p style="text-align: center; margin: 0;"><u>Reception</u></p> <p style="margin: 0;">Mrs P Evans Mrs C Evans Mrs J Ashman</p> <p style="text-align: center; margin: 10px 0 0 0;"><u>General</u></p> <p style="margin: 0;">Mr G Turner Mrs K Siminov</p> <p style="text-align: center; margin: 10px 0 0 0;"><u>DT</u></p> <p style="margin: 0;">Mr Ian Sheppard</p> <p style="text-align: center; margin: 10px 0 0 0;"><u>Science</u></p> <p style="margin: 0;">Miss S Richards</p> <p style="text-align: center; margin: 10px 0 0 0;"><u>PE</u></p> <p style="margin: 0;">Mr P Barry Mrs M Rees</p>	<p style="margin: 0;">Mr D Mason</p> <p style="margin: 10px 0 0 0;">Mrs H Peel</p> <p style="margin: 10px 0 0 0;">Mr A Williams</p> <p style="margin: 10px 0 0 0;">Mrs J Grashoff</p> <p style="margin: 10px 0 0 0;">Mrs H Latham</p> <p style="margin: 10px 0 0 0;">Mr N Hoffland</p> <p style="margin: 10px 0 0 0;">Mr H Dowden</p> <p style="margin: 10px 0 0 0;">Mr P Barry</p> <p style="margin: 10px 0 0 0;">Mr J Donovan</p>	<p style="margin: 0;">Mr D Church</p> <p style="margin: 10px 0 0 0;">Ms H Williams</p> <p style="margin: 10px 0 0 0;">Mr G Turner</p> <p style="margin: 10px 0 0 0;">Mrs R Pugh</p> <p style="margin: 10px 0 0 0;">Mrs J Ashman</p> <p style="margin: 10px 0 0 0;">Mr J Morgan</p> <p style="margin: 10px 0 0 0;">Mrs C Jones</p> <p style="margin: 10px 0 0 0;">Mr D Bird</p> <p style="margin: 10px 0 0 0;">Mrs C Evans</p>