



POLICY	Fire Policy
PERSON RESPONSIBLE	Business Manager
DATE WRITTEN	January 2019
REVIEW DATE	October 2025
NEXT REVIEW DATE	October 2026
APPROVED BY	Headteacher

The Headteacher and Governors of The Malling School recognise their responsibilities under the requirements of the Fire Safety Regulatory Reform Order (2005). This policy is to be read in conjunction with the fire procedures for the school and also matched to the fire records that are instigated and maintained by the facilities management company for the school, Mitie.

Scope/statement of intent:

- to meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order)
- to ensure the fire safety of people in and around all Malling School buildings and the protection of property and the environment and to minimise school service disruption in case of fire

Criteria and principles upon which actions are based:

- fire safety is a management responsibility
- named 'responsible persons' for fire safety to be identified within the school structure as per fire safety procedures
- Employee involvement and commitment is encouraged at all levels and fire safety is a part of staff and student induction and is included in day-to-day management of health & safety as well as specific training sessions when required.
- Identification of persons with specific needs which require a personal evacuation plan

School Level

- to have fire risk assessments which identify the hazards and risks within the premises and any remedial actions that are required. The Headteacher and Governors delegate this responsibility to the Business Manager and Mitie.
- fire risk assessments that are reviewed annually with a new assessment completed every 3 years by a competent person.
- All areas to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment. Particular attention to be made to areas where there are hazardous substances
- All employees to recognise their duty within this process to co-operate with all of the measures put in place and not do anything that puts themselves or others at risk.

FM Level

- Mitie to have responsibility for the day to day management of all fire systems
- Mitie to provide fire warden training for identified staff at the request of the school
- The school and Mitie will work together to recognise and manage any risk

Associated policies and guidance:

Health & Safety Policy

Fire procedures

Fire addendum for Covid

Fire Risk Assessment

Kent County Council Fire Policy