



THE
MALLING
SCHOOL

POLICY	Fire Policy
PERSON RESPONSIBLE	Business Manager
DATE WRITTEN	September 2026
REVIEW DATE	September 2026
NEXT REVIEW DATE	September 2027
APPROVED BY	Headteacher

The Headteacher and Governing Body recognise their responsibilities for ensuring that effective fire safety arrangements are in place across the school. The school will comply with the Regulatory Reform (Fire Safety) Order 2005 and relevant KCC fire safety requirements.

As a PFI school, certain fire safety maintenance, testing and facilities management responsibilities are undertaken by the PFI Facilities Management Provider, Mitie, in accordance with the PFI contract and associated service specifications. These contractual responsibilities do not remove or replace the school's responsibilities for the effective management and oversight of fire safety. The school and Mitie will work collaboratively to ensure that fire safety arrangements are maintained, relevant risks are identified and controlled, and contractual and statutory requirements are appropriately monitored and evidenced.

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
 - Within the school, the Headteacher has overall responsibility for local fire safety arrangements as the designated Responsible Person. The Business Manager is delegated responsibility for the day-to-day coordination and monitoring of fire safety arrangements on behalf of the Headteacher. The Business Manager's role is to coordinate, monitor, record and escalate matters and does not transfer the legal responsibilities of the Responsible Person.
 - The PFI Facilities Management Provider is responsible for the fire safety systems, maintenance, testing and associated statutory compliance activities that fall within the scope of the PFI contract.
- 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.
- The school will identify pupils, staff and other relevant persons who may require assistance to evacuate safely. Where required, a Personal Emergency Evacuation Plan (PEEP) will be developed, implemented and reviewed at least annually and whenever circumstances change.
- The school will ensure that a suitable and sufficient Fire Risk Assessment (FRA) is in place, identifying hazards, risks and any remedial actions required. The FRA will be undertaken by a competent independent fire risk assessor. The Headteacher retains overall responsibility for ensuring that the FRA is in place and that actions arising from it are appropriately managed. The Business Manager will coordinate and monitor actions on behalf of the Headteacher, working with Mitie where actions fall within the PFI contract. The Fire Risk Assessment will be reviewed at least annually and following any significant change to the premises, occupancy, use, procedures or activities, or following a fire or other significant fire safety event. A new Fire Risk Assessment will be undertaken by a competent independent fire risk assessor at least every three years, or sooner where required. All areas will have effective fire safety arrangements and appropriate general fire precautions, as identified through the Fire Risk Assessment. Particular attention will be given to areas where hazardous substances are present or used.
- **• Routine fire safety inspections will be undertaken at least quarterly to check, as appropriate, escape routes, fire doors, signage, housekeeping, fire safety equipment, emergency arrangements and relevant maintenance records. Findings will be recorded and actions prioritised and monitored to completion.**
- Employees must:
 - familiarise themselves with fire procedures;
 - know the location of fire exits and assembly points;
 - report hazards or damaged fire safety equipment;
 - participate in fire evacuation exercises and required training; and
 - not obstruct fire exits or interfere with fire safety equipment.
- **Emergency evacuation arrangements will include:**
- Evacuation arrangements

- Assembly points
- Arrangements for accounting for pupils, staff and visitors
- Arrangements for pupils and staff requiring additional support
- Communication arrangements following a fire incident

FM Level

- Mitie will have responsibility for the day-to-day maintenance, testing and management of fire safety systems and equipment that fall within the scope of the PFI contract. **Mitie will provide fire warden training for identified staff where this falls within the PFI contract and/or where agreed with the school.** The school and Mitie will work together to recognise and manage any risk
- **Fire evacuation exercises will be carried out three times each academic year to test the effectiveness of emergency procedures. Records of each exercise, including the date, time, issues identified and actions taken, will be maintained. A post-exercise review will be undertaken and actions followed up.** • Mitie will manage fire alarm testing, emergency lighting checks, extinguisher servicing and other statutory inspections that fall within the scope of the PFI contract and relevant legislation.
- • **This will include, where applicable under the PFI contract:**
 - maintenance and testing of fire detection and alarm systems;
 - emergency lighting inspections and testing;
 - fire extinguisher servicing;
 - fire door inspections;
 - maintenance of relevant fire safety records; and
 - provision of evidence of testing, inspection, servicing and remedial works to the school.

Monitoring and Review

The Business Manager will coordinate the monitoring of fire safety arrangements on behalf of the Headteacher and will work with Mitie to ensure that contractual and fire safety actions are appropriately recorded, monitored and followed up. The Governing Body will receive appropriate assurance regarding fire safety arrangements through health and safety reporting, including significant risks, outstanding actions, fire evacuation exercise outcomes and relevant compliance information.

This policy will be reviewed annually, or sooner if there are significant changes to legislation, premises, occupancy, activities, fire safety arrangements or the PFI contract.

Associated policies and guidance:

Health & Safety Policy

Fire emergency/ evacuation procedures

Fire Risk Assessment

Kent Health and Safety Standard – Fire Safety and Prevention (HSS 011)

Personal Emergency Evacuation Plans (PEEPs)

PFI Contract and relevant service specifications

Fire safety logbook/ Fire safety records