

**The Mill Hill School Foundation  
Walker House, Millers Close, The Ridgeway, Mill Hill, London  
NW7 1AQ**

**Mill Hill School  
Belmont, Mill Hill Preparatory School  
Grimsdell, Mill Hill Pre-Preparatory School  
The Mount, Mill Hill International**

## **Fire Risk Management Policy**

---

**Independent Co-educational Day School for Pupils aged 3 to 18 years and  
Boarding School for Pupils aged 13 to 18 years**

**Effective March 2017**

## **The Mill Hill School Foundation**

### **Fire Risk Management Policy**

#### **1 Statement**

The Mill Hill School Foundation Court of Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the Mill Hill School Foundation (the Foundation) from time to time, these duties being implicit in the above Act.

The Mill Hill School Foundation Court of Governors recognise that under the Education (Independent School Standards) (England) Regulations 2014 [the 'ISSR'] and the National Minimum Standards for Boarding Schools [the 'NMS'] they have a duty to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

The Court of Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Court of Governors that health and safety is a responsibility at least equal in importance to that of any other function of the Foundation.

#### **2 Aims**

The aims of the Fire Risk Management Policy are:

- 2.1 To ensure that staff, parents, pupils and visitors to the Foundation are safeguarded from injury or death in the event of a fire.
- 2.2 To provide reasonable and appropriate systems and procedures to minimise the risk of fire and in the event of a fire to contain its spreading.
- 2.3 To minimise disruption to the Foundation's activities or damage to Foundation property or cause harm to the environment.
- 2.4 To eliminate or reduce risks from dangerous substances
- 2.5 To comply with the ISSR, the Department for Education requirements, and relevant fire safety and fire prevention guidelines, standards and legislation.

#### **3 Fire Evacuation**

Each School will establish its own Fire Evacuation and Fire Risk Management procedures that will be published in the Staff Handbook and which the staff of that School are required to read and understand their responsibilities and know how to react in the event of fire.

- 3.1 At least once per school term, usually within the first fortnight of the term, a fire evacuation practice will be held during the school day at each school, the timing of which will be notified in advance to staff. The Head and Bursar will have the power to exempt certain staff from the drill.
- 3.2 The fire evacuation practice will be timed by the Deputy Head or other senior member of staff appointed by the Head to conduct the practice. The practice will be considered inadequate if the evacuation is not achieved in the minimum of time consistent with the difficulties inherent

in the buildings, and a further practice will be held on another date until the satisfactory standard is achieved.

- 3.3 At least once per school term, usually within the first week of the term, a night-time fire evacuation practice will be held at each boarding house that is organised and supervised by the Housemaster/Housemistress.
- 3.4 A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Foundation Health and Safety Committee.
- 3.5 The warning, in case of fire, shall be given by a siren or bell that is not used for other purposes and can easily be recognised by staff and pupils and will be heard clearly in all parts of the buildings.
- 3.6 The fire alarm system will be tested weekly. The work will be done by the Maintenance Department or other designated person by the Foundation and the testing will be done sequentially from one operating point to the next. Details will be kept of these tests.
- 3.7 Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. Upon hearing the alarm, nominated staff will summon the Fire Brigade, inform the Head and Foundation Health and Safety Officer and undertake whatever duties are specified in the School's Fire Evacuation procedure.
- 3.8 All teachers or other adult in charge of a class/pupil/s will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area. In the event of an actual fire, any subsequent movement will be decided by the Head or designated Deputy Head or Foundation Health and Safety Officer or at the instruction of the Fire Brigade.
- 3.9 The Heads will ensure that there is an effective system for ensuring that class registers current to that day are available for roll call. The person responsible for bringing out the registers will be the Senior Member of Staff present or a nominated Member of Staff.
- 3.10 The person responsible for informing the Fire Brigade will be the Senior Member of Staff present.
- 3.11 Signs/directions for the evacuation of pupils and others will be displayed in a prominent place in such areas as classrooms, common rooms, cloakrooms, prep rooms, offices, assembly halls, sick rooms, libraries, dining rooms, kitchens.
- 3.12 Fire safety systems, including fire alarms, fire detectors and emergency lighting, and fire safety equipment, including fire extinguishers, will be provided in accordance with the advice of the Competent Person/s appointed by the Foundation for Fire Safety and serviced/maintained in accordance with relevant fire safety and fire prevention guidelines, standards and legislation.
- 3.13 Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe, as far as time and travel distance allow.
- 3.14 Fire evacuation emergency routes and fire exit doors leading from School buildings should never, under any circumstances, be locked or obstructed during School hours.
- 3.15 No unauthorised person should re-enter the School buildings, under any circumstances, during a fire practice or actual fire emergency.
- 3.16 Visitors will be provided with fire safety information through the written information given on the Visitor's Badge issued when signing in at the School.
- 3.17 Mill Hill School Enterprises:
  - 3.17.1 In the event of an actual fire happening in any area or facility which is being used by outside organisations or the public by arrangement with Mill Hill School Enterprises, the Operations Manager or Duty Manager of Mill Hill School Enterprises will be responsible for ensuring the building is evacuated safely along the designated evacuation route and that people are accounted for in the designated place for that area.

- 3.17.2 The Duty Manager of Mill Hill School Enterprises will also be responsible for informing the Fire Brigade and the Foundation Health and Safety Officer.
- 3.17.3 Directions for the evacuation for the users of Mill Hill School Enterprise's facilities to be displayed in prominent places around the various buildings in use, i.e. swimming pool, sports hall, gallery etc.
- 3.17.4 The Operations Manager or Duty Manager or other designated staff member of Mill Hill School Enterprises should ensure that no unauthorised persons re-enter the buildings under any circumstances, during a fire practice or actual fire emergency.
- 3.17.5 When school buildings are let to outside organisations fire safety information will be provided to the hirer and which will include information on evacuation procedure and the requirement for the hirer to inform visitors to the building/s of the fire safety arrangements and what to do in the event of fire during their visit.

### **3 Fire Risk Assessment**

In compliance with The Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003 and the Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment, the Foundation will ensure that all non-residential and ancillary educational buildings are inspected by a competent person not exceeding every 12 months to assess fire risks at work.

The Foundation Estates Bursar will ensure that appropriate measures to reduce or prevent a risk identified in the written Fire Risk Assessment will be considered within its Planned Maintenance programme and reported to the Executives Health and Safety Committee.

### **4 Fire Safety Systems and Equipment**

Under the Management of Health and Safety at Work regulations 1999, Regulation 6, the Competent Persons appointed by the Foundation to assist in undertaking the measures necessary to ensure a safe working environment with regard to fire safety are:

#### **5.1 Fire FM**

Fire Safety Advisors (Fire Fighting Equipment) who undertake an inspection and service of fire safety equipment in January and September each year, and provide Fire Safety Training for staff.

#### **5.2 Fullstop Fire Management Limited**

The Fire alarms in Foundation buildings are serviced/maintained by Fullstop who are the Foundation's Fire Safety Advisors (Fire Alarms) and who undertake an inspection and service of fire alarms for each school term.

#### **5.3 Woodcrest Ltd**

Fire Safety Advisors (Emergency Lighting) who undertake an inspection and service of emergency lighting quarterly.

#### **5.4 4Sight Risk Management Limited**

Fire Safety Consultants who undertake an annual survey of the Foundation providing Fire Risk Assessments for each building, advise on fire evacuation procedures and designated safety routes.

### **6. Fire Safety Training**

The Foundation's Fire Risk Management is directed at maintaining high levels of safety awareness in both pupils and staff to assist in minimising as far as is practicable the risk of fire.

To enable members of staff to carry out their important functions of both monitoring levels of fire safety within their School, and to assisting or taking charge of any fire evacuations, they are given appropriate training by specialist consultants appointed by the Foundation.

Fire training for staff will be provided for new staff at induction and for all staff will be updated annually. The Foundation will provide Fire Warden certificated training for teaching staff and appropriate support staff every 3 years.

## **7. Mill Hill School Foundation Responsible Person**

In accordance with the ISSR to prove that the duties are properly discharged the Foundation has appointed the following as responsible persons at the Foundation and its four schools as follows:

The Mill Hill School Foundation	Dr Roger Axworthy, Deputy Bursar (Foundation)
Mill Hill School	Mrs Jane Sanchez, Principal Deputy Head
Belmont Mill Hill Preparatory School	Mr James Fleet, Deputy Head
Grimsdell Mill Hill Pre-Preparatory School	Mr Kevin Dobson, Deputy Head
The Mount, Mill Hill International	Mr John Gale, Deputy Head

In order to prove that the duties under the regulatory Reform (Fire Safety) Order 2005 are properly discharged the responsible person for the Foundation should keep records of the following:

- The annual Fire Risk Assessments for the buildings undertaken by the competent person;
- The Fire Risk Management Policy;
- Copies of School Fire procedures and arrangements;
- Certificates for the installation and maintenance of fire-fighting systems and equipment.

In order to prove that the duties under the regulatory Reform (Fire Safety) Order 2005 are properly discharged the responsible person for the School should keep records of the following:

- The Fire Risk Management Policy;
- Fire procedures and arrangements;
- Training records and fire practice drills;
- Copies of the annual Fire Risk Assessments for that School

The responsible person for the Foundation and the School will monitor the operation of a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (maintained by a competent person, for example ISO 9001 certified or BAFE approved).

Last review: March 2017