



Mougins School

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France

<http://mougins-school.com/>

Fire Safety Policy



Introduction

Mougins School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

Aims of the Fire Safety Policy

To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;

To minimise the risk of fire and to limit fire spread;

To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

Fire Prevention

The School is inspected on a regular basis by the Pompiers (Fire Brigade) and Commission de Securite, French Authorities. From these visits they instruct the school on how best to prevent fire and eliminate or reduce risks from dangerous substances. As part of their recommendations, the maintenance staff carry out regular clearing of excess vegetation and trees from the surrounding forest. The school has also had a Water Wall installed along the perimeter of the school. In the case of forest fires, this can be activated.

Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

The Board, Headteacher and SMT ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;

The Headteacher has ultimate responsibility for the implementation and management of this policy and will support the school in this respect; The Headteacher is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy:

All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Managing Fire Safety

The school has delegated day to day responsibility for managing fire safety to the Headteacher, Brian Hickmore. He will:



Ensure that all means of escape are properly maintained by maintenance staff, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;

Provide and maintain in working order all firefighting appliances and devices including:

- a) Fire detection and alarm systems;
- b) Emergency lighting systems;
- c) Firefighting equipment;
- d) Notices and signage relating to fire procedures;
- e) Means of escape, taking into account the needs of any disabled users.
- f) Carry out a fire safety risk assessment by the Pompiers on each of the school buildings to ensure that the school's facilities are compliant;
- g) Reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- h) Provide appropriate instruction for all school staff on all fire safety procedures, including the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- i) Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- j) Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- k) Liaise with third parties including the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- l) The Board will monitor and review this policy on an annual basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by the Headteacher and Electricians regularly.

The firm alarm sounders are tested on a regular basis;

The school emergency lighting is checked regularly by the school electrician;

Notices and Signage are updated as and when required and checked on a regular basis.



The Fire Brigade and Commission de Securite carry out regular checks to assess the suitability of the premises and advise on policy and procedures that are required.

Specific Fire Evacuation Procedure

The person discovering the fire should break glass of nearest alarm and, from a safe location, contact Elisabeth in the Main Office to confirm that there is actually a fire.

Then Elisabeth rings the Pompiers on hearing alarm after seeking confirmation that there is actually a fire.

In any event, the relevant staff will check the source of the alarm to establish the cause of the activation.

In all cases when the fire alarm sounds, an orderly evacuation will take place and procedures below will be followed.

On hearing the fire alarm, ALL PERSONS PROCEED TO ASSEMBLY POINT ensuring that all windows and doors are closed.

Staff assemble pupils quietly and instruct them to proceed to the Assembly Point as quickly and quietly as possible, walking rapidly NOT running.

The classroom door should be closed behind the last person to leave.

Use the directed route -unless a blockage makes this impossible. Be prepared to find an alternative route if necessary.

Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point.

Staff should assist this process where possible without putting themselves at risk.

Under no circumstances should staff or pupils return to their rooms.

Elisabeth in the Main Office should collect registers, pupil and staff signing in/out books, visitors' book and off-site lists from staff before proceeding to the Assembly Point.

Forms line up in alphabetical order at Assembly Point. Form Teachers supervise roll call.

Once roll call is completed, report absences to Elisabeth.

Absences to be checked against the pupil signing in/out book, absences identified and appropriate action taken.

No-one may leave the Assembly Point without the permission of the Headteacher.

Events Taking Place Out of School Hours Such as School Plays or External Lettings



Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Headteacher is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. It is the duty of the member of staff organising the event/activity to lead the hirer/user through Fire Safety Policy.