

Bursar Primary Academy

**Clee Road
Cleethorpes
DN35 9HU**



Fire Plan/Policy

**Procedures, duties, knowledge and actions
required**

Fire Prevention

The academy recognises fire hazards throughout the building by ensuring a professional fire risk assessment is completed annually and actions required taken.

The fire risk assessment is shared with the directors and they ensure as the responsible body that actions are completed.

Fire extinguishers are checked and serviced annually by Medical and Fire Services Limited.

Hazardous materials such as cleaning products are kept locked away and where required in metal containers.

Good housekeeping is exercised with our fire wardens regularly ensuring that actions are taken if required.

Sources of ignition are monitored, electrical testing as required, fire alarm tests are completed weekly and fire drills at least termly but can be more regular. Boilers are now 3 years old and are serviced annually.

The site is fully non-smoking.

FIRE EVACUATION PROCEDURE

Responsible Person

The Responsible Person is the Headteacher (KF) and in her absence the most senior member of SLT will take her place.

All SLT, fire wardens & office staff will take radios with them to use as communication throughout the evacuation.

The Responsible Person will direct evacuation procedures in the event of the alarm being raised and **ONLY** the Responsible Person will decide when it is safe to re-enter the building.

Raising the alarm

The person discovering the fire or other emergency which requires evacuation of the building should sound the nearest fire alarm.

On hearing the fire alarm, staff, pupils and visitors will leave the building by the nearest exit and proceed to the assembly point on the field. During bad weather, heavy rainfall or snow, to avoid slips and falls the assembly point will be in the playground.

The alarm can be recognised in that it is a continuous siren.

Evacuation procedures must commence for all personnel in the building. Once it has been established that there is a genuine emergency, the Responsible Person should immediately call the Fire Service from the school phone or a mobile (unless made by control), whichever is most appropriate at the time.

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FIRE EVACUATION PROCEDURE

Teachers conducting classes:

The class teacher will direct the children to leave the class by the nearest fire exit and to remain calm throughout the emergency. All personal belongings, bags and coats must be left in the classroom. The teacher will then escort the class, in single file to the assembly point. Remove the inhalers from door on exit and take with you.

If windows can be closed easily without delaying evacuation this should be done.

The classroom door should be closed as soon as the last person is out of the room. Teachers conducting classes WILL NOT search for pupils absent from the class when the alarm sounds. The absence of that pupil will be reported to the Headteacher/SLT at the assembly point, after roll call is completed.

Staff or teachers not conducting classes will leave by the nearest safe exit unless they are appointed fire wardens closing any open doors they pass and a visual in any room they pass to ensure no pupils are left behind. They will collect any other pupil or visitors found en route and direct them to the assembly point. All staff will be aware of any PEEP plans and help guide the pupil/pupils out safely.

Alarm during breaks and lunchtime

Unsupervised children should immediately make their own way quickly and quietly, to the assembly point or to a member of SLT. Do not run; walk quickly and leave by the nearest exit.

Children in social areas will leave escorted by duty staff.

Children in the dining hall will leave under the direction of the duty staff via the nearest exit.

Children on the field or playground may not be immediately aware of the emergency. As soon as they realise, they must inform others around them and proceed to the assembly point. **THEY SHOULD NEVER ATTEMPT TO ENTER THE BUILDING WITH THE ALARM RINGING.**

Staff appointed as Fire Wardens

Staff appointed as Fire Wardens will check, where safe to do so, toilets/cloakrooms, office staff/reception toilet/meeting room 1 and any other areas that are safe to check on their route out of the building.

Office staff will collect registers and emergency medication/grab bags and proceed to the assembly point on the field via the nearest fire exit.

The responsible person KF will call the fire brigade from the school phone or a mobile (unless made by control), whichever is most appropriate at the time.

IF A CHILD REPORTS A FIRE

Treat this as a genuine fire call and sound the alarm. If it is safe to do so, and you have no other responsibility the report can be investigated, but do not place yourself at risk, and do not delay sounding the alarm.

Roll Calls

A headcount followed by the roll calls will be conducted by each teacher for the class for which they are responsible. If any pupil is identified as missing, or an extra pupil is identified as in the wrong group, this must be reported to the Headteacher/SLT in charge as soon as possible. Any

pupil in the wrong group will remain in the wrong group until the roll calls are completed. Each teacher will notify the Headteacher/SLT in charge that his/her roll call is complete.

Fire Service arrival

The Responsible Person will report to the Fire Service on arrival, report the location of the fire and handover the Fire Service pack.

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FIRE EVACUATION PROCEDURE

Duties of all Employees and visitors

Follow the fire evacuation procedure

Ensure you use the signing-in system, to identify whether you are in or out of the building.

This method will be used as a roll call at the assembly point.

Staff are to take their keys/fobs outside when alarm sounds.

Know the location of the fire alarm break glass points.

Know the location and types of fire fighting equipment in your work area, and where the instructions for their operation are located.

Know the identity of the Fire Warden(s)/TAs responsible for covering the area where you will be working.

Know the escape routes from the building and the method of opening emergency exits and gates.

Know the nominated assembly points for the site – Field and KS2 playground in bad weather.

Be aware of the sound made by the fire alarm (as distinct from other alarms in the building).

The fire alarm will be sounded as a siren.

Know the time and day of the alarm test. **EVERY TUESDAY AT 3.30PM (JB/MG)**

When the alarm sounds it is important that you stop work immediately: call a halt to meetings, terminate phone calls etc. and evacuate the building as soon as possible.

Be aware that a genuine fire may alter the fire procedures, actions and/or assembly point arrangements.

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FIRE EVACUATION PROCEDURE

Duties of Fire Wardens - Before an Emergency Situation

- Know the fire routine for the building; have a copy of the fire procedure for the building close to hand.
- Know the location of the fire alarm break glass points.
- Know the location and types of fire fighting equipment in your work area, and where the instructions for their operation are located.
- Know the identity of the other Fire Wardens in your area.
- Know the identity of the other occupants of the building.
- Make your identity known to all personnel within your area of responsibility.
- Know the escape routes from the building and the method of opening emergency exits.
- Know the assembly point/s for the site.
- Know the day and time of the alarm test.
- Be aware of the sound made by the fire alarm (as distinct from other alarms in the building).
- Ensure that all those within your area of responsibility (particularly new starters) are aware of basic arrangements:
 - Location of fire alarm operating points and how they are operated.
 - Noise made by the fire alarm.
 - Fire notices.
 - All escape routes from the building.
- Conduct regular housekeeping/inspection tours of the site to note and report such defects as:
 - Fire doors not closing properly.
 - Escape routes obstructed.
 - Fire extinguishers damaged, discharged or missing from their correct locations.
 - Missing or defaced notices or signs.
 - Damaged fire alarm operating points.
 - Any acts or activities which could present a cause of fire.
 - Any obstruction to fire safety provision.

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FIRE EVACUATION PROCEDURE

Duties of Fire Wardens - in an Emergency Situation

- Check that your designated area is clear before leaving the building, take with you the roll call items, and medications, and report to the assembly point.
- *Do not place yourself at risk or delay your own exit* – if you are unable to check an area, continue to evacuate the building as you would normally but report your concerns to the Fire Brigade.
- Check doors and windows are closed – but *only* if this does not delay your exit.
- Do not attempt to fight the fire unless this is necessary for your escape.
- Ensure that all other persons in their area of responsibility leave the building by the nearest safe exit.
- Talk to the other building users to determine they are all out of the building.

Do not permit **anyone** to re-enter the building until the all clear is given by the Fire Brigade, this includes all staff, visiting public, contractors etc.

When the all clear is given by the Fire Service

- Report the all clear to the other groups to allow re-entry to the building.
- Contribute to a short report about the evacuation noting:
 - The time and date of the evacuation
 - The cause of the fire alarm being sounded
 - The time taken to evacuate
 - The effectiveness of the roll call

Give a copy of the report to the Headteacher.

Place a copy of the report, signed and dated, in the fire logbook.

Bursar Primary Academy
FIRE EVACUATION PROCEDURE

Our Fire Wardens are:

Maxine Mussell
Jackie Blow
Sophie Follan
Sarah Pickett
Holly Riley

Bursar Primary Academy

FIRE EVACUATION PROCEDURE

Management Duties

It is the responsibility of Directors, Governors and Headteacher to ensure that this policy is complied with.

- Ensure that all employees, including temporary, agency, work experience and trainee staff, as well as any contractors, which you have brought in or are responsible for, are aware of the information under 'Duties Of All Employees'
- Ensure Fire Wardens are appointed and trained for the parts of the building under their jurisdiction. This should cover corridors, waiting rooms, toilets, meeting rooms, basements etc. as well as offices.
- Ensure that appropriate cover is available in the absence of appointed wardens.
- Ensure action points noted in fire risk assessments for the parts of the building for which they are responsible are acted upon. Assessments should be reviewed at regular intervals, or if the nature of the work carried out in the area changes significantly.
- Ensure that action points noted in Fire Wardens inspections are either actioned or brought to the attention of appropriate personnel. This will be the Headteacher.
- Ensure your visitors working on site are aware of these arrangements – this includes external course providers and contractors.
- If you have instructed or have involvement with contractors working on the premises, ensure that appropriate action is taken to minimise the risk of fire within the premises.
- Ensure that all people with disabilities who may have difficulties in evacuating from the building unassisted for whom you are responsible have a 'personal evacuation plan'. This plan should allocate helpers to those who need them and look at which evacuation routes are practical for them to use.

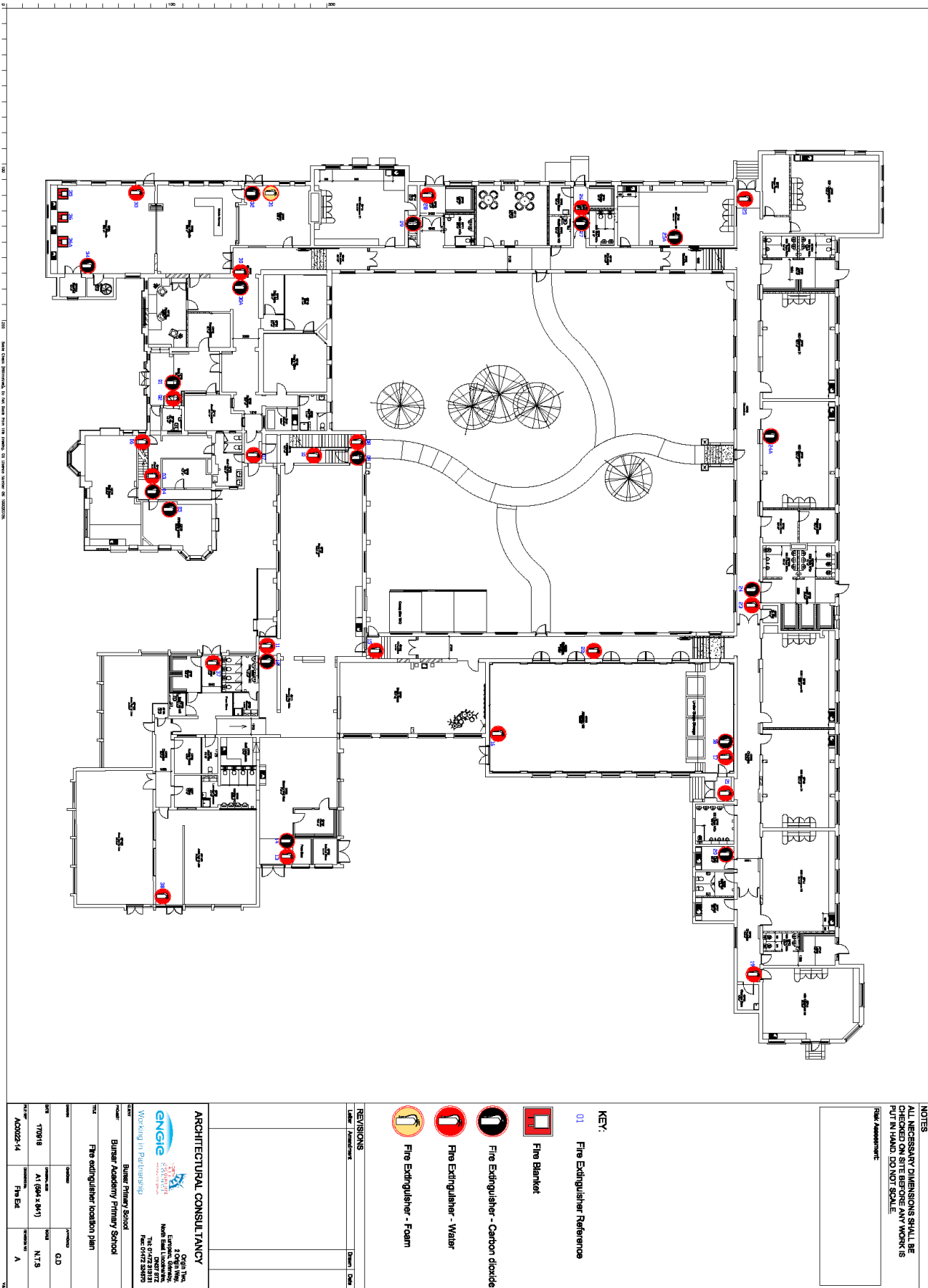
With regard to people with disabilities:

The Fire Service advises that we look at 'personal evacuation plans' for those employees who are unable or might have difficulty in making their escape unassisted. The plan only needs to be straightforward, designating helpers or 'buddies' who will assist when required.

Fire Fighting

Whilst the academy is fully fitted with fire extinguishers approved by Humberside Fire and Rescue Service and checked annually, the use of these extinguishers in a fire is not recommended unless the exit from the fire is blocked and an alternative is not available.

The staff are advised to exit the building quickly and to call the Fire Service.



NOTES
ALL NECESSARY DIMENSIONS SHALL BE CHECKED ON SITE BEFORE ANY WORK IS PUT IN HAND. DO NOT SCALE.

Rev. Assessment:

KEY:
01 Fire Extinguisher Reference

Fire Blanket

Fire Extinguisher - Carbon dioxide

Fire Extinguisher - Water

Fire Extinguisher - Foam

REVISIONS	
Rev	Amendment

ARCHITECTURAL CONSULTANCY

02080 The
Lancaster Road,
Burnley, Lancashire,
BB10 2ST
Tel: 01707 540000
Fax: 01707 540070

ENGIE

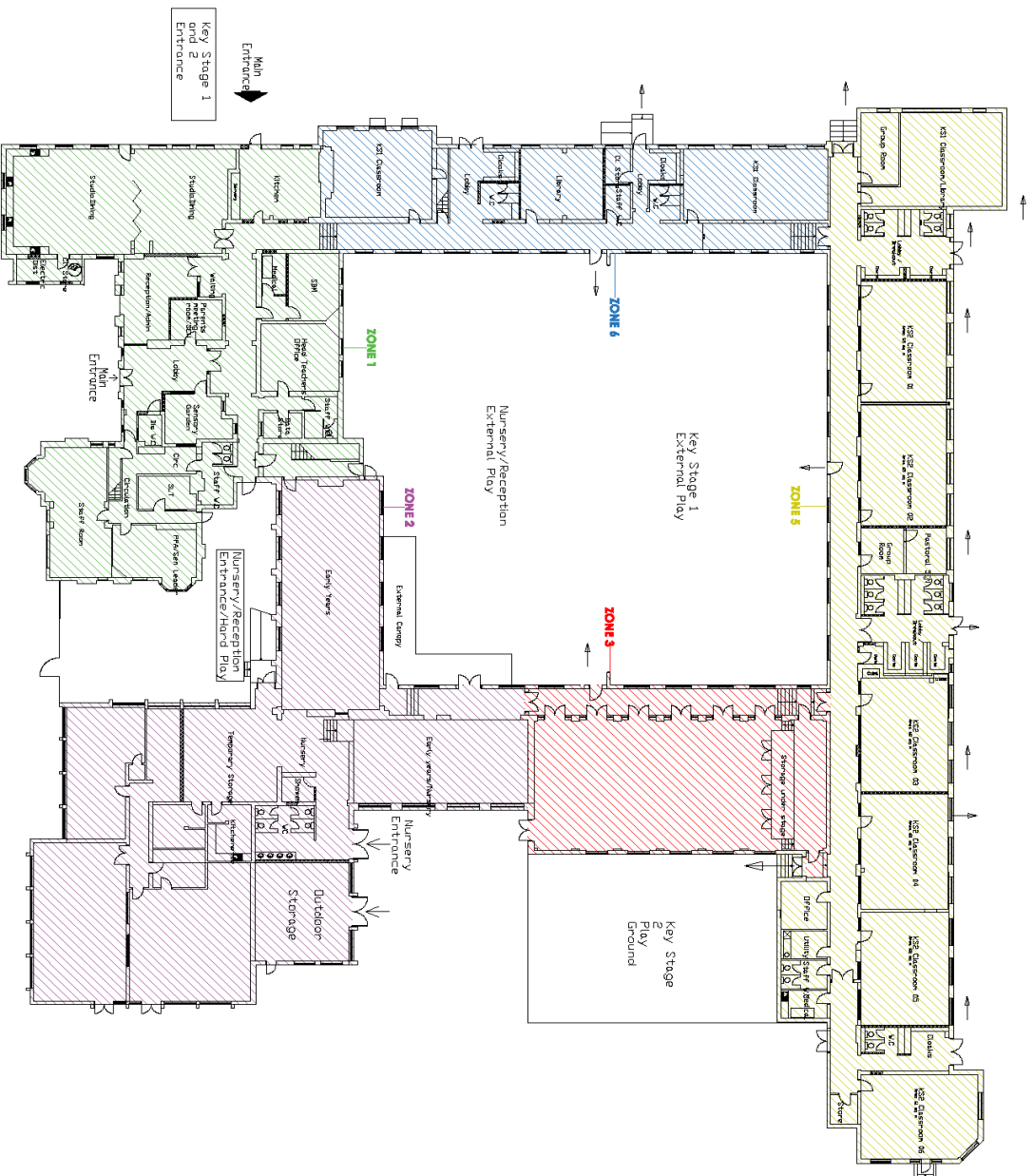
Working in Partnership

02080 The
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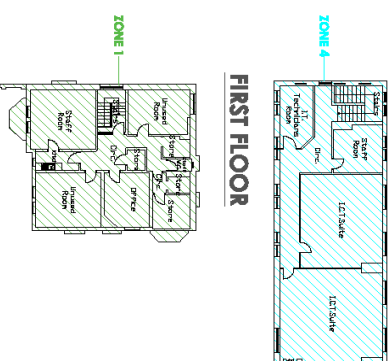
Burnley Academy Primary School

Fire extinguisher location plan

Client	Burnley Academy Primary School
Project	Fire extinguisher location plan
Drawn	G.D.
Checked	N.T.S.
Rev	A



GROUND FLOOR



FIRST FLOOR



BASEMENT

