

BASM FIRE AND EMERGENCY EVACUATION POLICY

HEAD Ms E Griffiths

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Inspection Standard Nov 2021.

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1. INTRODUCTION

The safety of all students, visitors and staff at BASM is paramount. Governors and school leaders take all reasonable steps to ensure fire hazards to a minimum. The Health and Safety Advisor, Head and nominated staff will ensure procedures are in place for the safe evacuation of students, visitors and staff from the school. Staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises.

Note: the safe evacuation of the school is not the responsibility of the fire service.

2. STAFF RESPONSIBILITIES AND TRAINING

Information and training will be provided by the school Health and Safety Advisor and the Head to **all** members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- Raising the alarm
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation.

3. PROTECTIVE EQUIPMENT AND FIRE EXTINGUISHERS

Firefighting equipment is provided throughout the building and is marked with the appropriate signage.

Only persons who have received training in the use of extinguishers should attempt to use them. However extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

4. INSPECTION PROCEDURES / GOOD HOUSEKEEPING

Regular inspections of fire safety equipment, exit routes etc will be carried out in accordance with the details in the Health and Safety / Fire log book, (which is kept in the health and safety advisor's office). Any defects or shortcomings should be brought to the attention of the Head who will ensure the arrangements for replacement or replenishment.

The Health and Safety Advisor will complete a **fire risk assessment** and review annually. Fire alarm tests will take place weekly. An evacuation exercise will take place at least once a term and as soon as possible after any new intake of students is admitted to the school. A record must be kept of the results of these tests and which members of staff attended them.

The Health and Safety Advisor will undertake a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with.

Daily visual checks will be carried out by the Health and Safety Advisor as follows:

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Head or other nominated persons who will ensure that any remedial action is taken.

Regular annual checks of all fire extinguishers will be undertaken by the equipment supplier and will be recorded appropriately.

5. THE EVACUATION PROCEDURE

See attached at Appendix A evacuation procedure notices for staff and general display. Every floor will have a fire action notice. A Fire Evacuation Plan depicted by an outline drawing of the building will be displayed on all floors at exit points.

The following sequence of actions should take place when a fire is detected.

1. Alarm
2. Evacuation of premises
3. Call the fire brigade
4. Report to the assembly point
5. Tackle the fire (if it is safe to do so)
6. Duties and Identities of employees with specific responsibilities
7. Kitchen Staff/ Caretaker/Cleaning Staff

8. Procedures for liaison with the fire brigade

1. Alarm – ANYONE discovering a fire should without hesitation activate the nearest fire alarm call point. Children should be taught to report to a member of staff.

The alarm is tested weekly by the Health and Safety Advisor or a designated representative who will activate a different call point each week and log any faults, reporting any defects to the Head.

2. Evacuation of premises – On hearing the alarm students will stand behind their chairs and when instructed by the teacher in charge, exit the building following the route indicated by the teacher. Bags and coats are NOT to be collected on the way out. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises.

- Teaching Staff are to make sure toilets are checked before vacating the premises and moving directly to the assembly point.

The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

3. Calling the fire brigade – All outbreaks of fire are to be reported to the fire brigade. It is the duty of the security team to make the call before vacating the premises, and to meet the fire services on their arrival.

4. Report to assembly point – The designated assembly point is the Astro turf football pitch. All staff and students are to line up on the Astro turf football pitch. At the assembly point classes will line up in year group order. The class teacher will take the class registers to the assembly point. The BASM receptionist will also check the support staff and visitors present against the support staff and visitors registers.

Call the roll – The member of staff in charge of the class will immediately call the register and show that ‘all are present’ by raising the register in the air.

5. Tackling the fire – The overriding duty of the staff is to ensure the safety of the children and themselves. Small fires may be tackled (after sounding the alarm) by staff using the method appropriate to the type of fire if it would be safe to do so. Staff should be given instruction in the use of portable extinguishers if they are to fight a small fire.

6. Duties and Identities of employees with specific responsibilities

Security Manager – On hearing the alarm will contact the fire brigade using the telephone system and act as liaison with the fire services.

Security – On hearing the alarm will collect the key for the assembly area escape gate, make his way to the assembly area and open the gate.

Class Teachers have the responsibility for the taking of registers at the fire assembly point. When all students in their specific class have been accounted for, they should confirm that their group is present and correct by raising the register in the air.

BASM Receptionist – On hearing the alarm should collect staff registers and the visitor's register and take them to the assembly point and account for all staff and visitors.

Nominated staff – Nominated school support staff will report directly to the nursery and reception classes to assist the teaching staff as required.

- Accounting & Finance – Nursery
- Admissions – Reception Class

Health and Safety Advisor and Head – At the assembly point will liaise with the class teachers/teaching assistants/receptionist/security to confirm that a roll call has taken place and establish if any persons are missing.

7. Caretaker/Cleaning Staff will:

- Immediately cease all activities
- Switch off all appliances
- Evacuate the premises
- Proceed to the assembly point
- BASM Receptionist to call the roll of support staff

8. Procedures for liaison with the fire brigade -The Security Manager will meet the fire brigade at the school entrance on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building.

Fire Evacuation Log Book:

- is located in the Health and Safety Advisor's office.
- Any Fire alarm activations or servicing are recorded in the Fire Log Book.

6. OUT OF HOURS USE

School lettings etc, taking place outside the normal school day. In this event school security staff and lettings staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. Visitors will be made aware of the evacuation procedure and the means of escape to the assembly area.

7. FIRE ALARM SYSTEM, FIRE EXTINGUISHERS, RECORDS OF FIRE DRILLS AND TRAINING

a) Fire Alarm System

- **Daily Indicator Panel Checks**

To ascertain that the panel indicates normal operation and that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

- **Weekly Test by the User**

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this, the manual call points are numbered.

- **Quarterly and Annual Inspection and Test**

The test and check sequence should be carried out in accordance with the current standard by the manufacturer. Annual tests should be entered in red ink.

b) Fire Extinguishers

All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturer's requirements.

The health and safety advisor will inspect all firefighting equipment once per week to ensure that they are not obstructed and are readily available.

c) Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months.

8. REVIEW

Governors formally review Health & Safety arrangements twice a year at board meetings in November and June. See Policy review matrix.

This policy was submitted for approval on 08 November 2021 and signed off for immediate implementation on 09 November 2021 with full board review on 27th November:

SIGNED BY: HEAD

Head's Signature 

RATIFIED BY: BOARD OF GOVERNORS

Board Member's Signature..... 

REVIEWED: NOVEMBER 2021 NEXT REVIEW DATE: NOVEMBER 2022

Appendix A: General Fire Procedure

The person discovering the fire will:

ACTIVATE THE NEAREST FIRE ALARM CALL POINT.

On hearing the fire alarm:

THE ORDER TO EVACUATE WILL BE GIVEN BY THE TEACHER.

STUDENTS WILL FORM A SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY, INDICATED BY THE TEACHER.

At all times

ACT QUIETLY

DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS.

DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

FIRE ASSEMBLY MUSTER POINT

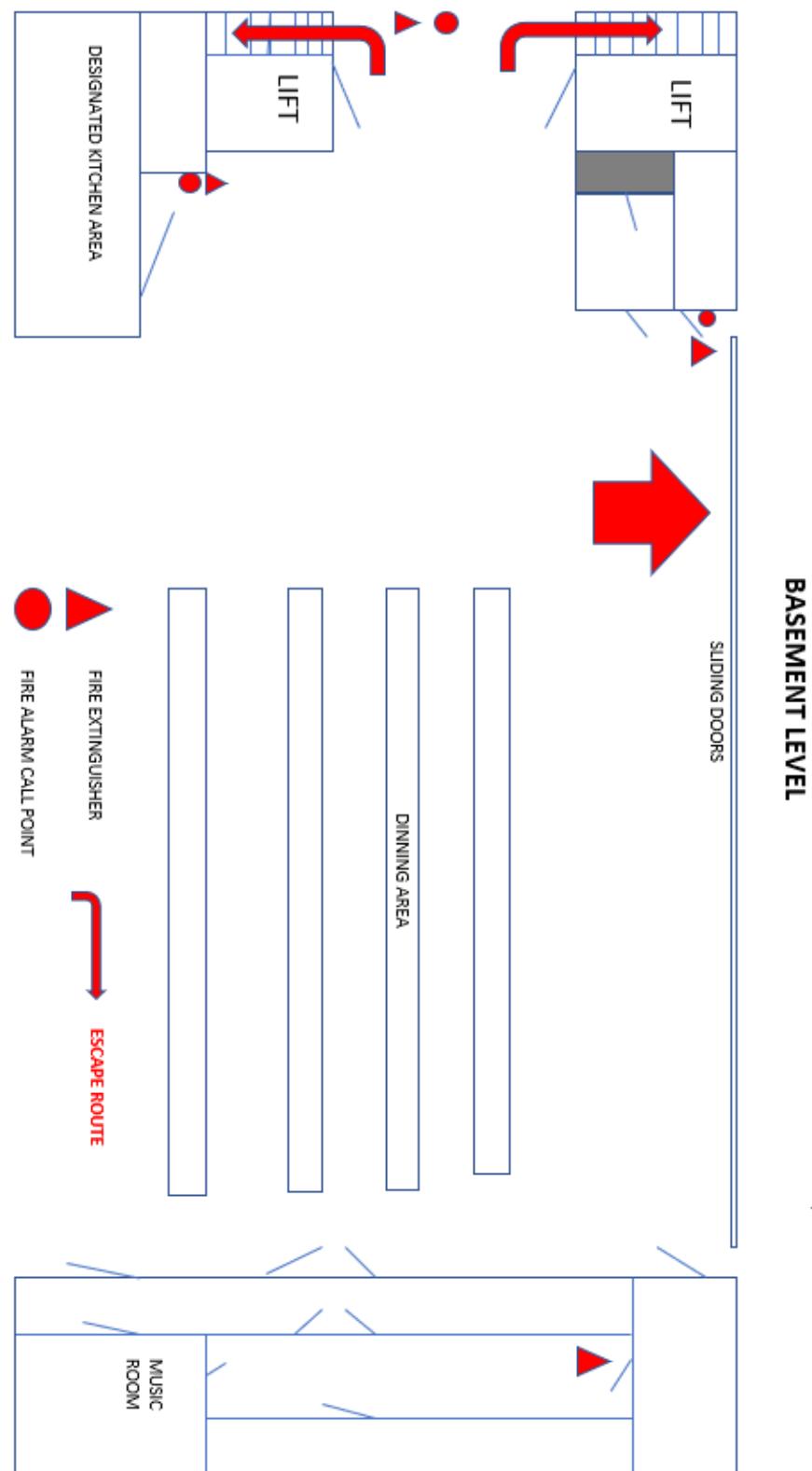
The fire assembly muster point is located on the Astro turf football pitch. On vacating the school buildings, you must make your way to this area in a quiet and orderly manner and await further instructions.

On arrival at the fire assembly point you must line up at the area that has been allocated for your class and the class teacher's will take the registers.

Staff Fire Drill Procedure

- **All BASM support staff & visitors** – Evacuate via the nearest door and follow the escape route to assemble at the Astro turf football pitch assembly point.

Appendix B: Evacuation Drawings



OTHER FLOOR PLANS TO FOLLOW