



**Brotherton & Byram**  
COMMUNITY PRIMARY ACADEMY

Policy Number  
FP/2022

**Brotherton & Byram  
Community Primary Academy  
Fire Policy**

Determined by:

Date: June 2022

Review: Annually by Local Governing Body

# Brotherton & Byram Community Primary Academy

## Fire Policy

### **General Statement**

We are a responsible establishment and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to all building users including staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005.

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

### **Employees' Duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors.

### **Communication**

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. Staff will be required to read the Fire Policy annually after each review and log to say that they have done so.

All visitors must sign in using the InVentry system in the reception area and accept the terms and conditions shown on the screen, which include what to do in the event of an evacuation.

### **Staff and Pupil Training**

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

**Means of escape** is the nearest available exit.

**Assembly points** are numbered on the playground away from the building, with Early Years assembling in the wooden gazebo. Children should stand in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

**Fire evacuation folders** will be taken out onto the playground by the class teachers. Once the register has been checked teachers will raise their green card to inform the Head Teacher or nominated Deputy that the children are present. The receptionist administrator

will check with teachers that the numbers of children present tally with those on the Integris evacuation report. Any pupils leaving the premises during the school day (with the exception of going on school trips and events) e.g. for a medical appointment or being collected from school having been taken ill, must sign out using the InVentry system.

**Visitors and staff** will be accounted for by the school business partner by checking them off using InVentry app.

### **Fire Prevention Procedures**

We have introduced the following procedures in order to maintain high standards of fire safety:

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practised at least termly and documented. On occasions this will include lunchtime evacuation and/or removal of an escape route to check that procedures work effectively
- Fire Awareness Training will be provided to all staff.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager.
- Alarm systems will be tested weekly by GFM Ltd and recorded.
- Any other safety systems will be checked regularly by GFM Ltd to ensure correct operation, where necessary, e.g. emergency lighting.
- On leaving the premises at the end of the day GFM Ltd will ensure that all fire doors are closed, all exits and windows are adequately secured and that any electrical equipment which is not in use is either disconnected or switched off.
- In the event of an emergency we will call the fire brigade.
- In the event of the whole or part of the school becoming unusable, we will evacuate to Brotherton Children's Centre, or St. Edwards Church should this not be deemed safe.

## **Evacuation Procedure**

**Supervisor of evacuation/evaluation of procedures** – Head Teacher or Assistant Head in his/her absence

**Sweep of building** – Fire wardens and school administrator

**Accounting for staff and visitors** – school business partner or fire warden in absence

**Roll call** – teachers

- All Fire Alarm activations will be treated as real until the all clear has been given by the Head Teacher or the Fire Brigade.
- When the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.
- Support staff in each area will check all toilets and cloakrooms whilst children are led to their registration groups outside by the teacher. The last person to leave an area must make sure that the door is closed behind them.
- Children in the hall at the time of the alarm will evacuate through the nearest available exit and proceed to the assembly point where they will line up in registration groups.
- The school business partner or nominated fire warden in her absence will raise the alarm by calling the Fire Brigade.
- The school administrator and nominated fire wardens will sweep the hall, library area, offices and staff toilets as they evacuate, before going to the assembly point to check that pupils, staff and visitors are accounted for.
- Fire evacuation folders will be taken out onto the playground by the class teachers. Once the register has been checked teachers will raise their green card to inform the Head Teacher or nominated Deputy that the children are present. The receptionist administrator will check with teachers that the numbers of children present tally with those on the Integris evacuation report.
- Visitors, staff and any pupils who have left the premises will be accounted for by the school business partner by checking them off using InVentry app.
- In the case of alarm activation when the Head Teacher or school business partner is off site; nominated deputies will undertake the above duties.
- The caretaker or Head Teacher will reset fire alarms as soon as possible following activation.
- In the event of the whole or part of the school becoming unusable, we will evacuate to Brotherton Children's Centre, or St. Edwards Church should this not be deemed safe.

## **Lunch-Time Alarm Activation**

- All children in the hall and playground will be escorted to registration groups by supervisory staff.
- All available teaching staff on-site should join their registration groups on the playgrounds, taking their fire evacuation folders with them.
- The Head Teacher, school business partner and fire wardens will check their designated areas for children and fire as they evacuate. The evacuation lists will be checked and the results of the registration reported to the Head Teacher.

- The caretaker or Head Teacher will reset fire alarms as soon as possible following activation.
- In the event of the whole or part of the school becoming unusable, we will evacuate to Brotherton Children's Centre, or St.Edwards Church should this not be deemed safe.