Bridge School Malvern

Document Owner	John Roe	**Governor ratification**	Not required
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Fire Policy For Hanley

Fire Officers
Sally is the Fire Officer. Lisa, Sue and Simon Rowe are Deputy Fire Officers. If there is a fire, they will be responsible for evacuating the building.

If you hear the fire alarm, assume it is a fire. If it is a practice, you will have been told about it.

If it is known that a pupil has set off the fire alarm, Sue or Simon will decide whether to evacuate the building.

Fire Procedure
Each Fire alarm is set off automatically if there is a fire and can be activated at specific fire alarm panels. Whichever one is triggered Sally Helder or a Deputy Fire Officer will trigger the other one from the reception or office.

If fire sensors are not working, and you see a fire - lift the plastic cover on the box and press hard.

When the alarm sounds, take the following action:

- Kitchen staff turn off extractor fan if possible without endangering themselves or others.
- Evacuate the premises in an orderly manner using the nearest exit and report to the assembly point
- Follow the instructions of the Fire Officer
- Walk calmly, do not run
- Do not stop to collect personal belongings
- Do not collect animals
- Do not re-enter the building until told to do so by the Fire Officer
- Do not tackle the fire

Simon Jones will check that the field/outside classrooms and polytunnel are evacuated

Sheena will check that the Workshop, Boot Room, Yew & Acorn are evacuated

Lisa will check that A and B Blocks are evacuated

Sue and Simon will check that Unit 2 is evacuated

Sue will call the fire brigade (Simon in her absence) or allocate another to do so.

Fire Assembly Point
If a fire occurs, everyone should assemble on the yard, in Bridge stage groups, where a register will be taken. If the workshop is on fire, the assembly point is on the grass in front of the main building.

Pupils who are unable to assemble outside the workshop (e.g. due to sensory issues) are to assemble at the gate outside Yew together with a member of staff, in view of the fire marshal for the roll call.

Fire Risk Assessment
The fire risk assessment for the Hanley site will be reassessed annually or sooner if building alterations make it required.

Employees should report any concerns regarding fire procedures to Sue and to Simon Jones, so the school can investigate and take remedial action if necessary.

Fire Equipment
The fire alarm and extinguishers will be maintained within the manufacturers' specifications and certified as such.

Fire Logbook and Checks
The Fire Warden will maintain and carry out the checks required by the Fire Logbook as required by the Fire Risk Assessment. The fire risk assessment and all relevant documents are stored in the risk assessment and policies folder on the GSuite shared Drive. click here for the Risk assessment

The fire alarm is tested weekly on Fridays after debrief.

Fire practice takes place termly.

Fire in locality
In the case of a fire in close proximity to the school, but not in the school:

- The risk to be assessed by the Fire Officer and SLT.
- Keep pupils indoors where possible
- Close windows and turn off ventilation (risk of smoke inhalation)
- Be prepared to evacuate the building
- The fire alarm may be sounded, in which case staff, pupils and visitors should assemble at the assembly point.