Bridge School Malvern

Document Owner	John Roe/Simon Jones	**Governor ratification**	Not required
Review period	As Guidance Changes	**Last reviewed**	November 2025

Fire Policy (Sixth Form)

Fire Officers
John is the Fire Warden. Mark Hornby and Sis Kaur are the Deputy Fire Wardens. If there is a fire, they will be responsible for evacuating the building.

If you hear the fire alarm, assume it is a fire. Practices may be unannounced provided those trainees liable to be made anxious by it are informed prior to the alarm.

If it is known that a student has set off the fire alarm we will evacuate the building anyway.

Fire Procedure
In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. BSM will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Fire alarms will be set off automatically if there is a fire however if a fire is discovered, however small, and the alarm has not been activated then the alarm should be raised manually using the closest call point by pressing hard on the plastic cover. Some call points have a protective cover which may need raising first.

When the alarm sounds, take the following action:

- 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 or pets/animals
- Do not wait for anyone else.
- Do not re-enter the building until told to do so by the Fire Officer
- Do not tackle the fire. Only staff trained in Extinguishers should attempt to do so and only if they consider it safe to do so.
- Responsibility for summoning the fire brigade lies with the Fire Officer or the Deputies.

Fire Assembly Point
If the alarm sounds, everyone should assemble outside by the sign in the car park. All staff & pupils are shown this area as part of their induction.

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

Employees should report any concerns regarding fire procedures to John Roe, 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 BSF Main Building & Cabin Fire Risk Assessment Feb 2025 Vers 01.docx

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 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.