



Review period	Annually		
Document Owner	John Roe		
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Fire Policy (BBC)

Fire Officers

John is the Fire Warden. Mark Hornby is the Deputy Fire Warden. 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.

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
- 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 a fire occurs, 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 Business Centre 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. [click here for the Risk assessment](#)