BOWBROOK HOUSE SCHOOL

FIRE ARRANGEMENTS AND EMERGENCY EVACUATION PLAN

Bowbrook School

Approved by the Head Teacher: September 2026
Updated by RH: September 2026
Active from: September 2026
Next review date: September 2027

FIRE PROCEDURES & FIRE RISK ASSESSMENT

What the Regulations require:

- Carry out a fire risk assessment identifying any possible dangers or risks.
- Consider who may be especially at risk
- Remove or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with residual risks
- Take other measures to make sure there is protection if flammable materials are stored
- Create a plan to deal with any emergency and keep records
- Inform, instruct and train employees
- Review your findings where necessary

Arrangements:

Bowbrook House School recognises its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 to assess the risks by undertaking a Fire Risk Assessment, to provide the necessary fire protection & detection equipment and train personnel in its use and to maintain and test as necessary.

A 'Responsible Person', as defined in the Fire Order, will be appointed as responsible for ensuring a fire risk assessment is undertaken, actions are implemented, and emergency fire procedures are put in place.

Inspection and Testing:

- The fire alarm will be tested every week.
- An annual service/inspection of the fire alarm will be carried out by a competent person.
- The Fire extinguishers are maintained and checked annually.
- Management and employees are responsible for ensuring escape routes are kept clear at all times.
- Visual inspection of fire extinguishers will be carried out monthly and records of routine tests and annual inspections are documented in the log book.
- A fire evacuation drill is carried out every Term

The Fire Risk Assessment will:

Identify fire hazards; identify people at risk; Evaluate, remove, reduce and protect from risk; Record, plan, instruct, inform and train; Review will take place on a regular basis as construction develops.

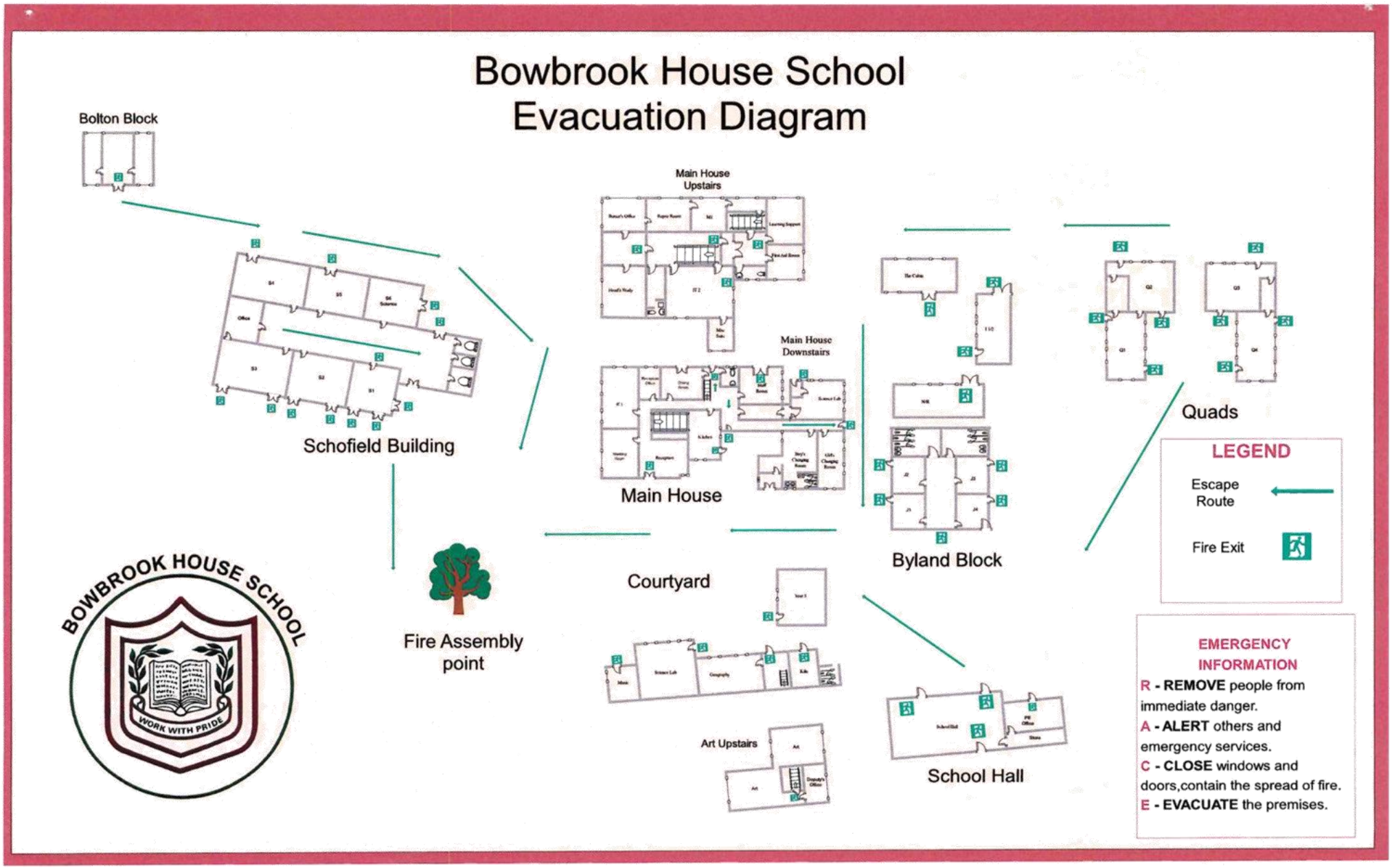
Legislation: **Regulatory Reform (Fire Safety) Order 2005**
Management of Health and Safety at Work Regulations 1999

EMERGENCY INSTRUCTIONS

1	The action employees should take if they discover a fire *Raise the alarm by Immediately activating the nearest alarm call-point.* *Call 999* *Tackle the fire, if you have had Fire Extinguisher training and only if it is safe to do so.*
2	How will people be warned in there is a fire? *The fire alarm system will sound on activation of the alarm call-point.* *Or a fire will be detected by the smoke detection system*
3.	How the evacuation of the building will be carried out? *Everyone in the building should leave the building by the nearest exit and report to the assembly point on the field by the building.* *Fire Wardens/Marshals are to do a sweep of their area while evacuating.*
4.	Identification of escape routes *All exit doors can be used as escape routes.* *The staircase and routes leading to the front door are protected routes.*
5.	Firefighting equipment provided *Fire extinguishers are in circulation areas and near fire exit doors.*
6.	Duties and identity of employees with specific responsibilities in the event of fire. ***On hearing the alarm**:* *All staff will usher children and visitors safely out of the building and assemble at the muster point.* *Fire wardens will ensure:* ▪ *Their areas are cleared of people* ▪ *Registers and 'in 'E Reception Book' are collected on the way out* ▪ *The Fire Brigade has been called.* ▪ *A roll call is made to ensure everyone is out.*
7.	Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors. ▪ ***Visitors:** The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.*

	▪ ***Contractors:*** *must be given information about fire procedures and leave the building at the nearest exit.* ▪ ***People with disabilities:*** *Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser. Any pupil identified as needing support will be allocated a buddy.*
8.	How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this? ▪ *On hearing the alarm either Mr Mills or Front Office Staff will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.* ▪ *Fire Warden/Marshals will call the Fire Brigade in the absence of Mr Mills or Front Office Staff (this may be best achieved using a mobile phone)* ▪ *If there is a fire when the school is not occupied, the fire alarm is monitored by Custodian Monitoring Services and they call the SLT.*
9.	Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g., the location of highly flammable materials. ▪ *Mr Allen, Mr Mills or other member of the Fire Wardens will liaise with the Fire Brigade on their arrival.*
10.	The following arrangements and training is given to staff: ▪ *All staff: Fire Drills three times a year* ▪ *All staff: Fire briefing once a year (may be in conjunction with fire drill.* ▪ *Fire Warden training: for designated fire wardens (January 2017 and October 2019, Refreshers 2023)* ▪ *New staff are required to complete online Fire Safety training.* ▪ *Record of training to be kept* ▪ *Training to be reviewed on a yearly basis and planned into budget.*

Bowbrook House School
Evacuation Diagram



BOWBROOK HOUSE SCHOOL
WORK WITH PRIDE