

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Fire Marshal Policy



Statement

Build-a-Future currently has Fire Marshalls on each centre. The current trained and appointed Fire Marshalls for West Ashby are Adam Webb, Chris Jones, Kelley Ellis and Leighton Ingamells. The Fire Marshalls for Hubberts Bridge are Matt Booty and Callum Lawe. This policy has been written by the Health & Safety Officer to ensure the safe evacuation of all persons on site.

Procedure

- In the event of discovering a fire, the person discovering the fire should immediately sound the alarm verbally i.e. shout "FIRE" until reaching the fire alarm. Upon reaching the alarm they will continue to shout "FIRE" whilst sounding the bell.
- Upon hearing the fire alarm, the trained Fire Marshalls (or in the event of their absence, the reserve Fire Marshall) will ensure their group safely exits the building through the nearest fire exit. The Fire Marshalls will then conduct a safe and efficient sweep of the area, ensuring all rooms are empty and all doors are closed.
- Upon hearing the alarm, all teaching staff will ensure that all members of their group will leave the room they are working in, in a calm and orderly manner, follow the fire exit signs, leave the building through the nearest fire exit and make their way to the fire assembly point.
- Staff will ensure all learners have left the room first and then the staff member will close the door behind them. The staff member will remain with their group at the fire assembly point, ensuring that no-one will re-enter the buildings until instructed by the Fire Marshall or the Centre Lead.
- Upon hearing the fire alarm the Headteacher will collect the fire register, register and visitors book from the office and make their way to the fire assembly point, where they will also wait with the learners ensuring that no-one re-enters the building.
- On completion of checks, the Fire Marshall and the staff member responsible for sounding the alarm will leave the building safely and calmly through the nearest fire exit appropriate, sweep the toilet facilities and surrounding areas and make their way to the fire assembly point.
- Procedure when the buildings are clear of people
- When the Fire Marshall arrives at the fire assembly point, he will indicate to the Centre Lead that the buildings are clear of persons and that the fire register should be undertaken. When the Centre Lead has completed the fire register and is satisfied that all persons are accounted for he will inform the Fire Marshall. All persons are to remain at the fire assembly point until instructed otherwise by either the Fire Marshall or Headteacher.

Procedure when Fire Register is complete

Upon completion of the fire register, the Fire Marshall would assess the situation and if it is safe and necessary to do so, extinguish the fire. At this point the Fire Marshall and

Date: September 2018

Review Date: September 2019

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Fire Marshal Policy




Headteacher would re-assess the situation and if it was deemed safe, return to the fire assembly point and allow people to return to the building in a calm and orderly manner.

ONCE YOU ARE AT THE ASSEMBLY POINT ALWAYS INFORM STAFF MEMBERS IF YOU KNOW:

- SOMEONE IS STILL IN THE BUILDING
- PEOPLE ARE UNACCOUNTED FOR
- SOMEONE NEEDS ASSISTANCE

If the Fire Marshall deems the situation serious enough they would automatically call the Fire Service and inform all staff, learners and visitors to wait at the fire assembly point. If the Fire Service attends the incident, the Fire Marshall will liaise with the Fire Service and the Fire Marshall or Headteacher will inform when it is safe to re-enter the building based on the advice of the Fire Service.

The following document is displayed in all learning environments at Build-a-Future:



Build-a-Future
FIRE ACTION

If you discover a fire:
You must raise the alarm
Calmly evacuate the building
Report to the assembly point, in the car park, by the gate

If you hear the fire alarm:
Evacuate the building immediately
Walk calmly to assembly point
Close all windows and doors
Report to the assembly point

You must not:
Return to collect any personal belongings
Leave the assembly point unless told to by senior staff member

The fire assembly point is located in the car park, by the gate

Date: September 2018

Review Date: September 2019