BURY
GRAMMAR SCHOOL

Fire Policy

Date Approved: September 2019
Review Date: September 2026
Author: Deputy Head (i/c Health and Safety)
This policy is for Bury Grammar School

An introduction to our policy and the principles that underpin it

At Bury Grammar School we expect our pupils to engage in law abiding behaviour and we provide a balanced school day which allows pupils to be physically, mentally and emotionally healthy. Our objectives are to keep our pupils:

- safe from maltreatment, neglect, violence and sexual exploitation through our child protection policy
- safe from accidental injury and death by practising the highest standards of health and safety
- secure, stable and cared for through our pastoral care system which involves every member of the school community

Our *Fire and Safety Policy* is consistent with our chief aims among which are to:

- provide a caring, supportive, stable and disciplined environment in which pupils are secure and feel valued
- maintain a school community based upon the sound values of common sense, courtesy, good manners and respect for others
- promote a healthy lifestyle

This policy refers to all areas of Bury Grammar School including Senior Divisions, Primary Divisions and Early Years Foundation Stage.

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding fire precautions and prevention and the arrangements by which this is brought about.

RESPONSIBLE PERSON(S)

The Regulatory Reform (Fire Safety) Order 2005 (*Health and Safety legislation)* places duties on the Governing Body, as employer, for the health and safety of their employees and anyone else on the premises. In carrying out this duty the governors delegate the task to:

- The **Deputy Head H&S** who is the school's 'responsible person' and has primary responsibility for the:
    - Fire Safety Policy
    - Fire Risk Assessments (compilation and review)
    - Fire Inspection Visits
    - Building Fire Manuals
    - Record of fire practice drills
    - Signage and all service and maintenance work, including fire equipment and the electrical and heating systems, as required under current legislation, and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
    - Maintaining certificates for the installation and maintenance of fire-fighting systems and equipment.
    - Fire and Incident Control
    - Fire procedures and arrangements *(emergency evacuation procedures)*
    - Training and drill records

- The **Compliance Officer** supports the Head of Estates and the Deputy Head H&S and have primary responsibility for the:
    - Routine checks of Fire Alarms
    - Routine checks of fire fighting equipment
    - Keeping the Deputy Head H&S informed of any updates to relating to evacuation procedures of the School site

- The **Head of Estates** supports the Deputy Head H&S in:
    - Ensuring all estates work relating to fire and evacuation is completed in a timely fashion
    - Ensuring signage is clear and updated as appropriate
    - Assists in locating activated call points in the event of an evacuation alarm being triggered and following required action in the event of a live fire.

Aims of the Policy:

- To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- To have a means by which any fire and rescue services that may be required to enter the building during a fire can quickly, safely and accurately navigate their way round and to be fully informed of any persons not accounted for in the evacuation.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes the assessment of the risk from fire and the identification of adequate preventative controls
- A culture that enables any staff member to raise any concerns regarding the current fire precaution arrangements
- Equipment for dealing with a fire that might break out and the appropriate positioning of such equipment to enable quick and easy access to it
- Fire detection systems as required in new builds appropriately positioned in key locations that assist in giving early detection and warning of fire or smoke
- Fire alarm systems by which the entire organisation can be alerted to the outbreak of any fire. The organisation is sub-divided into the following sections:

    1. Primary Division A/B
    2. Primary Division C
    3. Senior Girls
    4. Senior Boys including the swimming pool and dining hall
    5. Senior Boys Sports Hall and Construction Hall

- Various information signs clearly displayed to enable all persons to follow a safe route to the nearest exit in the event of a fire
- If appropriate, various instruction and warning notices posted on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked

- A system of weekly testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc
- A system of regular testing of the emergency lighting system to ensure its functional availability both during a fire or during loss of power
- A system of carrying out fire drills involving all personnel on the premises to ensure the safe and swift evacuation to a pre-designated point of safety

- A schedule of service and maintenance of all fire extinguishers on the premises to prevent deterioration of the functionality of the extinguisher
- A no-smoking policy covering the whole of the BGS site is in place to significantly reduce the risk of a fire starting from non-extinguished cigarette ends in addition to other risks from smoking
- A system of testing and examination of all portable electrical appliances to significantly reduce the risk of fire from electrical faults
- Certification of the electrical distribution system to significantly reduce the risk of an outbreak of fire through deterioration of the cabling and switches
- A system of minimising the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable
- A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide
- An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide
- The provision and updating of a diagram of the premises and associated buildings showing the internal layout, inducting rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc are included.

Responsibilities:

All staff have the following responsibilities:

- To keep all fire exit routes clear and free from obstacles and waste materials
- Not to restrict access to or reduce vision of any mounted fire extinguishers
- Not to leave fire doors propped or wedged open
- To co-operate fully in any evacuation drills
- To store all flammable substances and materials in appropriate locations after use
- To avoid creating fire hazards by using unauthorised electrical equipment and other ignition sources
- To take the time to draw attention to fire safety and precautions to any visitors and contractors in their charge
- To ensure any visitors or contractors under their charge at the time of any fire or emergency are safely guided out to a pre-designated assembly point
- To take note and comply with all signs posted around the premises

- To maintain vigilance for any potential fire hazards and to report them at the earliest opportunity.

All staff are to take responsibility for any pupils and students under their charge at the time of any fire or emergency and ensure they are safely guided out to a pre-designated assembly point.

If there is an emergency evacuation after school hours the member of staff in charge of the particular activity must keep the group together and be able to account for them all. Students should not attempt to go into form rooms.

The relevant members of staff in charge of each after school activity must report any incident to Premises manager/Health and Safety Officer as soon as possible after the evacuation.

Training:

The following training will be undertaken by the organisation:

- All staff will be trained in the safe and speedy emergency evacuation procedures
- Key staff, as identified by the responsible persons named at the start of this policy document, will be trained as Fire Marshals
- All staff are trained in the basics of fire prevention and precautions either through the initial induction or through instruction or reminders during staff meetings or at other appropriate venues and times.

References:

The following internal documents and official publications should be referenced in conjunction with this policy:

- The Health and Safety Policy
- Testing, service and maintenance records for fire equipment
- Records for evacuation drills
- Staff Induction Programme
- Premises layout diagrams
- The Regulatory Reform (Fire Safety) Order 2005

APPENDIX A

Evacuation Policy

EVACUATION OF SCHOOL FOR FIRE DRILL OR EMERGENCIES

FIRE DRILL

1. All members of staff should make sure that they know the recommended **route** out from all areas of School. All form tutors are to give full details of the procedure to their tutor groups at the start of the year. There is usually a fire practice soon after the beginning of the academic year, ideally within the first three weeks of Autumn term.

2. Fire Drill **notices** should be displayed in each room in School. Please notify the Health and Safety Officer if a notice is missing from a room.

3. The fire bell is a continuous bell.

4. When the fire bell rings staff should:
    a. Make sure that windows are closed and that the last to leave closes the door.
    b. Do not turn off the lights.
    c. Assist in maintaining an orderly clearance of the school, including silence if required, until the evacuation is over.

5. All staff should ensure that the room they are in is cleared and any other adjoining rooms e.g. storerooms, offices, prep rooms that can be quickly and easily checked. Students should proceed briskly along corridors using the shortest **available** route to the assembly point below and line up as follows:
    a. Senior school in form groups at all times
    b. Primary Division in form groups at all times

    Boys' Senior School – Boys' Blue Astroturf
    Senior Boys Sports Hall and Construction Hall – Boys' Blue Astroturf
    Girls' Senior School – Boys' Blue Astroturf
    Primary Division A/B/C – Primary Division Playground
    Farraday House – Outside JCR
    Maintenance Workshops – Outside JCR
    Fire marshals with designated areas should assist the rapid, safe and efficient evacuation.

    Secondary use muster areas are available on the Boys' Site playing field and the Girls' Site playing field. These will be used as required if the primary use muster areas are unavailable.

6. **Fire Panel Information sheet**
    The linked form is updated annually and describes three key roles in evacuation management. These are the Incident Control Officer (ICO), Fire Panel Officer (FPO) and Call Point Officer (CPO)

7. **Swimming Pool**
    Swimming pool users are to be issued with a space blanket and should assemble outside the swimming pool and await further instruction from the ICO.

8. **Staff Duties**

Once outside all adults should immediately report to the ICO using the register report structure in the linked document
001 Master Sheet Check Primary.xlsx
001 Master Sheet Check Senior.xlsx.
Teaching Staff should report their class is out of the building.
Office Staff with specific duties should make themselves available to check class list/ Inventry list/ zone check in with teaching staff and visitors.
Estates staff will perform duties in line with Fire Panel Officer and Call Point Officer duties
All unassigned staff will help maintaining good order of the school

9. **Senior School**
   Teachers should line up their teaching or form group and supervise them. Teachers should report full groups/ missing pupils to the ICO. Teachers should then await further instructions.

   Primary Division
   Staff must register the students (as appropriate) and report to the ICO.

10. A member of the estates team will report to the fire alarm panel and check the identified alarm location, this is the Fire Panel Officer (FPO)

11. A member of the estates team will go to all activated sensors/ call points under the direction of the FPO, this is the Call Point Officer (CPO). The CPO will report if there is a live fire and if safe to do so, fight the fire. If not safe they will ensure all fire doors are closed and check the immediate area for persons.
    If not a live fire the CPO will report this to the FPO and ICO

12. The **main office staff** will collect and take out the Emergency Evacuation Bag, room list, visitors list, Walkie Talkie, Mobile Phone, megaphone to the assembly point.

13. The following two documents should be printed by office staff:

    a. An ISAMS Fire register
    b. Visitor List

14. All **teaching staff** will assist in evacuating any visitors for which they are responsible.

15. **Senior School**
    If a live fire is confirmed, then the **FPO will call the fire brigade on 999**.
    The building is not to be re-entered until confirmed safe to do so by the Fire Brigade.
    An ‘all out’ evacuation will then be called by the ICO.

16. If it is identified that the alarm is false, then the panel must be reset by the FPO. The ICO will then confirm that the building is safe to re-enter. Under no circumstances should anyone re-enter the building until permission is granted.

17. Once the Senior School room checklist is complete as far as possible, and the Primary Division registers (where relevant) have been taken the ICO should report to the Principal, Vice Principal or Primary Principal.

18. The school will be dismissed by the ICO on duty or someone they nominate, no-one must re-enter the buildings until the all clear has been given by the FPO/Fire Service.

19. EXTERNAL EXAMINATION CANDIDATES (if in session)

    On hearing a long continuous bell or other warning the **lead invigilator** and **examinations officer** must:

    Stop the **candidates** from writing. Instruct **candidates** to turn over their question papers and scripts and leave them in the examination room. Collect the attendance register. **Candidates** will remain under exam conditions at all times.

    THE MUSTER AREA FOR EXTERNAL EXAM CANDIDATES IS THE PRIMARY DIVISION PLAYGROUND

    Candidates must stand in the middle of the assembly point, well away from other pupils and must not communicate with anyone.

    Teaching staff who do not have forms to register should assist in maintaining exam conditions.

    Candidates will return back to the exam room where the exam will re-start allowing the candidates the full amount of time. If the hall is not available and the number of candidates is small enough an alternative room will be found. All candidates (with question papers and scripts) will be taken to the alternative venue.

    The **lead invigilator** and **examinations officer** will make a full report of the incident and of the action taken, which will be sent to the relevant exam board(s) along with a request for special consideration.

20. Senior School procedure and muster points can be found here 2 Fire Assembly Plan Outside.docx
21. Primary Division procedure and muster points can be found here 2 Fire Assembly Plan Outside.docx

APPENDIX B - AFTER SCHOOL CLUBS FIRE PROCEDURE

General Duties

On hearing a long continuous bell or other warning:

1. Shut all windows.
2. Leave the room in a controlled manner ensuring door is closed.
3. Silence and single file order to be kept at all times.
4. Follow shortest **available** route to the assembly point and line up in forms.
    - Primary Division A/B/C – Junior School Playground
    - Boys' Senior School – Blue astroturf/ MUGA
    - DT and Boys' Sport – Blue astroturf/ MUGA
    - Girls' Senior School – Blue astroturf/ MUGA
    - Farraday House – Outside JCR
    - Maintenance Workshops – Outside JCR

Swimming Pool

5. Swimming pool users are to be issued with a space blanket and should assemble outside the swimming pool and await further instruction from the **ICO**.

Staff Duties

6. The senior member of staff on site will take the role of the ICO.
7. A member of the estates team will report to the fire alarm panel and check the identified alarm location. (FPO)
8. A member of the estates team (CPO) will go to activated sensors/ call points and report to the FPO about the status of the alarm. Live or false activation.
9. The members of staff of the particular activities / clubs must keep the group together and follow the 'fire drill procedure'.
10. The members of staff of the particular activities are to report to the ICO that everyone is accounted for. If this is not the case the ICO will advise the CPO to check the area for missing persons.
11. If a fire is confirmed, then the FPO will call the fire brigade on 999. The building is not to re-entered until confirmed safe to do so by the Fire Brigade.
12. If it is identified that the alarm is false, then the panel will be reset by the FPO. The FPO will then confirm that the building is safe to re-enter. Under no circumstances should anyone re-enter the building until permission is granted.

APPENDIX C - FIRE MARSHAL DUTIES

Fire Marshal Duties

1. Familiarise themselves with their area, including the emergency routes, fire exits, fire alarm call points and fire extinguishers. Pre evacuation measure.
2. Ensure that escape routes are available for use. Pre evacuation measure.
3. Report any concerns about fire safety equipment to Alan Dennis or through an Estates help desk ticket. Pre evacuation measure.
4. Identify fire hazards and other hazards in the workplace including build-ups of rubbish and report them to the Head of Department or Faculty. Pre evacuation measure.
5. As a Head of Department or Faculty ensure build-ups of rubbish or similar fire hazard are cleared. Pre evacuation measure.
6. As requested complete the Tes develop/ EduCare 'FIRE SAFETY IN EDUCATION' Module. Upon completion update HR profile to show training complete and attach badge.

On hearing a long continuous bell or other warning:

7. With consideration to personal safety conducts a quick check of rooms, toilets and common areas on their escape route to ensure everybody is leaving the building. Evacuation measure.
8. Assist, as practical, any pupil or member of staff with any disability that may affect their ability to evacuate the building. Evacuation measure.
9. Fights the fire only **if safe to do** so using the firefighting equipment provided. Evacuation measure.
10. Assist with administration as directed by the ICO on duty.

Designated Fire Marshal areas of responsibility

Name	Area of responsibility	Additional Taks	TES module completion date	Additional training	Additional training date
Alan Dennis	Responsible Person ICO 1	Communal areas of school not assigned below	19/08/20	Fire Warden training	June 2026
Rob Lees	ICO 2		23/03/20		
Rachel Newbold	ICO 3		30/08/25	Fire Warden training	June 2026
Kate Lewis	ICO 4		25/08/25	Fire Warden training	June 2026
Ben Whitaker	FPO/ CPO 1			Fire Warden training	January 2023
Martin Coward	FPO/ CPO 2			Fire Warden training	June 2026
Callum Sanderson	FPO/CPO 3			Fire Warden training	June 2026
Brendon Kelly	FPO/ CPO 4			Fire Warden training	June 2026
Dave Wright-Khan	FPO/ CPO 6			Fire Warden training	June 2026
Sarah Wilkinson	FPO/ CPO 7			Fire Warden training	June 2026
Jacqui Sumner	FPO/ CPO Primary Div			Fire Warden training	June 2026
Jess Elliott	English Faculty Rooms and Office		24/02/20		
Peter O' Sullivan	Maths Faculty Rooms and Office		28/02/20		
Lauren Miller	Sports Faculty Rooms and Office/ Swimming Pool		27/11/25		
Simon Halstead	Science Faculty Rooms and Office		06/10/25		

Kate Kershaw	CAPA Faculty Rooms and Office		06/09/20		
Charlotte Worrall				Fire Warden training	June 2026
Clemence Banks	MFL Faculty Rooms and Office		12/09/25		
Maria Whitlow	Soc Science Faculty Rooms and Office		See iHASCO record		
Jayne Buckley	Humanities Faculty Rooms and Office		25/08/25		
Elizabeth Ryder	Libraries		24/02/20		
Jess Guest	Sixth Form		25/08/25		
Richard Bowles	IT Office		See iHASCO record		
Kara Mills	Kitchens/ Food Prep and Student/ Pupil Dining Areas/ Primary Kitchen area		See iHASCO record		
Sam Aylin	Primary Division A/B ICO 1	Preventative checks Whole site	25/08/20	Fire Warden training	June 2026
Sarah McMahon	After School ICO and Primary Division A/B	Fire and incident control officer	25/02/20		
Kathryn Woodhead	Primary Division C		26/08/20	Fire Warden training	June 2026

	ICO 2				
Danny Partington	Primary Division A/B ICO 1	Preventative checks Whole site	08/09/25	Fire Warden training	June 2026
Denise Hall	Science Technician			Fire Warden training	June 2026
Anthea Cole	Primary Division Office			Fire Warden training	June 2026
Khalida Barker	Primary Division Office			Fire Warden training	June 2026
Lee Ingham	DT/ Art Technician			Fire Warden training	June 2026
Gemma Warburton	Farraday House			Fire Warden training	June 2026
Duncan Roberts	DT/ Art Technician			Fire Warden training	June 2026

Appendix D- Floor plans and room check sheets

Floor plans sheets and

Check list of Fire and Incident Control Officer Duties are found in the following folder:

Fire Notices Sept 2026

Each site has a dedicated folder with masters for copying

APPENDIX E – Associated Notices

01 Fire Panel Task Notices.docx to be in Fire Files close to Fire Panels
02 Office staff checklist of jobs.docx to be held in Senior School Offices

AED 04/08/26

APPENDIX G

Fire Policy Issues and Updates

Date	Policy version	Paragraph of key change(s)	Summary of key change(s)
24/08/23	August 2023	NA	No new changes
02/09/23	September 2023	NA	Changes to reflect 'all out' procedure
29/09/24	September 2024	NA	Change of names as staff leave/ new starters. Reflect change of muster points to Primary Division Playground and Blue Astroturf
01/01/25	September 2024	Appendix name changes	Update of appendices titles and insertion of APPENDIX F
20/08/25	September 2025		No material changes
04/08/26	August 2026	Appendix F Training spreadsheet update	Appendix F removed regarding double tap procedure Update of training

APPENDIX H – Historic Review and Updates log

Author:
Last reviewed:
Reviewer: A Dennis

March 2016,	Reviewed:	SFielden
March 2017,	Reviewed:	SFielden
October 2018	Reviewed:	SFielden
September 2019	Reviewed:	A Dennis
February 2020	Update of Fire Marshal Training	AED
August 2020	Update of policy to show preventative Nature of Fire Marshal duties	AED
November 2020	Update of training records	AED
December 2020	Update of ISSR commentary 2020	AED
May 2021	Update to completion training date columns	AED
September 2021	Annual check of policy	AED
September 2022	Annual review,	AED
August 2023 Annual	Annual review,	AED