

**Lincoln Bishop King CE Primary School**

Dream big. Love God. Live well.

# **Fire Policy**

**Reviewed: September 2025**

**Next Review (1 year): September 2026**

## **Introduction**

The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. It is the responsibility of all personnel to become conversant with these instructions.

Upon the outbreak of a fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first duty is to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

## **Fire Risk Assessments**

An annual risk assessment will be made by the Health and Safety team – usually an appointed governor and the site manager.

It will:

- Identify any person especially at risk in a case of fire, e.g. A person who is blind, deaf or disabled, and make plans to include their safe evacuation.
- Review the evacuation plan and each room's instruction for this.
- Look at the past year's records of fire practices etc.
- Ensure the provision of adequate training.
- Review the Fire Risk Assessment sheets.
- Review the provision of instruction to students or visitors to the building.

## **Staff Training**

Every member of staff will receive instructions in fire precaution and evacuation procedures during their induction and are issued with copies of this policy via email.

All members of staff will receive refresher training every 24 months.

Students and visitors upon entering the building will be requested to log their presence on our signing in system, Inventry, where instructions on what to do should the fire alarm be activated.

## **Fire Drills**

Fire drills will be carried out, three times a year, once a term during the second week back, this will include a simulated evacuation drill.

When a fire drill is held it will be recorded in the fire logbook which can be located in the front reception office.

After a fire drill do not leave your fire assembly point or re-enter the building until told to do so by the site manager or by the lead fire marshal. Following a Fire Evacuation, do not re-enter the building until told to do so by the senior fire officer (if the emergency services have been called), or, by the lead fire marshal in charge.

## **Testing of Fire Alarm System**

The fire alarm system will be tested weekly, on a Monday afternoon, by the site manager. Each alarm point will be numbered and a different number will be tested each week and recorded in the logbook.

## **Emergency Lighting**

The emergency lighting will be tested each month by the site manager and recorded in the Emergency Lighting logbook, which is located in front reception office; and tested annually by a nominated engineer.

## **Emergency Exits**

All emergency exits are to be kept clear and free from obstruction at all times.

## **Fire extinguishers**

All fire extinguishers will be visually checked on a weekly basis; receive a monthly full check by the site manager. They will also be checked annually by a nominated engineer.

## **General Fire Safety**

The site manager generally checks and locks all windows and doors at night. All staff will make it their responsibility to ensure:

- Their fire exit doors are unlocked when the first person arrives.
- Fire doors will not be propped open.
- Tops and fronts of heaters are kept clear.
- There is to be at least 1 metre clearance to all routes and fire exit doors.
- Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed.
- Combustible materials (paper, card, fabrics etc) are not stored near to sockets, lights or heaters.
- Unnecessary lights or electrical appliances (projectors, computers, printers, fans, laminator, toaster, etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables including personal items are checked each year (PAT tested).

## **Smoking**

Smoking – E cigs and vaping is prohibited on site, in or around the school.

## **PROCEDURE IN THE EVENT OF A FIRE**

### **Discovering a fire**

1. If you discover a fire, operate the nearest fire alarm call point by breaking the glass.
2. Call the emergency services by dialling 999.
3. If you hear the fire alarm, evacuate the premises immediately as detailed in the evacuation procedure for the school.
4. Attempt to extinguish the fire with the nearest suitable fire appliance. (Staff must be aware that there are different extinguishers for different fires) DO NOT ATTEMPT if the fire has reached such proportions as to endanger life or prevent escape.

### **On hearing fire alarm**

1. Evacuate the building and close all doors behind you (if possible).
2. Proceed to your assembly point and take the evacuation report (if possible).
3. Fire assembly points 1 and 2 are located on the school playground.
4. Fire assembly point 3 is located on the school car park
5. Fire assembly point 4 is located on the foundation stage playground
6. Fire assembly point 5 is located at the fence next to the Y5/6 gate.

### **After the event**

1. Do not re-enter the building until advised to do so by the site manager or lead fire marshal or a senior fire service officer (if the emergency services have been called).
2. If the fire has been extinguished by school staff, do not disturb any evidence which could indicate the cause of the fire.
3. Ensure that the premises are safe and all systems are in working order before re-occupying.

## **Know**

1. Your means of escape, primary and secondary.
2. The nearest fire alarm point.
3. The nearest fire appliance and how it should be used.
4. The assembly points;
  - 1) School playground assembly points 1 and 2.
  - 2) Assembly point 3, on the grass by the fence in car park. This is for any person within the administration offices, reception and staff room areas.
  - 3) Foundation stage playground assembly point 4, on the grass by the fence by St Andrews close side.
  - 4) Assembly point 5, at the fence next to the Y5/6 gate.

## **SAFE EVACUATION PROCEDURES**

There are at least 4 people appointed as fire marshals at one time.

During fire drills or fire evacuations, fire marshals will collect their evacuation grab bag.  
A yellow evacuation grab bag with walkie talkie and contents has been sited in classroom RW.

The evacuation grab bag contains:

- contents check list
- walkie-talkie radio (channel 15)
- gate key
- high vis jacket
- map of fire zones
- fire marshal what to do list
- list of emergency contact numbers.

One fire marshal will be situated on the playground, assembly points 1 and 2.

One fire marshal will be situated at the main entrance /car park. They will make the area safe and wait for emergency services. Should they be called to assembly point 3, they will take their fire marshal evacuation grab bag and the iPad with Inventory app installed with them. The iPad is kept in the reception office. A spare mobile phone in school is available in the office and will be taken out with the iPad.

One fire marshal will be situated at St Andrews close foundation stage play area - assembly point 4.

One fire marshal will be situated at assembly point 5 (KS1 Phase Leader) – assembly point 5.

Designated persons to check around to make sure the buildings are empty and then join the fire marshal at their assembly point.

The site manager will take part when on site.

All fire marshals will wear hi-vis jackets and have walkie-talkies for communication purposes.

## **Gates**

There is 1 double pedestrian gate and 1 double car park gate on St Andrews close.

There are 3 pedestrian gates and 2 double gates on Kingsway.

There is a new gate on South Park opposite the hall, this is for access to the rear of the school site for fire evacuation and emergency services ONLY. The alarm system is also connected to the Sure Start building, therefore, in the case of a fire drill or an evacuation, the whole school including personnel within the Sure Start building will all evacuate the premises.

Key safes with number 4 key will be fixed on Y5/6 gate. The single gate on South Park and nursery gate also double gates next to kitchen pod these are emergency evacuation purposes only. If gate keys are used they should be returned to the gate key safe.

Should it be necessary to move away from the buildings:

- Assembly points 1 and 2 must evacuate across the field, lining up near the trees.
- Assembly points 3 and 4 must go to the other side of the fence towards St Andrews Close.
- Assembly point 5 will go and join others at assembly point 3 in the school car park.

Should a full evacuation be required, everyone must evacuate to the Lincoln City football ground car park.

Lead fire marshal and Fire marshals to organise this.

### **Safe evacuation of classrooms**

Escort all children quickly and calmly from the building. The designated member of staff must check all areas of the class, take out the evacuation report and make sure all doors are closed.

All 1:1 support assistants must take responsibility for the child/ren (who may have special needs) they are supporting and ensure that they follow the evacuation procedure and exit the building quickly and calmly.

Where small groups of children are out of their classroom, working within a break out area, the adult must guide the children to the nearest fire exit and if possible, re-join their class at their assembly point.

Groups working outside must go straight to their nearest fire assembly point.

Should the fire alarm sound during a play time, everyone must go straight to their nearest fire assembly point.

### **DESIGNATED ASSEMBLY POINTS**

1. Years 6, 5, 4, 3 and 1R will assemble on the playground, assembly points 1 and 2.
2. Class 1H will assemble at the fence next to the Y5/6 gate, assembly point 5, or in the car park, assembly point 3.
3. All personnel located within the administration offices, reception and staff room areas must assemble on the grass by the fence in car at assembly point 3. A fire marshal must make the car park area safe by closing the car park gates and wait for the fire brigade to arrive if they have been called.
4. Staff and children within Nursery, Reception and Year 2 classrooms must assemble at assembly point 4, on the grass by the fence by St Andrews close side.
5. Kitchen staff can assemble on the playground at assembly point 1 and 2, or in the car park, assembly point 3, using the gate key in the hall, or anywhere else nearest to a fire exit. Should they be unable to assemble on the school playground, they must go to the school car park - assembly point 3. **unless** told otherwise by the person in charge, the lead fire marshal or the fire officer.
6. Surestart personnel must assemble to the right of assembly point 2.

The main entrance fire marshal, with the iPad, will communicate with all fire marshals over the walkie-talkies and will conduct a virtual head count of all children, staff and visitors registered on site through the schools Inventory system.

All staff with evacuation reports will report to the fire marshal at their assembly point and provide them with a head count.

The lead fire marshal in charge will report back to the Headteacher.

The updating of this policy is continuous and will be informed by legal requirements and recommendations.

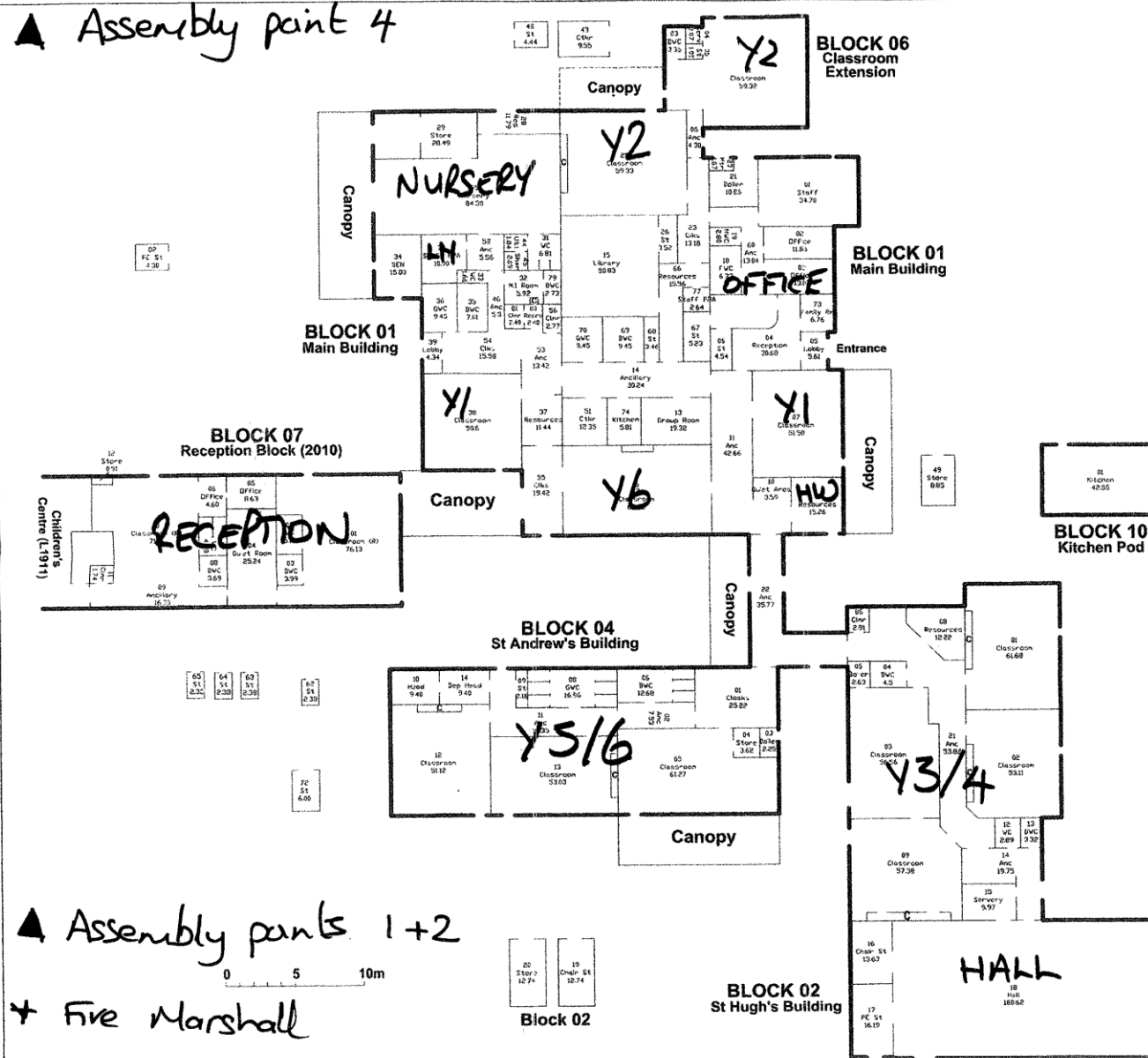
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# FIRE MARSHALL MAP

▲ Assembly point 4

▲ Assembly Point 3

▲ Assembly Point 5



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| <b>VINCI</b> <b>mouchel</b><br><small>FACILITIES building great relationships</small><br><small>Lincolnshire CC, County Offices, Newark, Lincs LN1 1YL</small><br><small>Tel: +44 (0) 1522 816222</small> |                  |
| <b>Client:</b><br>Lincolnshire County Council                                                                                                                                                             |                  |
| <b>Client Ref Number:</b>                                                                                                                                                                                 |                  |
| <b>Project:</b><br>Lincoln Bishop King CE Primary School<br>Kingsway<br>925/3505                                                                                                                          |                  |
| <b>Site Ref / UPRN:</b> L0025                                                                                                                                                                             |                  |
| <b>Mouchel Project No:</b>                                                                                                                                                                                |                  |
| <b>Drawing Title:</b><br>Floor Plan                                                                                                                                                                       |                  |
| <b>Design:</b>                                                                                                                                                                                            | <b>Drawn:</b> SH |
| <b>Checked:</b>                                                                                                                                                                                           | <b>Approved:</b> |
| <b>Date:</b> December 2021 <b>Scale:</b> N.T.S.                                                                                                                                                           |                  |
| <b>Drawing No:</b>                                                                                                                                                                                        | <b>Rev. No:</b>  |

