

Fire Safety Policy/Procedures

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Fire Safety Policy

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Fire Marshals:

Managing Director, Director of Studies, Accommodation Officer

1. General Statement

We are a responsible employer and take our fire safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

In Liberty Point self-catering properties managed by the school, all new students must sign a fire safety document which outlines what to do in the event of a fire, highlights all the important fire safety points and informs them of the fire exits in the building.

In homestay properties, fire risk assessment forms must be completed regularly by the Accommodation Officer and kept on file.

2. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

3. Communication

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

4. Procedures

The following procedures are in place to ensure high standards of fire safety:

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Managing Director.
- The fire evacuation procedure will be practised 4 times a year (every term and once during the summer courses). A record will be kept of the date and the time taken to evacuate the buildings.
- The fire alarm call points, emergency lighting and fire extinguishers are checked regularly.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Health and Safety Officer.
- Evacuation procedures are posted prominently on every corridor next to the

Fire Alarm Call Point.

- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer.
- Alarms are checked by a suitable contractor (BIT4) and tested weekly.
- Emergency lighting is checked every 12 months by a suitable contractor (BIT4) and weekly by the Health and Safety Officer or their responsible person.

Please see the Fire Safety Management files for all records of checks, certificates and remedial works.

5. Emergency Evacuation Plan

NB: To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Health and Safety Officer or acting officer Manager shall temporarily allocate the function to an alternative suitably trained member of staff.

- **If you discover a fire:**

Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb.

Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure the door is shut.

If a teacher is with his/her students, he/she should take the class registers with him/her.

18s in particular get out of the building safely.

Inform the Health and Safety Officer/Fire Marshals as to the location of the fire.

Report to the assembly point for a roll call.

- **If you hear the fire alarm:**

Leave the building immediately using the nearest available fire exit. Staff need to ensure that any students under 18 in their presence get out of the building safely. If you know that an under 18 is in the bathroom or another part of the building away from the class, inform the fire marshal as you leave..

Report to the assembly point for a roll call.

If you are with a visitor, ensure they accompany you.

- **Persons responsible for taking roll calls are:**

The teachers and the office managers.

The Director of Studies or Managing Director checks the roll with the class teachers and reports to the Fire Marshal.

- **Fire Marshals – on hearing or setting off the alarm:**

Encourage everyone around you to evacuate as soon as possible.

Check rooms are all empty, then check with the Director of Studies that all students both under and over 18 and teachers, admin staff and visitors are accounted for at the roll call.

- **Fire Alarm Status:**

In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. In their absence, the Director of Studies should call.

In the event that the fire alarm is a false alarm, then the Fire Marshals should establish the cause before letting anyone re-enter the building.

- **Before the Fire Brigade arrives:**

If there is a fire, the fire marshals can, if they have received appropriate training when they have consulted with the Director of Studies and the Health and Safety Officers and if it is agreed that the situation does not place them at risk, make use of the fire extinguishers located on every floor to put out the fire. If, at any time, they feel the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

6. Assisted Evacuation (Personal Emergency Evacuation Plan)

- Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. On a weekly basis the Registrar checks the NB on the database and liaises with the relevant staff to complete the PEEP form. This is then given to the Director of Studies whose responsibility it is to ensure the relevant teacher has a copy when the student is in their class. It is the responsibility of the teacher to assist the evacuation of the student in accordance with the PEEP.
- Completed PEEP forms are kept on the S Drive.
- It is the responsibility of the Director of Studies to liaise with the Health and Safety Officers/Fire Marshals to complete the PEEP form (S: [location]) for the individual. A copy of this form must be given to all teachers at the start of class.
- People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches, someone with a visual impairment, hearing difficulties or someone that is heavily pregnant.
- Anyone with mobility issues will be evacuated according to their PEEPs.