

## FIRE SAFETY AND EVACUATION POLICY AND PROCEDURES 2022

### INTRODUCTION

This procedure outlines the school's commitment to complying with the Regulatory Reform (Fire Safety Order) 2005. As a responsible employer, LanguageUK takes its duty to comply with The Order seriously and will implement all reasonable steps to ensure the health, safety and welfare of staff, students, visitors and other persons who may be affected by the school's activities. This will be achieved by ensuring precautions are taken to avoid fires occurring by having a fire risk assessment and observing good fire safety practises.

This policy should be read alongside the Health and Safety policy and ensure that a suitable and sufficient fire risk assessment is carried out and recorded.

A copy of the school's fire risk assessment document and Health and Safety policy is kept in a file in the administration office.

### FIRE SAFETY MANAGEMENT

Main duties are:

- To develop and implement procedures to minimise the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of spread of fire
- Provide a means of escape
- Demonstrate preventative action
- Maintain documents and records to evidence the management of fire safety procedures
- To minimise risk from fire through thorough risk assessments
- To ensure adequate staff training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills at start of each term
- To check adequacy of firefighting apparatus and its maintenance annually
- To implement recommendations from the Fire Risk Assessment
- To consult with a fire risk assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks of fire precautions
- To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Logbook is kept up to date and accessible

### FIRE MARSHALS

The fire marshals responsible for the school's buildings are:

Verity Sessions

Suleiman Erdogan

- In general, all staff will assemble at the assembly point, unless the source of the fire makes this impossible.
- Nominated person will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person. The officer in charge of the first fire engine should be informed of any person not accounted for and their last known location.
- Office staff will take the staff and visitor's book to the marshal point.
- The fire marshal will meet the fire brigade at the front of the school car park. They will be responsible for liaising and communicating with the fire brigade and emergency services as directed.

### FIRE DOORS AND EXITS

- All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.
- All fire exit routes are signed clearly with directional arrows. The fire marshals will ensure that all fire escape routes are kept clear of any hazards and that staff are made aware of best practice.

#### IN THE EVENT OF DISCOVERING A FIRE

- Sound the fire alarm by lifting the plastic protective cover and pressing firmly against the glass. There will be a second or two delay before the siren starts
- Leave immediately after this by your nearest emergency exit. Please ensure you remain calm and walk. You must not waste time collecting personal belongings or shutting down computers
- If you approach a closed door while exiting always put the back of your hand next to the door to check for heat. If the door is hot or the paint is peeling, then do not open the door – find an alternative way.
- Head to the meeting point and a roll call will be called by your teacher to ensure that everyone is present. Meeting point RVP 2 Back garden, RVP 1 grass area St Georges place junction with Ivy Lane.
- Do not attempt to re-enter the building unless advised to do so by an authorised person. The fire marshals will be doing their complete sweep and you do not want to enter in an area that they consider is clear.
- If you notice anyone is missing, inform the nearest responsible adult straight away
- The fire marshals will inform you when it is safe to return to the building

#### PAT TESTING

The Facilities Manager will ensure that all PAT testing is conducted regularly, and certificates are recorded.

#### STORAGE OF FLAMMABLES AND CHEMICALS

The school will ensure that all combustible items are kept in storage and away from ignition and good practice is always adhered to.

#### SIGNS TO LOOK OUT FOR

##### *Fire Escape*

This sign shows where your nearest exit door is. Please make sure you check the location of the nearest exit door before you enter the classroom.



##### *Fire Call point*

If you discover a fire, then this is where you sound the alarm. Only use this in an EMERGENCY.



##### *First aid*

If you are injured or sick whilst on-site, then we have trained first aiders who will look after you. The first aid boxes are located by these signs.



Reviewed Nov 2019

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Reviewed November 2021 Next Review Nov 2022