

JUNIOR FIRE SAFETY POLICY

It is a mandatory requirement of working at LanguageUK that all staff members need to be fully conversant with this policy and any failure to observe this policy may result in disciplinary action.

RESPONSIBILITY FOR FIRE SAFETY

Overall Responsibility:

Overall and final responsibility for health and safety including FIRE SAFETY at the Abbey School is

Safety Representative

The Health & Safety Representative for these premises where LanguageUK is situated is the Head of juniors for LanguageUK.

Abbey School/LanguageUK Canterbury are responsible for:

- Fire Risk Assessment
- Checking of Escape Routes
- Fire Prevention
- Fire Safety Awareness Training (for their own staff)
- Fire Safety information
- Fire Exits and Fire Assembly Point
- Visitors and Contractors
- Fire Action Notices
- Fire Escape Routes
- Fire Drills
- Fire Extinguishers
- Fire Alarms
- Emergency Evacuation Drills
- Fire Signage

LanguageUK is responsible for:

- Fire Safety Awareness Training (for their own staff)
- Fire Exits and Fire Assembly Point.
- Registration Check in the event of a fire
- Fire Escape Routes
- Fire Drills will be notified to all students and leaders by a LanguageUK member of staff

Procedure in the event of a fire

In the event of fire, the fire alarm must be sounded, and the fire brigade called.



The premises must be evacuated as quickly as possible.
 Leave building IMMEDIATELY. Don't collect bags.
 Staff members in charge of students are responsible for escorting the students off the premises.
 Once safely outside the staff member in charge of each group is responsible for checking the register to ensure that all students are safe.

The staff members and leaders must report their findings to Head of Juniors for LanguageUK. They will in turn inform the Abbey School/LanguageUK Canterbury that all students are present.

You may experience a **fire drill** this is a method of practicing how a building would be evacuated in the event of a **fire** or other emergencies. In most cases, the building's existing **fire alarm** system is activated, and the building is evacuated as if the emergency had occurred. You will be told by a member of LanguageUK staff when this will occur.

Reviewed October 2018

Next review October 2019

Reviewed November 2019

Next review November 2020