

Language Studies International

Fire Risk and Evacuation Policy



Procedures are in place to ensure that Students, Staff and Visitors are protected from Fire when on the premises.

[Mark Lane](#) is the School Fire Safety Officer and is responsible for keeping fire records up to date and relevant. Buildings are safe and the School has taken appropriate steps to ensure safety as far as reasonably practicable.

The School has minimised the possibility of Fire by taking the following measures:

- The safety of staff or anyone else legally on the school premises is secured as staff/visitors sign in and out of the building and given guidance on evacuation of the building in the event of a fire.
- Construction of buildings is in line with current fire control practice.
- Electrical Equipment and Wiring is tested and checked regularly: portable appliances annually, and buildings wirings five yearly. Staff members are instructed not to bring in portable chargers, unless they have been PAT tested. During annual PAT testing, members of staff are encouraged to bring in any electronic devices and/or chargers, for free testing.
- Fire Control Measures are up to current standards and are checked regularly.
- Fire Alarm Systems are appropriate for the use of buildings and are maintained and checked regularly.
- Emergency Exit Lighting is fitted in buildings as required and tested and maintained.
- Fire Extinguishers are sited as appropriate and maintained annually.
- Fire Exit Routes are kept clear at all times and signed appropriately.
- Fire Drills are carried out and logged a minimum of every six months. Weaknesses and areas for improvement are noted and acted upon.
- Staff are trained appropriately and appropriate levels of Fire Marshalls are in place.
- Flammable or dangerous substances are stored in a locked cupboard.

In addition to the above, a Fire Risk Assessment, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place and is reviewed annually.

There are defined Procedures in place, in event of fire, for the Fire Safety Officer and other personnel who are familiar with the fire alarm systems.

There are clear Procedures in place to establish whether all Staff and Pupils have been accounted for.

Associated Documents:

Fire Evacuation Procedure.

Fire Risk Assessments - both internal annually updated FRAs and tri-annual external FRAs are in place.

Reviewed by UK Policies Committee April 2019

Next review April 2020