

# 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.

Phil Scherb 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.

Reviewed April 2018 by Phil Scherb

Next review April 2019

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The maximum number of people within the building would be no more than 175 students plus staff (including Garden Room)

All fire exits are clearly marked with the appropriate “means of escape” signage which conforms to the Health and Safety (safety signs and signals) Regulations 1996.

## 1. Evacuation Procedures:

There is an evacuation alarm for fire and other emergencies. An evacuation drill of the building is performed every six months.

### 1.1 Fire Marshalls

- The following staff at LSI Cambridge have Fire Marshall Training:

Alison McKinney - Chris George - Vanessa Rubio – Phil Scherb

#### Fire Marshall Procedure

- From office and reception to put on Hi-Vis jackets upon hearing the alarm.
- One Fire Marshall to ensure door in ground floor corridor remains open or if blocked by fire, that people coming down the stairs are directed through the alternative rear fire escape.
- One Fire Marshall to stand by front door and ensure students do not block the stairs by putting on coats etc.
- One Fire Marshall to move to front of car park near the road and instruct teachers to take their classes alternatively to the right or left of Tenison Road, reminding them to check their registers and account for students. Fire Marshall to also ensure students do not wander into road.
- One Fire Marshall to ensure class in Garden Room has heard the drill and is taking appropriate action.
- Three Fire Marshalls to conduct building sweep if safe to do so, including Garden Room and Garden Office, when evacuation appears complete. One Marshall upper floors, one Marshall basement floors, one Marshall garden rooms.

#### 1.1 Evacuation plan:

- Rooms 1,2,3, conservatory and reception exit into front fire assembly point.
- Rooms 10 and staff room exit through mid stair exit, turn left and down alleyway to front assembly point.
- Rooms 1-2-1,4,5,6,7,8,9 and the Loft exit via main staircase and through the front fire exit and assemble at front assembly point.

- Students' Room and Coffee room exit through front fire door and assemble at front assembly point.
- Garden Room and garden Office to use side alleyway exit to front assembly point.

In the event of blockage or hazard, secondary fire escape can be found through rooms 7 and 1-2-1 and through the rear of the building and through the window in the teachers' room to the front of the building. However, these are only ever to be used as a secondary exit in the event of a blockage.

### 1.2 During Evacuation

- Students and teachers should exit the building in a calm manner. Teachers should ensure all students from their class are with them and lead them from the building.
- Personal belongings must not be taken out by staff or students.
- Staff should take registers with them and conduct a roll call when safe to do so at the fire assembly point.

### 1.3 Raising the alarm:

The person discovering the fire or other hazard requiring evacuation must notify the appropriate emergency service and initiate the alarm. If possible, and safe to do so, a member of senior management should be informed. Evacuation commences immediately. No-one re-enters the building until this is approved by the Officer in Charge of the Emergency Services in attendance.

### 1.4 Tackling a fire

A Fire Marshall may attempt to tackle the fire using the correct extinguisher if it is deemed small enough, always keeping themselves between the fire and an exit. As a guide, this fire should be no bigger than a waste paper basket.

This policy can be made available in large print if required.

Reviewed April 2018 by Phil Scherb

Next Review April 2019