

# Fire Safety Policy 2024



## Statement of Intent

British Summer School acknowledges that everyone's safety in the event of fire is of paramount importance.

To protect everyone on site, buildings are equipped with fire detection and alarm systems and fire risk assessments are completed.

British Summer School equips all staff with the necessary knowledge to handle suspected and actual fire incidents.

## Fire Wardens

Every building / area used by British Summer School has a designated Fire Warden, who has been trained by Host School staff to ensure that they:

- Know the escape routes and assembly point for that building / area.
- Know how to operate the fire alarm system for that building / area.

## Evacuation Procedure

The following procedure should be activated on discovering a fire or hearing the fire alarm. Treat every alarm activation as a real fire.

1. Sound alarm (if not sounding) and make staff and students in the immediate vicinity are aware of the situation.
2. Leave the building by the nearest fire exit, go the quickest and safest route to the designated assembly point (shut doors behind you as you go, but do not lock them) and make sure that all students you pass are leaving the building too.
3. If all Fire Exits are blocked, students should close all the doors and windows and wait for help.
4. Ensure the Fire Warden is notified and that the fire brigade has been called (by dialling 999) and alert the Centre Management Team as quickly as possible.
5. Monitor and control the assembly point for students and staff and take a register/roll call.
6. Under control of the person in charge, identify any missing persons. Students and staff should not wander off.
7. Commence secondary checks/registers/roll calls of other buildings and accommodation if required.
8. Inform the fire brigade of the situation upon their arrival.
9. Do not return to the building until the 'all clear' has been given by the Fire Officer in charge.

## Safety Precautions

- Do not stop to dress fully.
- Do not stop to collect personal belongings.
- Do not use lifts.
- Move quickly and quietly to the designated assembly point, but do not push past people or panic.
- Do not attempt to fight any fire (unless you are trained to do so).

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## **Bed-time duty**

If you are a staff member on bed-time duty, make sure that:

- All fire doors are closed, including any that may be held open by automatic releases during the day.
- Electrical equipment not in use is isolated.
- Fire Extinguishers are in the correct locations.
- Night-lights are switched on.
- Bedroom floors are clear of belongings and luggage.
- Escape routes are not obstructed and exit signage can be seen.
- Clothing or other combustible items are not left on or adjacent to heaters/fires etc.

## **Fire drills**

By law and in line with both British Summer School's and host school's policies, fire drills must take place once a week so that all students and staff are familiar with the fire drill procedures and know how to quickly evacuate the building in the event of a fire.

Fire drills are carried out in the boarding houses and should take place as soon as possible after all students have arrived; this will usually be on Monday.

The planned fire drill will be co-ordinated by the Centre Manager or another nominated Manager ensuring all houses sound their alarms at the same time.

Depending on the host school, either they or British Summer School staff will set off the boarding house fire alarms at a pre-arranged time.

The House Parents take care of the register, but all house staff are required to take part in the drill and lead by example, including remaining calm and showing students the way out etc.

If the evacuation takes longer than the allotted time or students or staff disregard the alarm and fail to evacuate altogether, the drill may need to be repeated.

All fire drills must be logged on the British Summer School Management Information System and include the following information:

- Date and time
- Location
- Type
- Fire Warden
- Staff in charge
- Evacuation time
- Roll call took place (y/n)
- All persons accounted for (y/n)
- Fire Service called (y/n)
- Evacuation satisfactory (y/n)

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- Observations

Extra fire drills may also be carried out if the centre management consider this to be necessary.

Signed:

A handwritten signature in black ink, appearing to read 'S Wood'.

Steve Wood  
Managing Director of British Summer School

Date: 1 September 2023  
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