

## **Fire Safety Policy**

### **Statement of Intent**

Exsportise acknowledges that everyone's safety in the event of fire is of paramount importance. In order to protect everyone on site, the buildings are equipped with a fire detection and alarm system and fire risk assessments get carried out.

Exsportise will equip all staff with the necessary knowledge to handle fire eventualities.

### **Evacuation Procedure**

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

1. Sound alarm (if not sounding) and make staff and students in the immediate vicinity are aware of the situation
2. Leave the building/unit, go by the quickest safe route to the assembly point (shut doors and windows behind you as you go but do not lock them) and make sure that all students you pass are leaving the building too
3. Ensure the House Parent is notified and that the fire brigade is called (by dialling 999) and alert all staff
4. Monitor and control assembly point for students and staff and take roll call
5. Under control of person in charge, identify mission persons
6. Commence secondary checks/roll call of other buildings/accommodation if required
7. Inform the fire brigade of the situation on their arrival
8. Do not return to the building until the 'all clear' has been given by the fire brigade

### **Safety Precautions**

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

### **Bed-time duty**

If you are 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
- Extinguishers are in correct locations
- Night-lights are switched on
- 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 by both Exsportise and host school regulations, fire drills must happen 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. Some host schools will allow fire drills to happen on a Sunday night regardless of time, others will ask to wait until Monday mornings.

Depending on the host school, either they or Exsportise staff will set off the boarding house fire alarms at a pre-arranged time. The House Parent will take care of the register, 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 all together, the drill may have to be repeated on another day.

All fire drills must be logged with any issues, such as faulty alarm system, flagged up and reported to the Centre Manager immediately. All fire drill reports must be handed in to the Office for filing.

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

Extra fire drills may also be carried out in the English block, overseen by the Director of Studies.