

Fire Safety Policy

The purpose of this policy is to ensure the safety from fire hazards of all relevant persons on, in or in the vicinity of, the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such, the following will be provided;

- The position of Fire Marshal will be responsible for the provision of safety assistance to assist the responsible person in carrying out their duties under the FSO. **The appointed Fire Marshal is Ahmed El-Tuarabi**
- A suitable and sufficient fire risk assessment will be prepared, regularly reviewed, and its significant findings acted upon.
- A suitable and sufficient fire emergency plan will be prepared, regularly reviewed, and practised by the regular carrying out fire drills.
- All staff will be trained to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- Employees will be provided with comprehensible and relevant information regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice
- Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

Duties of the Fire Marshal

The position of Fire Marshal, Ahmed El-Turabi, will be responsible for the provision of safety assistance to assist the responsible person in carrying out their duties under the FSO.

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The Fire Marshal will co-ordinate the fire drills and records any observations.

Daily Responsibilities of the Fire Marshal

Day to day, the Fire Marshal has responsibilities to make sure the working environment is safe in case of a fire. They must check that:

- Fire Doors and Fire Exits are closed, clear, unlocked and ready for use.
- All escape routes are safe, unblocked and clear.
- Fire extinguishers are sealed and in the correct locations.
- There are fire safety signs clearly in position
- Fire alarms are clear and unobstructed.
- Faulty emergency lighting must be reported.
- All weekly fire alarm tests should be reported if faulty.
- All persons with disabilities are facilitated in the event of an evacuation

Fire Marshal's Responsibility in the Event of an Emergency

In the event of an emergency it is time for the fire marshal to take charge. Follow these procedures and keep your colleagues safe, but remember to evaluate your site specific procedures for variations before doing so.

- Upon hearing the fire alarm, in a calm manner:
- Should you have a Fire Marshal Kit, open it and grab your kit.
- Start the evacuation of your site.
- Check that your site is empty and everyone has left.
- Ensure anyone who is struggling to leave the area is assisted and taken out.
- Head to the fire assembly area.

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- Take a register of your colleagues.
- Gather information from colleagues and other fire marshals.
- Is everyone accounted for?
- Where is the fire?
- What started the fire?
- Anything else of relevance to the fire service
- Report the information to the fire officer in charge.

Fire Marshal's Responsibility in the Event of a drill

As in an emergency scenario, but should make observations and fill in a drill report.

Fire Risk Assessment

A suitable and sufficient fire risk assessment will be prepared, regularly reviewed, and its significant findings acted upon.

The fire risk assessment is a detailed element of the site risk assessment relating especially to fire hazards.

Risk Assessment Review

This will be reviewed every year, or after a major refurbishment.

Fire Emergency Plan

A suitable and sufficient fire emergency plan will be prepared, regularly reviewed, and practised by the regular carrying out fire drills.

Fire drills will be carried out every 3 months (once per term), or if a significantly large group arrives.

Emergency Evacuation Plan

Fire Evacuation Plans will be affixed to each classroom and communal area as well as the main academy notice boards and should be pointed out and read by all occupants during an induction. It is the responsibility of the appointed person and the fire marshal to update these plans.

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Occupants should refer to the fire evacuation plans which are affixed to each room and follow instructions to the nearest exit. The evacuation objective should be the assembly point at the rear of the building.

Fire Drill Procedure

The Fire Marshal will organise the drill and fill in a drill report. When a drill is due, the Fire Marshal should inform all staff members in the morning of the intention to perform a fire drill and, with reference to the previous fire drill report, conduct a significantly different scenario to the last drill to test varying elements of the evacuation in preparation for an emergency.

Fire Drill and Safety Record

The fire drill record should record the date and time of any of the following and should be updated by the Fire Marshal.

- Fire drills
- Equipment Testing
- Incidents of fire or near misses.

Staff Duties

All staff will be trained to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.

Specific Training and Instructions for teachers and staff will be given at least once per academic year.

Orientation with fire safety regime

All staff should be made familiar with the fire evacuation plan during their induction and in the staff handbook. Class teachers in particular have a responsibility to manage the evacuation of their class members. The register is an important part of this and each teacher should be able to account for each member of their class and present this information to the fire marshal in the event of an evacuation. As inlingua Leeds uses online registers, the Fire Marshal will bring the sign in sheet.

It is also each staff member's duty to observe and report if any of the following:

- Fire Doors and Fire Exits are closed, clear, unlocked and ready for use
- All escape routes are safe, unblocked and clear
- Fire extinguishers are sealed and in the correct locations
- There are fire safety signs clearly in position

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- Fire alarms are clear and unobstructed
- Faulty emergency lighting must be reported
- All weekly fire alarm tests should be reported if faulty
- All persons with disabilities are facilitated in the event of an evacuation

Fire Safety Information

Employees will be provided with comprehensible and relevant information regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.

Notices of major risk will be affixed at the location of the risk.

The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.

Information for Staff

All staff should know:

- The fire risks present on the site
- The measures for prevention or mitigation of fire risk
- The responsible persons for reporting of fire risks

This information should be made available to all contractors or agency representatives if they work on site.

Fire Safety Schedule

All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice

To comply with this policy our testing regime is as follows:

- Fire Alarm sounding tests should be performed weekly
- Fire alarm and equipment testing should take place annually

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- Fire drill should take place every 3 months (once per term), or at major student intake
- Fire Risk assessment review should take place annually or after major refurbishment

Fire Safety Log

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

Incidents, training, drills, tests, reviews and major changes to the assessment of risk will be recorded in the Fire Safety Log.

The fire safety documents and a copy of this policy should be held with the Fire Marshal and handed back to the Responsible Person, usually the CEO or Operations Manager if the Fire Marshal is not present or employment ends.

Fire Safety Log should include:

- Fire Safety Schedule
- Name of nominated Fire Marshal
- Fire Risk Assessment
- Fire Drill Log
- Fire Drill reports
- Fire Safety Reports

Student awareness

Most students will take part in at least one full fire drill during their study period at inlingua Leeds. Students will be told the fire safety procedures during their Induction at the beginning of their course.

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