



**Haileybury**  
**International Summer School**

## **Fire Safety Policy**

Policy date:	September 2021
Date of next review:	September 2022
Owner:	Summer School Director
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website, Summer School Handbook

## **1. Statement of intent**

- 1.1 A fire is a dangerous and potentially life-threatening event. Action must be taken immediately and safely to prevent physical harm or even the loss of life. Haileybury International Summer School (Summer School) will equip all staff with suitable knowledge and skills to handle instances of fire wherever and whenever they might happen at the Summer School.

## **2. Fire Evacuation Procedure**

### **2.1 On discovering a fire:**

- Raise the alarm immediately via the red call points.
- Evacuate the building immediately. Ensure that all doors and windows are closed, and no one is left in any part of the building.
- Head to the fire assembly point.
- Dial 999 immediately and ask for the fire brigade. (Building name and address: Haileybury SG13 7NU).
- Contact the Duty Porter via 07827 344 184 to report the fire.
- Ensure that the Duty Porter (or other staff) meet the fire service at the rendezvous point: The Cricket Pavilion).
- Do not return to the building until the fire brigade gives the 'all clear' signal or message.

### **2.1 If you hear the fire alarm:**

- The House Parent/Duty adult should investigate if/where there is a fire by reviewing the fire alarm panel if it is safe to do so.
- If there is clear evidence of a fire, the Duty adult should call 999 for the Fire Service.
- The Duty adult should ensure all pupils have evacuated the building by sweeping the area (and completing a roll call between the hours of 22:30 – 07:00)
- IF THEY ARE NOT ALREADY ON SITE, the Duty adult should contact the Duty Porter (07827 344184).
- The Duty Porter will assist with the evacuation and liaise with emergency services.
- Pupils must evacuate the building and gather at the allocated assembly point
- Do not return to the building until instructed. It is safe to do so by the Fire Service, House Parent/Duty adult or Duty Porter.

## **3. Practice fire drills**

- 3.1 All House Parents at Summer School are required to carry out at least one practice fire drill per course in the Boarding House, which is overseen by the Health and Safety Manager. These practice drills aim to familiarise both staff and pupils with the fire drill procedure and how to evacuate the building quickly in

the event of a fire.

- 3.2 All practice fire drills must be logged with any issues (i.e. faulty alarm system) flagged up and brought to the attention of the Maintenance Department.

#### **4. Training**

- 4.1 Certain employees will be given training on handling fire alarm systems and using fire-related equipment when they arrive at the Summer School.
- 4.2 Staff are asked to become familiar with emergency escape routes and the fire-fighting equipment in the building(s) they work in.
- 4.3 All buildings used by the Summer School have modern, up to date and working fire alarm systems and fire-fighting equipment. Emergency lighting is provided, as are items of fire containing infrastructure such as fire doors. Appropriate signs and notices (indicating emergency escape routes, the location of fire-fighting equipment etc.) will be displayed, giving instructions to employees and students.

#### **5. Related documents**

##### Fire Safety Policy

- 5.1 For further information, please refer to the following documents:
  - Haileybury Fire Safety Policy.
  - Haileybury Emergency Plan.
  - Haileybury First Aid Policy and Procedures.