



Haileybury International Summer School

Fire Safety Policy

Policy date:	June 2025
Date of next review:	April 2026
Owner:	Commercial Operations Director
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website and 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 24-hour Estates Helpdesk emergency number on 07827 344 184 to report the fire.
- Ensure that the Estates Helpdesk Operations Assistant (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 Estates Helpdesk Operations Assistant (07827 344184).
- The Estates Helpdesk Operations Assistant 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 Estates Helpdesk Operations Assistant.

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 Head of Health and Safety. 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 and fire containing infrastructure such as fire doors are installed. Appropriate signs and notices (indicating emergency escape routes, the location of fire-fighting equipment etc.) are displayed, giving instructions to staff and pupils.

Related documents

- 5.1 For further information, please refer to the *Haileybury Fire Safety Policy*, which can be requested from the School Office. There is also a School Emergency Plan in place.
- 5.2 The Haileybury International Summer School First Aid and Care of Unwell Pupils Policy and Procedures can be found on the Summer School website [here](#).

Appendix: Electrical items prohibited in pupil bedrooms/dormitories

It is necessary to control the risk of fire by limiting the type and number of electrical items in pupil bedrooms; the following items are prohibited from bedrooms/dormitories:

Item	Reason/Alternative
Kettle	Overloading of electrical system – keep in kitchen
Toaster/Sandwich toaster	Heat producing, high risk of fire – keep in kitchen
Popcorn machine	Heat producing, high risk of fire – keep in kitchen
Plug in air fresheners	High risk of fire
Lava lamps	Heat producing, high risk of fire
Convactor and fan heaters	Heat producing, high risk of fire – use oil filled radiator if needed.
Two- and three-way plug adaptors	Overloading of electrical system, risk of fire
Electric blankets	Heat producing, high risk of fire.
Plug in fairy lights with bulbs (not LEDs)	Ensure only LED style light or use battery powered fairy lights
Fridges/freezers larger than 46 litres	Small fridges are permitted, no bigger than 46 litres; alternatively use the fridge/freezer in the house kitchen.
Plug-in fluorescent tubes	Overloading of electrical system
Electrical cooking equipment e.g. microwaves, rice cookers and single hobs	Heat producing, high risk of fire. All cooking equipment must be kept and used in the house kitchen.
Candles, oil burners and incense	High risk of fire.

Version history		
Date	Reviewed by	Notes
August 2021	Summer School Director	New policy
April 2024	Summer School Director and Commercial Operations Director	Reviewed
May/ June 2025	Commercial Operations Coordinator Summer School Coordinator Health and Safety Team Commercial Operations Director	Reviewed