



Fire Safety Policy and Procedures

General Statement

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, training and supervision as they need for that purpose. We also accept our responsibility for the fire safety of other people who may be affected by our activities.

We have formulated this policy to help us to comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). Our priority at all times is the safety of individuals.

All new members of staff and temporary employees (including work experience) are given an induction and informed about fire safety and health and safety procedures. Fire exits are indicated, evacuation procedures explained and they are shown how to raise the alarm.

Fire safety in homestay accommodation is the responsibility of the provider and all homestays must carry out a fire risk assessment. It is the duty of the Accommodation Manager to make sure these fire risk assessments are completed by all our homestay providers and kept up to date.

In student self-catering accommodation, all students must sign a fire safety document which outlines what to do in the event of a fire, highlights important safety information and informs them of the emergency exits. The self-catering house manager will talk them through the fire safety document to ensure they understand it before they sign the document.

The LSI Portsmouth building contains a publicly accessible café on the ground floor. The café is included in the fire risk assessment and premises risk assessment.

Procedures in place to ensure high standards of fire safety:

A formal fire risk assessment is carried out annually, and constantly monitored throughout the year by the Building Manager. Updates may be necessary due to alterations to the premises or new work processes.

All classrooms and public areas have clear notices describing the correct action to take in the event of a fire. These instructions can also be found in:

- The Teachers' Information Pack (given to all teachers as part of their induction)
- The Students' File (given to them on their arrival at LSI Portsmouth)
- The Executive Teachers' Class Files (together with the Class/Student Register)

It is the Principal's and the Director of Operations' overall responsibility to ensure that these notices are in place and that employees/students' attention is drawn to them. Evacuation procedures, fire notices and fire exits are displayed on the wall in all classrooms, every corridor and in the students' file.

All employees have a duty, under the Health and Safety act 1974, to take reasonable care to ensure that they do not place themselves or others at risk of harm. They are expected to fully co-operate

with any procedures in place. All employees are kept up-to-date with any changes to procedures and given regular reminders about procedures in place.

As of May 17th 2021, due to new working from home arrangements and flexible working, all staff are required to sign in and out of the building, in order to ensure we have an accurate record of staff in the building at any given time.

Fire Drills

Fire drills are carried out on a regular basis, a minimum of three times a year and a note of the drill and time taken to vacate is recorded. The premises must be vacated promptly and the situation treated as a real fire. The fire brigade are notified, via the CIA monitoring station, that it is a drill and not a real emergency situation so they do not attend.

The Building Manager and the Deputy Building Manager do a sweep of the school to ensure that all staff, students and visitors are out of the building. Teachers lead their class out of the building and report to the relevant fire evacuation officer.

Escape Routes

All marked fire escape routes must be:

1. Kept Clear and free of combustible material
2. Unlocked
3. Easily accessible at all times
4. Clearly signed

These are regularly checked and staff asked to be vigilant for any obstructions or safety issues.

Lifts must not be used in the event of a fire. If the lift is in use when the alarm goes off, it will automatically return to the ground floor.

Fire Extinguishers

The **Building Manager and Operations** are responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all service dates are kept on each fire extinguisher.

The Fire Extinguisher Maintenance company is **Southern Fire Protection Tel: 023 9266 2774 Mob: 07774 660512**. This company ensures that the number and type of extinguishers on the premises are appropriate.

The Fire System Maintenance Company is **CIA Tel: 023 9226 5111**

We keep a record of all checks and visits from these companies.

Fire Alarms and Emergency Lighting:

The **Building Manager and Operations** are responsible for checking that the fire alarm systems and emergency lighting are kept in working order at all times and that they are regularly tested.

Evacuation Procedure

If you discover a fire, raise the alarm immediately. This can be done by activating the nearest fire alarm call point by pressing hard against the glass with your thumb.

If the alarm sounds for more than 10 seconds, all staff, students and visitors must leave the building immediately via the nearest available exit – do not stop for personal possessions.

The fire brigade are automatically called out when the alarm sounds, however to be sure, the Building Manager will also call them. In his absence, the Deputy Building Manager will call. If both are away, the Director of Operations will call.

When reception staff hear the alarm and evacuate, they will take with them the building plans (located in a file in reception) to give to the fire brigade on arrival and also the class lists and timetables to give to the Fire Evacuation Officers and the visitors book. A member of staff from reception will notify staff in the downstairs cafe of the evacuation. The meeting point is outside the front of the school.

Once outside, teachers will take a roll call of their class and then report to the relevant Fire Evacuation Officer (they will be holding a big sign stating the course type they are registering).

Non-teaching staff must report to Operations. Visitors must report to the Reception Manager.

If the alarm goes off outside of class time, all staff, students and visitors should evacuate the building and gather outside the front of the building. A roll call will not be taken.

Visitors

All visitors are required to sign in and out of the building. It is the responsibility of the employee who arranged the visit to ensure that the visitor knows the evacuation procedure (if they will be left alone, e.g. a contractor). If the visitor will constantly be in the company of the employee, it is the employee's responsibility to ensure that the visitor accompanies them out of the building if the alarm sounds.

Fire Action Notice
(displayed in every corridor)

 4213



Fire action

if you discover a fire



Operate nearest fire alarm point



Fire Brigade will be called automatically.



Leave the building by the nearest exit.



Report to your assembly point
OUTSIDE CAFÉ AT FRONT OF LSI



Do not stop to collect personal belongings



Do not use lift

1428 E

Fire exit routes from each room

(Kept in the front of every register)

FIRE EXIT ROUTES:

Due to the external fire escapes not being usable the central stairs fire escape must be used by everyone to vacate the building in the event of a fire.

To mitigate any risk an Air Operated Vent (AOV) has been installed at the top of the stairs on the 8th floor.

Additionally, only the ground to 5th floors are used from Monday to Friday to enable an evacuation time of 3 minutes.

Saturdays only: The 6th floor is used by the exams department as the rest of the school is empty.

8th Floor		Not in use Sunday to Monday.
7th Floor		Not in use Sunday to Monday.
6th floor	Central staircase	Not in use Sunday to Monday. Saturday exams only.
5th Floor	Central staircase	Monday to Friday only.
4th Floor	Central staircase	Monday to Friday only.
3rd Floor	Central staircase	Monday to Friday only.
2nd Floor	Central staircase	Monday to Friday only.
1st Floor	Central staircase	Monday to Friday only.
Ground Floor	Front and rear doors to streets	Monday to Friday only.

A map clearly showing the fire escape route is displayed on all walls nearest the exits in each classroom

Example Map of Fire Escape Routes (displayed in every classroom and hallway)

