



Fire Safety Policy and Procedures

General Statement

LSI/ IH Portsmouth occupies the ground floor entrance and the first and second floor of a three-story building, owned by Portsmouth City Council. In compliance with the Regulatory Reform (Fire Safety) Order 2005, LSI / IH Portsmouth is responsible for the following in the areas of the building that we occupy:

- Conducting fire risk assessments.
- Maintaining the fire alarms and detection systems.
- Providing, inspecting and maintaining the fire extinguishers.
- Ensuring fire exits are clearly marked, unobstructed and safe.

LSI / IH Portsmouth is committed to providing and maintaining safe and healthy working conditions and we therefore ensure that:

- All members of staff and all students are given an induction and informed about fire safety procedures. Fire exits are indicated, evacuation procedures explained and they are shown how to raise the alarm.
- Notices describing the correct action to take in the event of a fire are displayed in every classroom and public area.
- All electrical equipment in use is PAT tested.

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.

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.

Call 999.

Evacuate immediately.

All staff, students and visitors must leave the building immediately via the nearest available exit – do not stop for personal possessions.

Those evacuating from the 2nd floor must keep **left** on the stairs.

Those evacuating from the 1st floor must keep **right** on the stairs.



The meeting point is in the pedestrianized square next to the school.

The Student Services Team are Fire Marshals and will guide anyone leaving the building to the meeting point.

The building plans, class lists and sign in sheets (for staff and visitors) are collected by the Fire Officers. The Fire Officers are the General English and Exams Academic Management Team.

Once outside, teachers will take a roll call of their class and then report to the Fire Officers. Non-teaching staff and visitors must also report to the Fire Officers.

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

Homestay Accommodation

Fire safety in homestay accommodation and Crown Place is the responsibility of the provider and they must carry out their own fire risk assessment. It is the duty of the Accommodation Manager to make sure these fire risk assessments are completed and kept up to date.