



# Fire safety policy

Author: Ryan Smith

Revised: June 2016

## Introduction

It is The Cambridge Centre for Languages (CCL) policy to ensure, so far as is reasonably practicable, that all staff, students, contractors and visitors are protected from the risk of fire whilst on the premises.

This policy explains how CCL complies with the Regulatory Reform (fire safety) Order 2005 and other legislation to ensure that where possible, fire is prevented and that any fire risks are adequately controlled.

## Objectives of this Policy

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- To minimise the risk of fire and to limit the spread of fire
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

## Responsibilities

Responsibility for overseeing fire safety within CCL lies with the Managing Director, supported by the Academic Operations Manager. CCL delegates the day to day responsibility for managing fire safety at St. Mary's School during the summer course period to the Residential Manager, who will act as Fire Safety Officer. The Residential Manager is supported by the residential teaching staff, social activities staff and any senior management on site.

The venue provider - St. Mary's will have Arrangements for fire Safety and related risk assessments. CCL will create its own risk assessment, policy and procedures based on its own specific use of the premises. These policies will be informed by the venue provider and by consultation with the provider.

## Implementing Fire Safety

The Fire Safety Officer, supported by senior management will:



# Fire safety policy

Author: Ryan Smith

Revised: June 2016

- ensure that all means of escape are properly maintained, kept free from obstruction and are available for safe and effective use at all times (including emergency lighting), taking into account the needs of any disabled users
- provide and maintain all firefighting appliances and devices including: fire detection and alarm systems, firefighting equipment, notices and signage relating to fire procedure, carry out fire safety risk assessments on all sites to ensure that facilities are compliant, to identify any special risks, (e.g. the storage of hazardous materials) and to ensure appropriate procedures are in place to minimise the risks
- ensure that all staff, students, contractors, visitors, off-site course centres are made aware of, and comply with, the Company's fire policy and procedures
- ensure that staff are trained and kept informed of any changes to policy and procedures
- monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed

## Fire Risk Assessments

CCL carries out comprehensive fire risk assessments of all activity sites and buildings and works closely with facility providers to provide risk assessments of all rented summer centre facilities.

The fire risk assessments identify who will be at risk if there is a fire where people may be working and who else might be at risk, either in the premises or nearby. The fire risk assessment will be reviewed and amended if it is either no longer valid or if any changes are planned, such as:

- structural changes which may affect the spread of fire
- changes to processes or equipment which may introduce new fire hazards

## Fire Log Book

A fire log-book, which contains records of fire safety issues, is kept by Accommodation and Welfare Manager. Issues logged include:

- fire drills
- a list of fire safety personnel and staff training records
- storing of hazardous materials
- inspection and testing of fire detection and alarm systems
- inspection and testing of firefighting equipment



# Fire safety policy

Author: Ryan Smith

Revised: June 2016

## Fire safety Training

Fire drills are carried out regularly to evaluate the effectiveness of the evacuation procedures. The findings of the drills are reported to the Accommodation Manager. Any conclusions and remedial actions are recorded and implemented. Staff receive basic fire safety induction training and attend refresher sessions when required.

## Fire Drills

- Practice fire drills to be conducted once a week according to the facility provider's (St. Mary's School) license agreement document. Drills are recorded in the fire log book in the CCL administration office at St. Mary's or at the main office on Brooklands Avenue.
- Fire Drills and fire alarm checks at the CCL main office on Brooklands Avenue are conducted regularly in accordance with the building management policy.
- Practice fire drills to be conducted ordinarily within 24 hours of each new student intake during the summer course programme at St. Mary's school.
- All fire exercise forms to be sent to The Accommodation and Welfare Manager
- Any impromptu fire evacuations (due to false alarm etc) must be recorded in the fire log .book.
- Fire arrangement notices to be posted throughout sites and buildings.
- All new staff to be inducted on fire evacuation procedure.
- All new students to be taken through fire evacuation procedure and meeting points at induction day at the venue at the start of the course and as part of the induction process.

## Fire Procedures and Information

The evacuation procedures to be followed are available to all staff as part of the CCL Emergency Action Plan document and on display in all classrooms and noticeboards on the premises. This document details the responsibilities of staff and individuals during an evacuation. Other information related to fire safety can be found in CCL's Safeguarding policy, Health and safety policy and other supporting literature such as staff and student handbooks.

Fire procedures and drill specifics will be outlined in a separate Fire Drill document.