



Fire Safety Procedure

It is a mandatory requirement of all staff members working at an English Study Camps centre that they be fully conversant with this policy – any failure to observe this policy may result in disciplinary action. If you have any concerns regarding any health and safety issues on the premises, you have a legal obligation to report these concerns immediately to the **Centre Manager** or his/her deputy.

All areas of the host buildings which ESC students and staff are likely to use have been risk assessed by Wimbledon School of English.

Before arrival

- Senior staff take part in an online Fire Safety Course allowing them to be Fire Marshals.
- All staff are required to complete an online Fire Awareness course.

On arrival

- As soon as staff arrive, they are taken to a fire muster point and instructed to meet there in the event of a fire alarm/drill. The staff induction then features a presentation dedicated to Health and Safety at work, which covers fire safety including types of extinguishers to be used on specific fires and a map of the school with muster points. A physical tour of the school is then made to show where the muster points, escape routes, call points, and fire extinguishers are located.

What to do in the event of a fire

- If a staff member discovers a fire, they should find a call point to give notice to everyone of the fire. This is done by breaking the glass in the push button call point,
- Leave the building via the closest fire exit and meet at the predetermined muster point,
- Students line up in a straight line and staff register their students. Once students have been registered the staff member raises their register to allow the fire marshal to know that all those students are present,
- If a student is missing, the Fire Marshal will come to find out which student. They will then make a decision on whether it is safe to look for the student,
- Students should be kept quiet and in line until further information is given or they are released.