

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2026

1. Introduction & Aims

It is the policy of Select English to minimise the risk of fire for all staff, students, contractors and visitors whilst on the premises.

2. Objectives

- To safeguard all staff, students, contractors and visitors from death or injury in the event of a fire
- To minimise the risk of a fire and limit the spread of fire
- To minimise the potential for fire to disrupt services, damage buildings and equipment or harm the environment

3. Responsibilities

Responsibility for overseeing fire safety as whole at Select English lies with the Health and Safety Officer, Robert Hesketh, supported by Kate O'Toole, the Academic Manager.

The day-to-day responsibility for managing fire safety at rented off-site facilities during the summer lies with the Course Director, supported by senior management staff and the Health and Safety Officer, Robert Hesketh.

4. Managing fire safety

Robert Hesketh is responsible for:

- Overseeing risk assessments of all premises; these are conducted externally by Akeva Safety Solutions every three years and updated internally annually.
- Arranging external maintenance of fire extinguishers annually

Alex Howlett is responsible for:

- Maintaining fire alarms, emergency lighting and fire exits at head office on Hills Road
- Maintaining the site at Hills Road, including ensuring that all means of escape are properly maintained, kept free from obstruction and are available for safe and effective use (including emergency lighting)
- Maintaining equipment including PAT testing

Kate O'Toole is responsible for:

- Overseeing fire drills at Hills Road during the academic year (termly)
- ensuring that all staff, students, contractors, visitors, off-site course centres and third-party hirers are made aware of, and comply with, this fire policy and procedures

- ensuring that a team of staff fire marshals are trained and kept informed of any changes to policy and procedures
- monitoring and reviewing this policy on a regular basis, to ensure that any new risk or alteration to regulations is addressed

Course Directors are responsible for:

- Overseeing fortnightly fire drills alongside the site's school staff
- Ensuring that the site is well maintained alongside the site's school staff, including ensuring that all escapes are properly maintained, kept free from obstruction and are available for safe and effective use of them.
- Ensuring that all Select staff, students and visitors are aware of and comply with this fire policy

5. Monitoring

- Fire detection and alarm systems are maintained and checked by Alex Howlett
- Emergency lighting is checked by Alex Howlett
- Notices and signage are updated as and when required by Kate O'Toole
- Firefighting equipment is checked regularly by Alex Howlett and the extinguishers are checked and replenished or replaced annually by CAMFIRE
- Fire safety procedures are regularly reviewed at Health & Safety Group meetings
- A fire logbook, which contains records of fire safety issues, is kept by Kate O'Toole. Issues logged include, fire tests, fire drills, system faults and servicing information
- All other necessary documentation i.e. firefighting equipment certificates, a list of fire marshals and staff training records is kept in the company Health & Safety folder

6. Fire Procedures

Notices displaying the fire procedures are displayed in each classroom and at each fire alarm call point

7. Fire Safety Training

- Appropriate specific training for the Fire Marshals will be undertaken at least every three years.
- Practical Fire extinguisher training to be provided every 3 years for all staff.
- New staff to be taken through the Fire Policy and training schedule as part of Induction.
- All records of training and induction are recorded in Fire Safety Logbook, which is in the reception at Hills Road or Course Office in summer sites.

8. Fire Procedures

On discovering a fire, any member of staff should:

- Activate the nearest fire alarm. Do not wait for permission.
- Request that a fire marshal or other colleague calls the fire brigade.
- Only attempt to extinguish fires if trained and safe to do so. Do not attempt to extinguish fires involving flammable substances.
- If you use, or partially use, a fire extinguisher you must report this to Robert Hesketh immediately so that it can be replaced / refilled.
- If it is safe to do so, ensure that all windows and doors are closed, particularly those designated as fire doors, before leaving rooms.
- All persons must ensure any equipment they have been using is switched off, if safe to do so. Leaving it on may cause a further hazard. Do not return to switch off equipment once you have left the building.
- Report to predetermined assembly point
- Do not enter the building until given the all clear by the fire brigade officer in charge.

On hearing the fire alarm:

- Leave the building immediately and move directly to the fire assembly point.
- When leaving the building use the nearest exit.
- Do not stop to collect personal items.
- Close all doors and windows behind you if it is safe to do so.
- Once at the fire assembly point, await further instructions.