



# **FIRE SAFETY POLICY**

Responsible:	Director and Admin Team
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Director
External Release:	Yes

Kingfisher Education acknowledges that everyone's safety in the event of fire is of utmost priority. To safeguard all individuals on the premises, all buildings are fitted with fire detection devices and alarm systems and regular fire drills are carried out.

Kingfisher Education will train and equip all camp boarding house staff with the necessary knowledge to handle fire scenarios.

## **Evacuation Procedure**

The following procedure should be activated on discovering fire or hearing the fire alarm. Treat every alarm as if it were a genuine emergency.

1. Sound alarm (if not sounding) and make staff and students in the immediate vicinity aware of the situation
2. Leave the building, go by the quickest and safest route to the assembly point, ensuring to shut doors and windows behind you as you go (but do not lock them) and make sure that all students you pass are leaving the building too
3. Ensure the Accommodation staff is notified and that the fire brigade is called by dialling 999 and alert all staff
4. Monitor and control the assembly point for students and staff and take a register
5. Under control of the person in charge, identify any missing people
6. Carry out secondary checks/register of other buildings/accommodation if required
7. Inform the fire brigade of the situation on their arrival
8. Do not return to the building until the 'all clear' has been given by the fire brigade

## **Safety Precautions**

- Do not stop to dress fully/put a coat on
- Do not stop to collect personal belongings
- Move quickly and quietly to the assembly point but do not push past people or panic
- Do not attempt to fight the fire

## **Bed-time duty**

If you are on duty, make sure that:

- All fire doors are closed, (ensuring that none are being held open) by automatic releases during the day
- Electrical equipment not in use is isolated
- Extinguishers are in correct locations
- Safety lights are switched on
- Escape routes are not obstructed and exit signage can be seen
- Clothing or other combustible items are not left on or next to heaters/fires etc.

## **Fire drills**

By law and by both Kingfisher Education and host schools, fire drills must be carried out on a weekly basis. This practice is essential to ensure that all students and staff understand the drill procedures and can swiftly evacuate the building in case of a fire. Fire drills are conducted in accommodation and should be executed as soon as all students have arrived.

Depending on the host school, either they or Kingfisher Education staff will set off the accommodation fire alarms at a pre-arranged time. The Accommodation staff will take care of the register, all house staff are required to take part in the drill and lead by example, including remaining calm and showing students the way out etc. If the evacuation exceeds the allocated time or if students or staff ignore the alarm and do not evacuate the drill may be rescheduled.

It is essential to log all fire drills, noting any issues such as a faulty alarm system, these can be reported to the Camp director immediately. All fire drill reports must be submitted to the office for appropriate filing.

The Camp director will coordinate the scheduled fire drill, ensuring that all building activate their alarms at the same time.