



FIRE SAFETY AND EMERGENCY EVACUATION

Students, Staff and all adults attached to the School are entitled to a safe and healthy environment in which to work and learn.

Visitors and parents must be provided with the same assurance.

Everyone who works or learns in the school, or visits a school site, must develop an awareness for safe and unsafe surroundings

The School has an official Health and Safety committee which meets every two months to discuss actions taken by the School to prevent risks.

The School will:

- Ensure staff and students are made familiar with the evacuation alarm and the procedures for safe evacuation
- The Emergency Evacuation poster is to be displayed in all classrooms and relevant offices and rooms in the school and all exits are lit by emergency lighting
- The school will provide a safe and healthy working environment with respect to fire safety and staff will be trained regularly, at least once a year. The school is obliged to carry out fire evacuation drills each term, these are recorded in the "Fire Drill" folder held by the President of the Health and Safety Committee with copies to the Academic Director and the Financial Manager, the record must say how long it took to evacuate the school
- School firefighting equipment is checked annually

Staff will:

- Close doors and windows as they leave the classroom
- Ensure the safe transition to the relevant assembly point
- (Office staff will give the attendance list for the day to the first teacher leaving the school)

- Teachers/Tutors should quickly register their class and report all present or who is missing to the Fire Marshal (Pedro Perera at the Trinity site and Monica Socas at the La Luz site) at their assembly point
- Maintain order until the “*all clear*” is given
- In the event of a fire, staff should use their best judgement as to whether to tackle the blaze with local hand-held appliances or to just concentrate on raising the alarm and evacuation
- **Under no circumstances** should a member of staff re-enter a building where a fire is present but wait for the emergency services to arrive
- **Under no circumstances** should students be allowed to use their mobile phones
- Fire Marshalls must take their mobile phones
Students sitting exams must be kept isolated from the main group and strictly supervised by the invigilator(s) to prevent malpractice.

To be reviewed January 2020