

## Fire Safety Policy

Fire safety and emergency evacuation procedures have a very high priority at The Leeds School of English. Overall responsibility for monitoring fire safety measures falls on the Executive Director.

In all rooms within School premises there are clearly displayed emergency exit routes. At induction, students are shown all the emergency exit routes from the School, as well as the Fire Assembly Point.

In the event of a fire or other emergency necessitating evacuation, a Fire Warden will oversee that the evacuation is carried out calmly and efficiently. It is the fire warden's responsibility to check whether all students, staff and visitors have left the building.

Teachers are expected to take their class register with them to the Fire Assembly Point, where they have to gather their students and do a roll call with them.

The Fire Warden is expected to take the visitor record book and the Fire list from Reception to the Fire Assembly Point, where they have to collect information from the teachers on whether any of their students are missing, and also to perform a staff and visitor roll call.

The first member of staff to act as Fire Warden is Anisah Asghar, the Administration manager. Should they not be available to do so, the first member of staff available has to act as Fire Warden. Acting order for staff is as follows: Executive Director, Operations Manager, Academic Manager, Student Services Officer, any teacher.

All fire extinguishers are checked annually and PAT testing takes place on a regular basis.

Fire risk assessments are commissioned annually, and are a responsibility of the proprietor of the buildings.