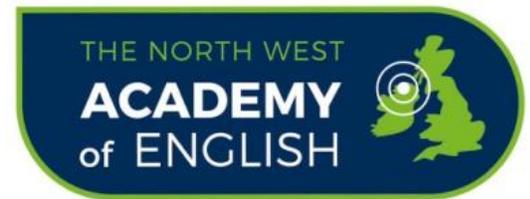


North West Academy

Fire Safety Policy



1. General statement

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff, students and visitors under **The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010**. These include the provision of a safe place of work and education where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of the North West Academy's overall health and safety policy.

2. Employees' duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce to protect the safety and well being of our employees, students and visitors.

3. Communication

We will keep employees informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all students and visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

4. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

- a fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes
- the fire evacuation procedures will be practiced twice annually
- it is our policy that all staff will be trained in the use of fire extinguishers
- all new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes
- all escape routes will be clearly signposted and kept free of obstructions at all times
- all fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, he or she must report it directly to me or my acting deputy.
- any other safety systems will be checked regularly to ensure correct operation, where necessary.
- this policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire

- if you discover a serious fire, raise the alarm immediately then phone 999 during your immediate evacuation
- if you discover a small fire, raise the alarm immediately then phone 999. If trained and feel that it is safe to do so, attempt to fight the fire from an escape route position using the correct equipment provided
- if this fails, evacuate immediately. Ensure that no one is left in the room and close the door behind you
- ensure that you or the designated person phone 999
- report to the Assembly Point for a roll-call

When you hear the fire alarm

- immediately evacuate using the designated fire exit to the Assembly Point, as shown on the Evacuation Plan
- if you are with students or visitors, ensure they accompany you
- if your fire exit is blocked use the nearest safe fire exit
- remain at the designated Assembly Point for a head count

NWA Fire Coordinator

- liaise with NWA staff at the Assembly Point and conduct a thorough head count
- liaise and brief the senior Fire & Rescue Service officer on his or her arrival

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Francesca Giacomini

Operations and Marketing Director