



Fire Safety Procedures

The fire safety of all Speak Like A Native's sites is the joint responsibility of the host school and Speak Like A Native to ensure that all children, staff and visitors are safeguarded against injury or loss caused by an outbreak of fire. It is extremely important that thorough risk assessments, safety training and fire drills are carried out to ensure that everyone is fully prepared in the event of a fire.

In the event of a fire, the prime duty of all is the saving of life and prevention of injury.

Fire Risk Assessment

A Fire Risk Assessment is completed by Speak Like A Native on all areas that are used, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of the Fire Risk Assessment are to:

- Identify the fire hazards in a building
- Reduce the risk of those hazards causing harm to as low as reasonably practicable.
- Decide what physical fire precautions and management arrangements are necessary to ensure the safety of the occupants if a fire does start.

The Fire Risk Assessment involves:

- The identification of fire hazards in a building, including the sources of fuel and sources of ignition.
- The identification of the people at risk from fire (those in and around the premises and those especially at risk, e.g. those with disabilities)
- An evaluation of the identified risks and the means of eliminating or managing these risks.
- Recording the findings and making recommendations for action

A Fire Risk Assessment must be completed for each of the rooms or areas that Speak Like A Native uses as part of their contractual agreement with the host school or institution. These risk assessments are carried out by a director, manager or trained lead guide annually.

Fire Safety Training

All staff will receive the following instruction and training on their induction:

- a) What to do on discovering a fire
- b) How to raise the alarm
- c) What to do upon hearing the alarm
- d) The location of escape routes and muster points
- e) The safe use of, and the risks from storing or working with, highly flammable substances (where appropriate)
- f) The importance of general fire safety, including good housekeeping



Fire Drills

Fire drills are carried out by the host school / institution to keep staff familiar with the procedures. A log of all drills is kept by the school / institution.

On hearing the alarm

The signal to evacuate the building will be the continuous sound of the fire alarm. The group leaders (lead guide) will instruct the children to stop what they are doing, remain calm and then lead them from the building via the closes fire exit. They will then assemble at the muster point where a full register is taken to ensure everyone is present. It is the responsibility of the most senior member of staff with the group of children to ensure that everyone they have has left the building, room or area.

Once the lead guide has accounted for all children, staff and visitors they will wait for further instructions from the Host School as to what to do next

Responsibilities

Speak Like A Native

- To review the fire safety procedure once every 12 months as a minimum
- Suitable and sufficient risk assessments are carried out and regularly reviewed
- To appraise the fire procedures implementation at each site throughout the operation

Host school / institution

- Have overall control over the fire safety of the site
- To ensure the fire alarm and systems are regularly tested and maintained
- To manage the building and ensure they are equipped with all the correct and necessary fire management equipment