

FIRE PREVENTION AND EVACUATION POLICY AND PROCEDURE

Introduction

Varsity International will take all reasonable steps to prevent the outbreak of a fire and maintain a robust system of risk assessment and staff training to prevent the risk of fire. Varsity International acknowledges its legal obligation to ensure that the risk of injury & damage to property from fire is minimised as much as reasonably possible, under:

- The Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessments are completed for all buildings used and cover the likely causes of fire. Staff are required to add to the risk assessments as and when required. Staff will be trained in the Fire Evacuation Procedure, and students will be given instruction also. Staff and students will conduct a weekly fire drill weekly during the operational season. The exact timing of the drill will be down to the discretion of the Camp Manager and recorded on a Fire Drill Record Sheet.

Responsibilities

It is the responsibility of the Managing Director via the Camp Manager and Camp Staff to ensure the day to day implementation of this document, and that relevant records are kept up to date.

It is the responsibility of all staff members to ensure that they are conducting their work in accordance with the fire prevention procedures and any training they receive. The individual also has an obligation to initiate the emergency procedure and to inform management of any updated risks or concerns.

Fire Prevention Procedure

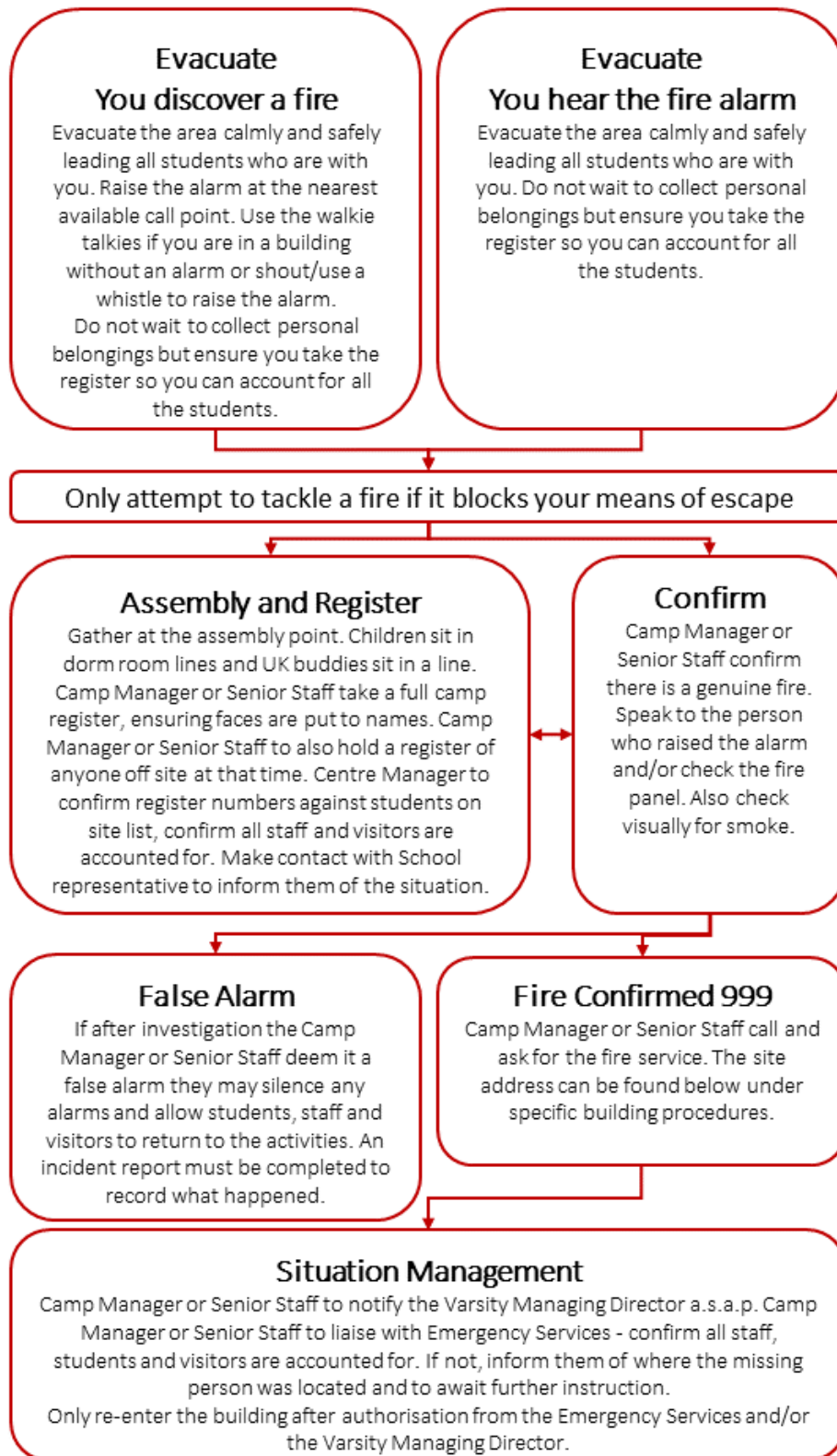
It must be the aim of all staff to eradicate or minimise the risk of fire in all buildings. This is done by ensuring they adhere to all procedures to eradicate or minimise the risk of fire and to ensure all students are made aware of the risks from fire and appropriate course of action should a fire break out.

- Fire risk assessments completed on all buildings and reviewed annually or when any changes to buildings occur.
- Fire evacuation drills conducted weekly and recorded.
- Firefighting equipment to be regularly serviced by the host schools and checked by Varsity International
- Fire alarms and emergency lighting in all buildings to be inspected, tested and recorded by the host school and checked by Varsity International.
- Staff to be inducted on the fire evacuation procedure and assembly points.
- Students to be inducted on the fire evacuation procedure and assembly points.
- Escape routes must always be kept clear of obstructions.
- Students will be prevented from charging phones/laptops/tablets etc in bedrooms to ensure plugs are not overloaded or left on for extended periods of time.
- Varsity Fire Evacuation Notices will be posted throughout the buildings.
- Varsity will not do any activity within the buildings that involve naked flames or hot works.
- Smoking is not permitted on school premises.
- Varsity camp fires will be delivered in a purpose-built metal fire bowl and away from all school buildings.

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Evacuation Procedure



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Specific Building Evacuation Plan

These are to be completed on the first morning of the first set up day to ensure they are accurate to the environment we are setting up within. This ensures any changes the school has made between seasons is accounted for.

Cothill Main Building Downstairs

Cothill Art Block

Cothill Complex

Cothill Jacksons

Cothill Main Building Upstairs Boardin

Cothill New Boarding House

Chandlings Boarding House

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Assisted Evacuation

Varsity International have a legal obligation to ensure that the means of escape in case of fire and associated fire safety measures are written to include and accommodate for all, taking in to account individual circumstances.

Anyone who is not able to leave the premises unaided will need to have a Personal Emergency Evacuation Plan (PEEP). These will outline what the individual's needs are and who is assigned to aid them in an evacuation procedure and will ensure that every individual is aware of all aspects of the emergency procedure. A generic PEEP form will be sent out and can be filled out on site, by the camp manager.

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