

## **First Aid Policy**

All students are given Induction Training, and are given important information which includes emergency phone numbers of both school staff and the emergency services. All students that have an EHIC (European Health Insurance Card) are covered for basic medical treatment within the UK, but the Department of Health has recommended that additional health cover be purchased for the duration of your stay.

There are several first aid trained staff on site. First Aid kit is available in the main reception office.

### **Fire Safety Schedule**

All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice

To comply with this policy our testing regime is as follows:

- Fire Alarm sounding tests should be performed weekly
- Fire alarm and equipment testing should take place annually
- Fire drill should take place every 3 months, or at major student intake
- Fire Risk assessment review should take place annually or after major refurbishment

### **Fire Safety Log**

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

Incidents, training, drills, tests, reviews and major changes to the assessment of risk will be recorded in the Fire Safety Log.

The fire safety documents and a copy of this policy should be held with the Fire Marshal and handed back to the Responsible Person, usually the director or Principal if the Fire Marshal is not present or employment ends.

Fire Safety Log should include:

- Fire Safety Schedule
- Name of nominated Fire Marshal
- Fire Risk Assessment
- Fire Drill Log
- Fire Drill reports
- Fire Safety Reports