



Exam Prep Ltd (Trading as 11 Plus London)

Fire Safety and Evacuation Policy

Policy Overview

Exam Prep Ltd is committed to ensuring the safety of all Students, Clients, Tutors, and staff in its premises or during operations. This policy outlines the procedures and measures in place to prevent and respond to fire-related incidents. All personnel must familiarise themselves with the procedures outlined in this document and always adhere to them. This policy applies to all teaching activities delivered by Exam Prep Ltd, including those taking place in third-party venues.

Fire Safety Responsibilities

Responsibilities of the Designated Fire Safety Officer:

The Designated Fire Safety Officer is the Site Manager or a delegated member of staff present during sessions. Their role is to ensure that 11 Plus London's fire safety procedures are implemented effectively during teaching activities. The Designated Fire Safety Officer is responsible for:

- Confirming that the venue has appropriate fire safety arrangements in place, including an up-to-date fire risk assessment conducted by the venue's Responsible Person.
- Ensuring that Tutors and staff are familiar with the venue's fire evacuation procedures, including fire exits, evacuation routes, and assembly points.
- Liaising with venue management, where necessary, to clarify fire safety procedures and raise any immediate concerns observed during sessions.
- Ensuring that fire safety information is communicated to Students at the start of courses or sessions, as appropriate.
- Maintaining records relating to 11 Plus London's fire safety procedures, including staff training and any fire-related incidents that occur during sessions.

Staff Responsibilities:

All Tutors and staff must familiarise themselves with the fire exits, evacuation routes, and designated assembly point at each venue before sessions begin.

During sessions, Tutors and staff are responsible for calmly guiding Students to safety in the event of an evacuation, following the venue's fire safety procedures and the instructions of emergency services or venue management.



Fire Safety Measures

Fire Prevention:

11 Plus London Ltd will take the following precautions to minimise the risk of fire during its activities:

- Ensuring that power outlets used by staff are not overloaded.
- Observing a strict no-smoking policy in all venues.
- Liaising with venue management to confirm that electrical equipment provided by the venue is maintained and tested in accordance with current safety guidance.
- Reporting any damaged, frayed, or trailing wires observed during sessions to venue management immediately.
- Switching off and unplugging equipment used by 11 Plus London at the end of sessions, where possible.
- Storing any potentially flammable materials used by 11 Plus London securely and safely.

Fire Safety Equipment and Procedures:

- Fire extinguishers, alarms, and emergency lighting are provided, maintained, and tested by venue management in accordance with fire safety regulations and manufacturer guidance.
- Fire doors and escape routes must be kept clear and unobstructed at all times during sessions.
- Fire evacuation notices and signage will be displayed by the venue near fire exits and in prominent locations.

Fire Drills and Training:

Fire drills are conducted by venue management in accordance with their own fire safety procedures.

At the start of courses or sessions, Tutors will ensure that Students are made aware of fire exits, evacuation routes, and the designated assembly point for the venue.

Training:

All Tutors and staff will receive fire safety training as part of their induction. Refresher training will be provided at appropriate intervals and whenever there are significant changes to fire safety procedures or guidance.

In the Event of a Fire

Immediate Actions:

- Staff must raise the alarm if it is not already sounding and contact the emergency services by dialling 999.
- Students and Clients must be evacuated immediately via the nearest marked fire exit and directed to the designated assembly point.
- Staff must not attempt to collect personal belongings or re-enter the building once evacuated.

Staff Responsibilities During Evacuation:

The Designated Fire Safety Officer or Tutor present must, if safe to do so:

- Collect the class register and emergency contact details.
- Ensure that all Students, Tutors, and Clients are accounted for at the assembly point.
- Close doors behind them to help limit the spread of fire, where it is safe and practical to do so.
- Inform emergency services or venue management immediately if anyone is unaccounted for or if there are concerns about injuries or additional risks.

All staff must follow the instructions of emergency services and venue management at all times.

Fire Safety Risk Assessment

Risk assessment overview:

Under the *Regulatory Reform (Fire Safety) Order 2005*, the responsibility for carrying out a fire risk assessment rests with the venue's Responsible Person.

The Designated Fire Safety Officer is responsible for confirming that the venue has an appropriate and up-to-date fire risk assessment in place and that relevant control measures are understood and followed by 11 Plus London staff during sessions.

The Designated Fire Safety Officer will ensure that staff are aware of:

- Potential fire risks within the venue relevant to the areas used by 11 Plus London.
- People who may be at increased risk, including children and individuals with additional needs.
- Evacuation procedures, fire exits, and assembly points.
- Any specific fire safety instructions provided by the venue.



Liaison with venue management:

The Designated Fire Safety Officer will liaise with venue management as necessary to:

- Confirm fire safety arrangements, including evacuation procedures and assembly points.
- Raise and report any fire safety concerns observed during sessions.
- Ensure that any fire-related incidents involving 11 Plus London are communicated appropriately.

Post-Evacuation Procedures

Post-Evacuation Actions:

- Attendance will be taken using the class register to confirm that all Students, Tutors, and Clients are accounted for.
- Where necessary, emergency contact details will be used to inform parents or guardians of the situation.
- Staff will follow the instructions of emergency services and venue management at all times and provide any relevant information required.

Policy Review

This policy will be reviewed annually or sooner if there are significant changes to fire safety legislation, guidance, or operational arrangements.

Policy Adoption Date: 11th January 2025

Next Review Date: 11th January 2027

Sau Jane Li

A handwritten signature in black ink, appearing to be 'Sau Jane Li', written over a horizontal line.

Director

Exam Prep Ltd (Trading as 11 Plus London)