

IJ Tours Ltd t/a “International House Manchester or IH Manchester”

Fire & Evacuation Policy

IJ tours ltd, trading as IH Manchester at Pall Mall Court and 82 King Street Manchester, take the responsibility of ensuring the safety of staff and students extremely seriously. Therefore, we comply with and ensure all staff/students are aware of the key elements of the Regus Group fire and evacuation policy and information shared in the Client’s Handbook.

In doing this we ensure:-

- All students are informed of the fire evacuation procedure as per Brook House guidance on induction including the location of emergency exits and assembly points.
- All staff are aware of the fire evacuation procedure as per Brook House guidance on induction including the location of emergency exits and assembly points.
- All staff are made aware of the Health and Safety Policy
- Fire exits in our building are clearly signed.
- Fire exit maps are clearly displayed on the doors of all classrooms.
- Fire extinguishers are readily available and regularly maintained by a licenced company.
- We have an appointed Fire Marshal provided by the landlord and three appointed by the school. Our Marshals attend training every 3 years with a recognised provider.
- A fire drill is conducted by the building every 6 months.
- The visitors’ book is completed for all visitors to alert the reception of people in the building.
- The staff/student signing in/out book is completed to alert the reception of who is in the building. In the event of fire this is taken by a Marshal, provided it does not slow their evacuation, and checked at the assembly point.
- Regular area visual checks are made to minimise risk of fire.
- All electrical equipment is PAT tested yearly.

Reviewed August 2018 – Next review September 202018