

# British Overseas School:

## Fire Safety Policy



The British Overseas School is committed to ensuring the safety of everybody on the school premises.

### Aims

The aims of the Fire Policy are to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users and visitors of the premises.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training, if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

The school believes that the aims of this policy will be achieved by the development of:

- Clear guidelines
- Robust systems
- Good habits
- Good communication
- A culture of safety first

### Roles and Responsibilities

The Governing Body is ultimately responsible for the health and safety of all students, staff, parents and visitors when on the school premises or undertaking work, activities or trips under the aegis of the school.

They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.

- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils. □ Review and monitor the effectiveness of this policy.

The Principal is responsible for the day to day running of the school. They will:

- Promote a positive, open 'health and safety' culture in school
- Report to the Board of Governors on key health and safety issues
- Seek advice from other organisations or professionals as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement fire safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager to ensure any building/grounds issues are dealt with in a timely manner

Senior Leadership within the school will support the Principal in their role.

They will:

- Ensure risk assessments are undertaken, are accurate and appropriate
- Deal with any hazardous practices, equipment or building issues and report to the Principal if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Ensure that their staff are aware of health and safety procedures
- Carry out investigations into accidents and produce reports

The Business, Facilities and Security Managers are responsible for day to day maintenance and security issues. They will:

- Ensure that any work that has Fire Safety , health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner with a focus on preventing fire
- Ensure any contractors on site are competent in fire prevention and safety, matters

- Carry out a daily check of the grounds and buildings to spot any fire hazards (including potential) such as sources of fuel and ignition/heat such as loose wiring, fuel, etc.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, particularly in relation to Fire Safety
- Fully co-operate with Fire safety, and health and safety arrangements during larger building projects

All School Staff will:

- Read the Fire Safety Policy
- Comply with the School's fire safety arrangements
- Take reasonable care of their own and other people's fire safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition, combustibles items far away from sources of heat and ignition. This includes the switching off of electrical equipment, lights, air conditioners etc.
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the school rules and procedures on discipline, Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

## **Fire Safety Procedures**

### **Fire Incident Reporting**

- Incidents or accidents involving fire must be recorded using the Incident Report Form.
- The completed Form should be reviewed by the Senior Leadership Team and the Principal
- Review should involve recommendations for remedial and preventive actions

#### Control of Inflammable Substances

- The use of inflammable substances in the school will be kept to a minimum.
- A register of hazardous (including inflammable) substances will be maintained and be available for review and use in case of emergencies □ Gas lines and valves are inspected on a regular basis for leaks.
- If gas cylinders are used/stored, they are stored in specially designated areas with appropriate access control.

#### Cooking equipment

- Cooking equipment including ovens, hobs and stoves will only be used if fire precautions are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

#### Electrical Safety measures

- High quality circuit breakers and wiring are used
- All electrical panels, UPS, invertors and electrical systems are inspected and checked annually and after stormy weather.
- The backup Generators and their associated equipment are inspected monthly for operation and safety.
- All items of portable electrical equipment in school are inspected and checked annually

#### Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Directions for exit in case of fire are displayed by the door of each classroom
- Fire extinguishers and suppression equipment is installed based on the type of fire hazard being controlled (eg CO2 for electrical fire).
- Fire extinguishers are checked annually
- Smoke detectors are installed in each room They are checked annually.
- An evacuation/fire alarm is installed in the premises and is tested regularly.
- A fire drill is practiced and documented once a term by the Security Manager □ Evacuation times and any issues which arise are reported to the Governors □ This policy is in line with the health and safety policy and evacuation policy.

#### Laboratory safety

- Safety procedures in the science laboratory should be in-line with the school's guidelines on laboratory behaviour.

- Hazardous (including inflammable) substances are only handled by trained personnel. Special storage facilities with access control are in place for the storage of such items.
- The gas lines and valves are inspected and on a regular basis. There are shutdown safety protocols in place when the staff exits the laboratory and leaves it unattended (eg at day end).

#### Risk Assessment

- The school undertakes, or has access to, risk assessments prior to approval of activities in school; school visits and regarding the running of the school building and ground
- The risk assessment includes assessment of hazards that are potential sources of fire (installation and condition electrical systems, and handling/use/storage of inflammable materials).

#### School Trips

- The school has a policy on school trips
- Fire safety protocols are followed on trips to avoid harm or injury to pupils and staff.

#### Training

- The school provides fire safety training on a regular basis to its staff.
- Training needs may also be identified as part of a risk assessment process

Reviewed: November 2025

Next Review: November 2026