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## Fire Safety Policy (Qurtobah Campus)

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## Introduction

The Governing Body takes fire safety seriously. For this reason, the Fire Safety Policy has been formulated to comply with the Civil Defence guidelines and legal obligations to students, staff, and visitors under the KSA equivalent of the 'Regulatory Reform' (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, the Fire Safety Policy also forms part of the overall school Health and Safety Policy.

Reigate Grammar School Riyadh (RGSR) is committed to providing a safe and secure learning environment for all students, staff, and visitors. Fire safety is of paramount importance, and this policy outlines the procedures and responsibilities to prevent and respond to fire emergencies effectively. This policy is applicable to all RGSR facilities at the Qurtobah Campus in Saudi Arabia.

### 1. Fire Prevention:

- 1.1. Design and Construction: Ensure that all school buildings meet the local fire safety regulations and standards during the design and construction phase.
- 1.2. Electrical Safety: Regularly inspect and maintain all electrical systems, equipment, and wiring to prevent electrical fires.
- 1.3. Fire Hazards: Identify and eliminate potential fire hazards, including the storage of flammable materials and chemicals.
- 1.4. Smoking Policy: Prohibit smoking within school buildings and on the school campus.

### 2. Fire Detection and Alarm Systems:

- 2.1. Install and regularly maintain fire detection and alarm systems throughout the school premises, including smoke detectors, fire alarms, and emergency lighting.
- 2.2. Conduct regular fire drills and evacuation exercises to ensure that all occupants are familiar with emergency procedures and evacuation routes.
- 2.3. Ensure that all staff members are trained in using fire extinguishers and other firefighting equipment.

### 3. Evacuation Procedures:

- 3.1. Develop and communicate clear evacuation procedures that include primary and secondary evacuation routes.
- 3.2. Conduct regular fire drills to test the effectiveness of evacuation procedures.
- 3.3. Designate assembly areas where occupants can safely gather after evacuating the building.
- 3.4. Establish a chain of command for coordinating evacuations and ensuring accountability for all individuals.

### 4. Firefighting Equipment:

- 4.1. Ensure that all firefighting equipment, such as fire extinguishers, fire hoses, and hydrants, is properly maintained, inspected, and accessible.
- 4.2. Train designated staff members in the proper use of firefighting equipment.

### 5. Emergency Contact Information:

- 5.1. Maintain an up-to-date list of emergency contact information for all students, staff, and visitors.
- 5.2. Establish communication protocols for reporting fires and other emergencies.

### 6. Fire Safety Education:

- 6.1. Conduct regular fire safety education programs for students and staff to raise awareness about fire hazards and safety procedures.
- 6.2. Provide training for staff on identifying and addressing fire safety concerns.

## 7. Emergency Response Plan:

- 7.1. Develop and maintain an emergency response plan that outlines the responsibilities of staff and administrators during a fire emergency.
- 7.2. Coordinate with local emergency services, such as the fire department, to ensure a swift response to fire incidents.

## 8. Review and Revision:

- 8.1. Regularly review and update this fire safety policy to incorporate best practices and changes in regulations.
- 8.2. Conduct periodic assessments of the school's fire safety measures to identify areas for improvement.

## 9. Compliance:

- 9.1. Ensure compliance with all local and national fire safety regulations and standards.
- 9.2. Hold individuals accountable for any breaches of this policy.

## 10. Raising Awareness of this Policy

We will raise awareness of this policy via:

- The website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Board of Governors
- information displays in the main school entrance

This Fire Safety Policy is a living document and will be reviewed annually or as needed to ensure the ongoing safety of all occupants at RGSR. All staff members and students are responsible for familiarizing themselves with this policy and for actively participating in fire safety initiatives.

## 11. Appendices with this Policy are:

1. Roles
2. Responsibilities
3. Training
4. Emergency Fire Evacuation Procedure
5. Personal Emergency Evacuation Plan Procedure

# Associated Procedures

## Appendix I:

### I. Roles

Below is an outline of the roles of the key personnel in Fire Safety at RGSR.

#### I.1. Role of the Security Manager

The Security Manager will:

- have overall responsibility for fire safety matters;
- contact the fire service in the event of a fire;
- Be familiar with the principles of fire safety and understand fire hazards and risks.
- be familiar with safety arrangements regarding the evacuation of young people, disabled school personnel and visitors.
- undertake risk assessments that deal with the sources of ignition, fuel, oxygen, structure of the building, location of people especially young people, special educational needs and disabled, procedures and escape routes for evacuation, fire-fighting equipment, and fire safety training programme for school personnel and keep risk assessments up to date.
- ensure outside school security systems and procedures are in place.
- have in place fire procedures; review fire procedures once a term.
- have in place an evacuation of the school building plan and personal evacuation plans for students and school personnel with disabilities;
- conduct fire drills;
- make periodic inspections of fire equipment, including audible fire alarm.
- ensure fire signs and notices are in place on all exits, in classrooms, in corridors, next to fire alarm call points, on fire equipment, and on fire assembly points.
- ensure a reserve supply of fire safety signs are always in stock;
- check that all fire exit doors are clear of obstructions;
- undertake periodic training in all fire safety procedures.
- investigate potential hazards, employee complaints, accidents, and dangerous occurrences.
- make representation to the SLT and others on health and safety matters arising;

#### I.2. Role of the Property and Facilities Manager

The Facilities Manager will ensure that:

- Fire alarms are checked monthly.
- Escape routes and exits are checked for obstructions.
- Fire doors are checked to see if they are working properly with intumescent/cold smoke seals in place and vision panels clear.
- Manual call points are visible and signed.
- Fire procedures are up to date for all school personnel. They undertake periodic training in all fire safety procedures.
- Firefighting equipment is checked and in working order.
- Combustible materials and waste bins are secured away from the building.
- Portable Appliance Testing is up to date.
- Electrical points are not overloaded, and electrical rooms are free of combustible materials.

- Flammable liquids and portable gas bottles are stored correctly.
- Fire evacuation procedures are in place for all disabled persons.
- Building security checks take place every day.
- All rubbish and recyclable material are stored securely, and all refuse bins are kept away from the building in a secure compound.
- make periodic inspections of fire equipment, including audible fire alarm.
- Undertake periodic training in all fire safety procedures.
- Periodic discussions take place with the Security Manager and the Principal.
- Keep records of fire drills, training, and maintenance of equipment.
- Liaise with the nominated governor and report fire safety to the Board of Governors regularly.

### I.3. Role of the Fire Warden

The Fire Wardens will:

- make sure everyone evacuates the building in a safe and timely manner.
- make sure the assigned area is visually searched to ensure no one is left behind and all doors and windows to classrooms have been shut.
- lead staff to comply with all fire and emergency evacuation procedures.
- be familiar with personal evacuation plans for students and school personnel with a disability in their assigned areas.
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm.
- be expected to be fully aware of and comply with all fire and emergency evacuation procedures.

### I.4. Role of the School Staff

School Staff will:

- be responsible for the safe evacuation of all students in their charge
- be familiar with personal evacuation plans for students and school personnel with a disability
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm
- only attempt to tackle small fires that pose no major threat to students, school personnel or visitors to school;
- be expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- be responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
  - not covering heat generating equipment
  - not overloading electrical sockets
  - not leaving rubbish lying around
  - securing recyclable waste in a secure area away from the school building
  - not having large flammable displays along escape routes
  - periodically checking portable electrical equipment
  - keeping escape routes clear at all time
  - not blocking fire exit doors
  - ensure that students for whom they are responsible are informed of fire evacuation procedures
- undertake periodic training in all fire safety procedures and the use of portable fire-fighting equipment.

- report any concern they have regarding fire safety, and any breaches in school security systems and procedures.

## 1.5. Role of Students

Students will undertake regular emergency evacuation drills when they will be taught to:

- listen to the instructions from their teacher or other responsible adult with them at the time the alarm sounds
- remain calm
- be orderly when leaving the building
- treat others, their work and equipment with respect
- support the school behaviour guidelines and guidance necessary to ensure the smooth running of the school
- ask for further help if they do not understand
- use and not willfully misuse, neglect or interfere with things provided for their safety
- exercise personal responsibility for the safety of themselves and others.

## Appendix 2:

### 2. Responsibilities

The Governing Body and the Principal are ultimately responsible for ensuring that the school complies with all statutory fire safety legislation and guidance. Some of this responsibility is shared with senior members of staff.

#### 2.1. The **Safety and Security Manager** and **Property and Facilities Manager** are responsible for:

- Ensuring that fire risk assessments are undertaken, recommendations made are implemented or appropriate management action taken and subsequently keeping the assessment up to date. They will be formally reviewed by an external fire safety consultant every three years with interim annual reviews.
- Ensuring that the installation and maintenance of the fire alarm system, any associated automatic fire detection equipment, evacuation lifts, portable fire extinguishers, emergency escape lighting and signage, is provided and undertaken in accordance with KSA Civil Defence Standard.
- Organising with the relevant Senior Leadership Team Member the appropriate staff members and sufficient coverage across the school site to undertake the role of Fire Warden.
- Organising appropriate fire safety training for all members of staff as agreed by the Senior Leadership Team.
- Supporting the Senior Leadership Team Member in ensuring an Emergency Evacuation Plan is in place and that fire evacuation drills are undertaken at least once during each term for each site.
- Ensuring that easily verifiable and accurate records are kept regarding the testing and maintenance of all fire safety equipment and fire drills/evacuations.
- Organising with the relevant Heads of Departments and Technicians the updating of the relevant information for the **Fire Information Folder** to be kept readily available at the receptionist's desk for use by the Fire and Rescue Service.
- Ensuring that adequate access to all parts of the school is maintained for the Fire and Rescue Service.
- Ensuring appropriate "in house" and contractors tests and works are completed on fire systems to maintain safe operation.
- Undertaking room audits which also includes the checking of the means of escape, fire exits, portable fire extinguishers and fire action notices.

#### 2.2. The **Senior Leadership Team**, and the **Year Leaders** (in Prep School) are responsible for:

- Ensuring that fire safety-related matters are included in their workplace assessments and any "day-to-day" issues are reported promptly to the Property and Facilities Manager.
- Making their staff and students aware of any potential fire hazards and emergency procedures and acting supportively to Fire Warden colleagues in the event of any incident and site evacuation.
- Consulting with the Property and Facilities Manager regarding any proposed changes of use of a particular area or room to ensure that it does not conflict with the fire safety risk assessment and guidance

#### 2.3. The Fire Wardens are responsible for:

- be responsible for the safe evacuation of all students in their area of charge, including students with disabilities.
- Carry with them at all times the Personal Emergency Evacuation Plan of their assigned students in their area of responsibility.
- be familiar with personal evacuation plans for students and school personnel with a disability.
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm.
- only attempt to tackle small fires that pose no major threat to students, school personnel, or visitors to school.
- be expected to be fully aware of and comply with all fire and emergency evacuation procedures.
- be responsible for reminding teachers to carry their class lists with them and leading the students and teachers to the assembly points.
- be responsible for maintaining a high standard of fire precautions in areas under their control or influence.
- ensure that students for whom they are responsible are informed of fire evacuation procedures.
- undertake periodic training in all fire safety procedures and the use of portable fire-fighting equipment.
- report any concern they have regarding fire safety, and any breaches in school security systems and procedures.

#### 2.4. Note:

**Staff with a disability** are responsible for informing the School's Human Resources Manager and their Line Manager of any disability which may affect their ability to evacuate the premises in the event of a fire or other emergency.

**Relevant teaching staff** and **Line Managers** are responsible, in consultation with the **Human Resources Manager** and **Property and Facilities Manager** for ensuring that a suitable Personal Emergency Evacuation Plan (PEEP) is prepared for each individual – staff or student - who would need special arrangements to enable them to evacuate the premises in the event of an emergency.

**All staff** and **students** must take care not to put themselves or others at risk, to follow instructions and report any weaknesses in the fire safety arrangements. Everyone has a duty to ensure that the premises are safe from fire and its effects and not to damage or deliberately misuse any fire safety-related equipment or facilities.



## Appendix 3:

### 3. Training

Training and instruction will be provided as follows:

- All new staff will be required to complete the on-line e-learning Fire Safety Awareness Training module shortly after joining. Thereafter all existing staff undertake these every two years. Separate instructions are issued on this, and records held by the **Property and Facilities Manager**.
- Induction training for new members of staff and students on the actions to be taken on discovering a fire or on hearing the fire alarm will be given by relevant teaching staff, line managers and Human Resources, via TES and Induction Training Sessions.
- The **Property and Facilities Team Members** (Property and Facilities Manager, nominated Fire Wardens and Staff with specific roles in fire safety) will be provided with the updated Fire Safety Policy and Procedures annually, and briefings will be conducted as appropriate.
- Specific fire safety / emergency procedures/handouts will be issued to staff and Invigilators upon joining the school.
- Nominated members of staff will be provided with training in the safe use of portable fire extinguishers.
- Easily verifiable training records will be maintained by the **Property and Facilities Manager** and **Human Resources Manager** relating to any fire safety training provided by the school.
- The **Property and Facilities Manager** will be responsible for providing appropriate information and instructions to the 'Responsible Person' of any third party who hires any part of the premises.
- Fire alarm activations will be fully investigated by the **Property and Facilities Manager** and **Senior Management Team**, and any subsequent recommendations implemented.

## Appendix 4:

### 4. Emergency Fire Evacuation Procedures

#### 4.1. Emergency Evacuation Procedures of the School Building:

All school personnel to be aware of guidelines for the evacuation of the building.

- When executing an evacuation, the **Property and Facilities Manager** assumes control of the site and the situation.
- An evacuation is signaled by a continuous fire alarm ringing.
- The **Security Manager** will be instructed by the **Property and Facilities Manager** to contact the Fire Department.
- Upon hearing the alarm, all students on the premises should remain calm and follow the teacher's instructions to evacuate and proceed to the nearest assembly area.
- The students will then leave via the nearest exit indicated by the class teacher who will be the last person to leave the classroom.
- Before leaving the room, the teacher will make sure that all classroom windows and doors are closed.
- The class teacher/subject teacher should carry his/her register and count the number of students leaving the class and then recount at the assembly point.
- Under no circumstances should any member of staff other than designated people enter the building if someone is missing.
- The fire wardens will sweep the floor and check if all have been evacuated. They will report concerns on the fire wardens' WhatsApp group.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile staff or visitors which consist of:
  - Designated staff will be assigned to all physically challenged or immobile students, staff, or visitors.
  - Designated staff will be trained in appropriate evacuation procedures for disabled and immobile persons.
  - The fire warden will check if the PEEP has been followed.
- The students will gather in their designated places.
- The teacher will check the class register to confirm no student is missing. If all are accounted for, the teacher will hold up a green card. If a student is missing, a red card will be held up.
- Designated Fire Wardens from the two secondary areas will hold up a green card at the head of the ramp and steps to signal that all students have been accounted for in the two different areas.
- The security at Gate 1 will check if all visitors have been accounted for.
- Three sharp blasts from the megaphone will indicate that all is clear, and students can go back to their classes.

#### 4.2. In the event of a fire, the **Safety and Security Manager** will:

- contact the emergency services.
- ensure all rooms are checked using Fire Wardens to ensure that all persons have vacated the building(s)
- ensure all rooms are closed using the agreed Fire Wardens.
- ensure all students, school personnel and visitors are accounted for at the assembly points.
- liaise with the emergency services when on site.

- Use the megaphone (3 blasts) to indicate all is clear, and students can go back to their classrooms.
- organize the evacuation of students off-site if necessary.

## 5. Emergency Lockdown/Intruder Procedures

A lockdown is signalled by **ONE LONG BLAST** from the megaphone siren or air horn.

The All Clear \*\* is given by **THREE SHORT BLASTS** of the siren.

Upon hearing the alarm all persons on site are to .....

1. **MOVE** into the nearest classroom/ office even if it is not your own
2. **BRING** in stragglers (students / any staff/visitors)
3. **LOCK / BLOCK** the classroom/office door \*
4. **SECURE** windows and close blinds or curtains (Ground floors) \*
5. **TURN OFF** the lights and projectors \*
6. **COVER** the window in the door if you have one \*
7. **MOVE** everyone into an area away from external view \*
8. **TAKE** attendance and note the names of any stragglers you have taken into your room
9. **HAVE ACCESS** to your phone for WhatsApp / Email Messages, make sure that it and all student phones are on silent mode. Students should not be using their mobile phones.
10. The room is to be **SILENT** so as not to attract attention
11. **IGNORE** any fire alarm/bell (unless you smell/see evidence of a fire)
12. **AWAIT** Official Release / All Clear \*\*

### Named Staff

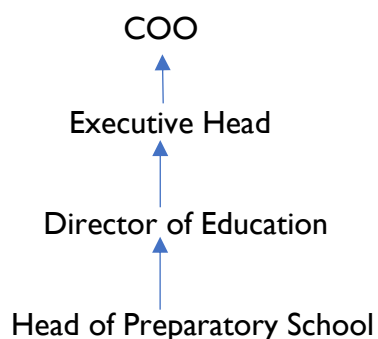
**Head of Preparatory School:** Stephen Deady

**Property and Facilities Manager:** Jessica Mahinay

**Safety and Security Manager:** Rasel Miah

**Receptionist:**

## 6. Lines of Communication/Reporting for Evacuation Registration

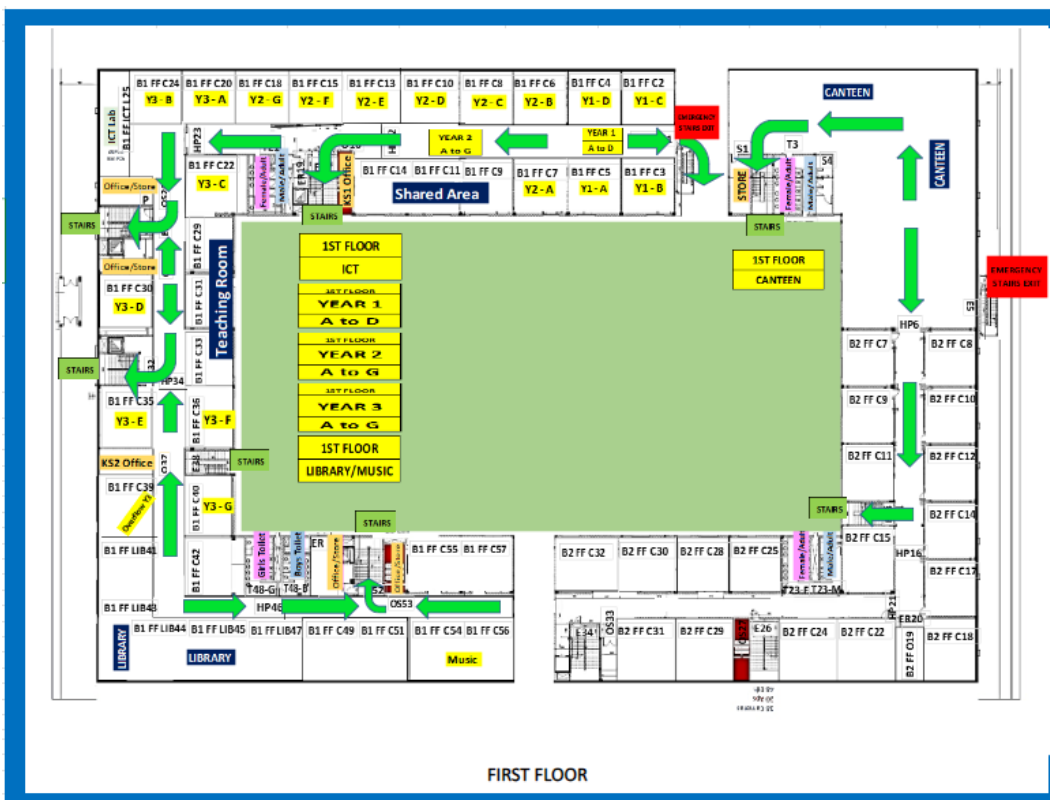
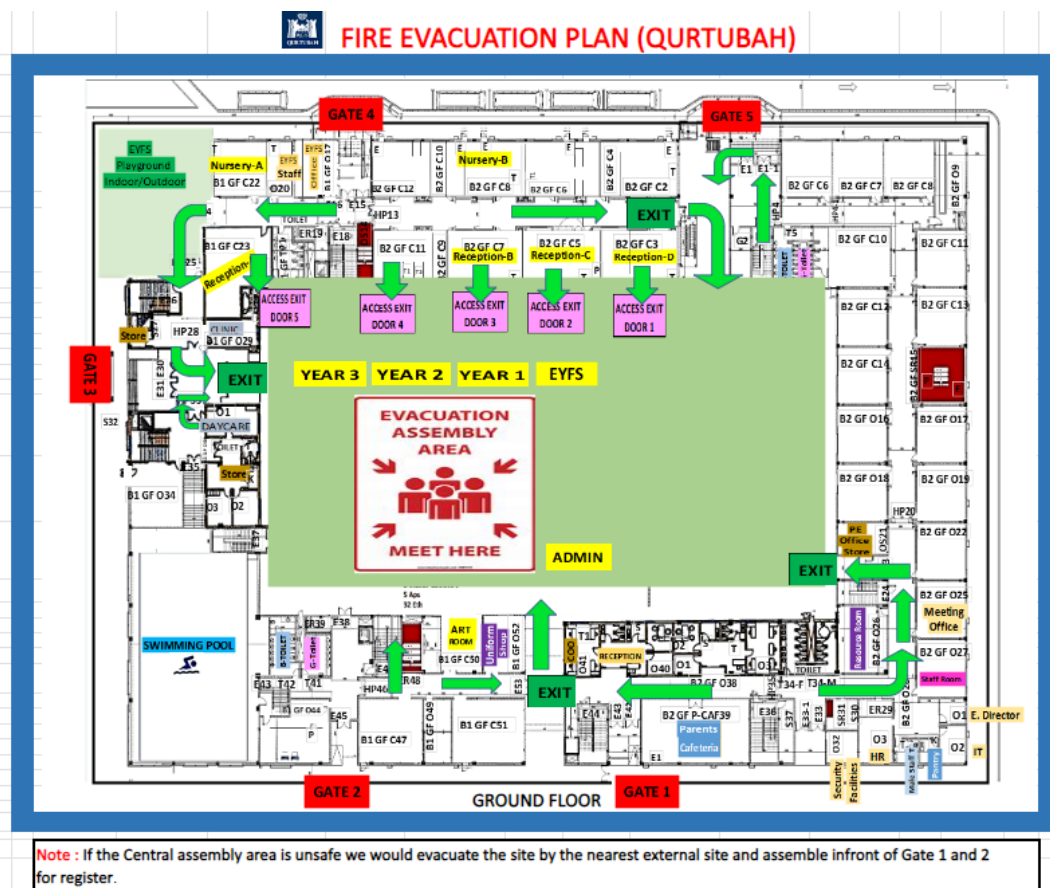


Head of Senior School	Head of Preparatory School	Operations Manager
Deputy Head of Secondary	Deputy Head of Prep	Office/IT Staff
Assistant Heads	Coordinators	Campus Team
Heads of Departments	Year Leaders	Visitors
Year Leaders	Class Teachers	
Class Teachers	Teaching Assistants	
Assistants		

## 7. Fire Wardens

NAME	AREA to Sweep
Geraldine Baldovino (TA Reception)	Ground Floor - EYFS (from Gate 4 Entry to end of EYFS Corridor)
Heidee Salcedo (TA Nursery)	Ground Floor - EYFS (from Gate 4 Entry round to Day Care)
Sadek Hossain	Ground Floor – Admin (from Parent Cafe to PE office)
Jody Smith (Admin)	Ground Floor – Admin (from Parent Cafe to Art Room corridor)
May Owen (TA Year 1)	First Floor - Corridor from Year 1 to ICT Room
Jenny Montecino (TA Year 2)	First Floor - Corridor from ICT Room to Library
Rosemarie Adapon (TA Year 3)	First Floor - Corridor from Library to Music Room
Dulal Befari	First Floor - Canteen
Oulaya (LOTE)	Second Floor – LOTE Area

## 8. Primary Evacuation Site





## Appendix 5:

### Personal Emergency Evacuation Plan (PEEP) Procedures

When the alarm sounds all designated school personnel assigned to physically challenged or immobile students, staff or visitors will go to the venue within the building or grounds where their assigned person is working/visiting and then calmly lead that person to the first available fire exit and then to the assembly area.

All designated school personnel will carry with them at all times the Personal Emergency Evacuation Plan of their assigned person that outlines the following information:

- Name of Student
- Year Group
- Type of Disability
- Mobility
- Name of Designated Person(s)
- Role of Designated Person
- Timetable of Student / Person & Room Location

It is very important that the PEEP must be kept up to date at all times.

#### Personal Emergency Evacuation Plan

Please keep this PEEP with you at all times and update it when necessary

Name of Designated Person	Role	Work Location
Manal Seifeldine (LSA) Hanan Ikah		Year 3 Area, Floor 1

**Note: Roses's personal caregiver should remain close to his location when she is attending lessons other than in the Y2 Red classroom, such as specialist lessons or events in the Auditorium. The caregiver should be always nearby. She is responsible for the student's safety during emergency evacuations in case their designated person is in another building.**

Name of Assigned Person	Student	Member of staff	Visitor	Type of Disability	Able to walk	Uses a wheelchair/walker
Rose Essa (Y2 Red) Please tick where appropriate	✓			Cerebral Palsy		✓
Timetable & Room Location of Person Assigned to a Designated Person must be available to the Designated Person.						