

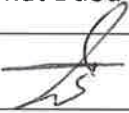


BELVEDERE INTERNATIONAL SCHOOL

FIRE SAFETY POLICY

2024-2025

Review Date:	November 2024
Next Review Date:	November 2025

Principal	Mr. Ismat Daou		
Signature		Date:	Feb 2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	

Policy Statement

Belvedere International School is committed to protecting staff, pupils, parents, visitors and contractors from the dangers of fire by regularly assessing, reducing and controlling the risk of fire occurring or causing harm.

Aims

The School aims to keep the fire risk assessment up-to-date, to maintain fire prevention and fire-fighting equipment in good order by regular inspection, testing and maintenance and to ensure that staff and pupils have an appropriate understanding of the risk of fire and are capable of safe evacuation if necessary.

A fire evacuation practice is conducted at least once every term.

The School undertakes to:

- Produce a fire risk policy which provides for the elimination or reduction of risks from dangerous substances
- Develop fire procedures and provide staff training (repeated periodically where appropriate)
- Ensure the safety of staff or anyone else legally on the school premises
- Carry out fire drills and contact emergency services when necessary
- Appoint per location competent people (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire-fighting and evacuation)
- Have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers
- Provide staff and any others working on the Nursery and school site with fire safety information

Practice and Procedures

Designated Fire Wardens

The school building has designated Fire Wardens, and the School Principal is the Chief Warden (Mobile: 050-8551060).

Procedure in the Event of a Fire

At all times the overriding priority is the safety of pupils, visitors and staff. If the fire alarm sounds, everyone should assume there is a fire until told otherwise. Pupils should never be allowed to fight a fire.

Staff should only attempt to fight a fire if they have no other responsibilities and are confident they can do so without putting their own life in danger.

Fire Prevention

Most fires are preventable.

Staff can help to prevent fires by following some simple rules:

- Know your workplace
- Report any faulty or missing items of fire protection/fire-fighting equipment immediately
- Know what the fire bell sounds like and ensure that pupils do too
- Impress on pupils the dangers of fire
- Explain to pupils that fire prevention is their responsibility too
- Remove/extinguish/switch off any potential causes of fire when you leave a room
- Do not overload electrical sockets, or tamper with plug fuses
- Take special care with portable heating appliances
- Make sure that all portable electrical equipment has been tested
- Be vigilant – notice doors wedged open, escape routes blocked, etc

Alarm Systems

The early detection and warning of fire are the most effective means of preserving life and property so the school places a considerable emphasis on fixed systems. Tampering with such systems is very dangerous.

Location

Automatic fire detection and alarm systems are fitted in all areas of the building.

Evacuation Procedures

If the fire alarm sounds in any part of the building it will be triggered in all parts of the building to ensure that all pupils, staff and visitors can be safely accounted for.

Guidance for teaching staff

If the alarm sounds during a teaching period or during a time when pupils are in classrooms:

- Pupils should be accompanied in a calm and purposeful manner out of the building by the nearest safe exit [the nearest fire exit is marked on the map on the door of each classroom.
- Once safely out of the building, they should be accompanied to the evacuation area.

If the alarm sounds during break, lunch, lesson changeover or before/after School:

- All individuals should leave the building they are in by the nearest safe exit to the evacuation area. Members of staff should instruct all pupils and visitors to the school in their vicinity to do the same in a calm, confident and assertive manner.

Guidance for non-teaching staff

On hearing a fire alarm non-teaching staff without a specific evacuation responsibility should exit the building in a calm and purposeful manner by the nearest safe exit to the evacuation area. Members of staff should instruct all visitors in their vicinity to do the same.

Guidance for visitors

On hearing a fire alarm, visitors should exit the building in a calm and purposeful manner by the nearest safe exit to the evacuation area at the rear of the School.

Children completing physical education or swimming classes:

Students should bring suitable clothes cover (e.g dressing gown) that is left poolside in case of an evacuation.

Girls should bring a suitable non-transparent cover (dressing gown or abaya) that is left poolside in case of an evacuation.

Evacuation area

Once individuals arrive at the evacuation areas they should line up in a quiet and orderly fashion to be counted.

Registers should be handed to class teachers by the Admissions Officer.

Class teachers should check the registers and alert the Principal immediately of any pupils who are unaccounted for.

The Receptionist should check the visitor book and alert the Principal to any visitors who are unaccounted for.

The Facilities/Health and Safety Officer should contact the emergency services in the case of an emergency.

The Principal will make the final call on whether it is safe to re-enter the building.