

## Fire Safety Policy

### Purpose

The purpose of this policy is to ensure the safety of all students, staff and visitors at IBSB in the event of a fire. This policy sets out clear guidelines for staff to follow in preparation for the possibility of a fire and in the event of an actual fire. Our priority at all times is the safety of individuals.

### Overview

We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under Romanian law and also the UK Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised and include the documentation or reduction of risks from dangerous substances. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy.

To assist us in achieving the highest level of fire safety we are inspected regularly by the Romanian Fire Department to carry out regular Fire Risk Audits on the school to ensure that all precautions are taken and all procedures followed both on the main campus and the new Sixth Form campus, located on level three and five of the CODECS Building.

### Fire Wardens

#### Primary Warden

#### Secondary Warden

#### Main Campus Office Admin Building

EYFS Centre Ground Floor  
Lunchroom  
Finance Office Level 1  
Office Admin Level 2

Angharad Morgan  
Ana Maria Stere  
Mihaela Vlad  
Flori Georgescu

Irina Ranete  
Iulia Boboc  
Elena Iluita  
Lea Cohen

#### Main Campus Primary

Library:  
Primary Ground Floor:  
Primary First Floor  
Primary Second Floor:

Veronica Pintilie  
Orla O'Dwyer  
Odeta Acxenie  
Andreea Cazacu

Emelia Cucu  
Emilia Cucu  
Alexandra Ivascu  
Luiza Stoica Diaconovici

#### Main Campus Secondary

Secondary Basement:  
Secondary Ground Floor:  
Secondary First Floor  
Secondary Second Floor:  
Secondary Third Floor:

Rob Lever  
Pete Ennion  
Bohdan Pantella  
Anthony Varden  
Aurora Stroescu

Philip Orme  
Cristina Marascu  
James Hudson  
Mihaela Senzaconi  
Diana Lia

#### Main Campus PE Hall

Maria Orban

Paul Georgescu

#### Sixth Form CODECS Campus:

Level 3

Johanna Croci

Blessy Savu

#### Sixth Form College Campus:

Main Building  
Office Admin Building  
Examination Room

Jayne Baker  
Roxana Anghel  
*Person on duty for exams*

Kendall Peet  
Kendall Peet  
Roxana Anghel

#### Dallas Admin Building

Dallas Admin Building

Dan Boboc

Marius Bogdan



**Members of staff responsible with the switching off the electricity and gas in case of emergency are: the Site Manager, Security staff and Guards. They are all aware of the switching points and will action immediately in case of an emergency.**

There shall be a meeting with all fire wardens as the start of the school year to confirm roles and responsibilities.

## Fire Safety Officer

The Fire Safety Officer responsible for ensuring that the school meets local fire and safety standards is the Site Manager Iulian Marin.

### The Fire Safety Officer is responsible for:

- Overseeing the annual visit from the local fire safety authority, with documentation completed
- Overseeing the annual service of fire extinguishers
- Ensuring all fire extinguishers are securely in place as required
- Ensuring staff receive adequate annual training in regard to the use of fire extinguishers
- Ensuring that emergency fire safety doors are functioning effectively
- Ensuring that emergency evacuation plans are placed in each room
- Ensuring regular fire emergency evacuation drills are carried out on a half termly basis

## Staff Duty of Care

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All staff are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

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## Communication

All staff will be kept informed by their line manager or respective Head of School of any relevant changes to fire safety procedures or fire risk assessments.

If staff have any concerns regarding fire safety within the school, they should inform the Head of School directly.

## Procedures

The following procedures are in place to ensure high standards of fire safety.



- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Site Manager and by the Fire Wardens.
- Each room has an emergency evacuation plan. Staff should be familiar with the plan and should inform all students of the procedures in regard to safe evacuation at the start of each course.
- The fire evacuation procedure will be practised each term. A record will be kept by the Deputy Head of School of the date and the time taken to evacuate the buildings.
- It is noted that there are two distinct situations where different evacuation procedures are required: firstly, when students are in class, and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Health and Safety Officers or their 'responsible person'.
- Evacuation procedures are posted prominently in every corridor next to the Fire Alarm Call Point.
- All fire extinguishers are serviced and maintained annually by a suitable contractor. If any staff member notices defective or missing equipment, they must report it to the Health and Safety Officer (Head of Primary/Secondary).
- Alarms are checked every year by a suitable contractor and tested regularly.
- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.
- All visitors must be logged into the Visitors' Log Book in the admin offices on arrival on site and must be accompanied by a member of staff at all times.

*Please see the School Control Register for all records of checks, certificates and remedial works.*

## Emergency Evacuation Plan

To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Head of Primary/Secondary/School/KS5 Coordinator/Office Manager will sweep their respective buildings or shall temporarily allocate this function to an alternative suitably trained member of staff.

### If you discover a fire

#### 1. Raise the alarm immediately.

This can be done by activating the **Fire Alarm Call Point**. Fire Alarm Call Points are located on the ground floor of both the Primary and Secondary buildings on the left directly inside



the main entrance, and can be activated by pressing hard against the button with your thumb.

The fire alarm is a continuous ring. [The earthquake **practice alarm** is a staccato ring].

## **2. If you hear the fire alarm:**

Leave the building immediately using the nearest available fire exit.

Report to the assembly point for a roll call.

If you are with a visitor, ensure they accompany you.

## **3. Evacuate immediately using the nearest available fire exit.**

If a teacher is with his/her students in a classroom, he/she should take the students to the line-up area outside. Do not stop to pick up any personal possessions. Do not stop to shut windows. The last staff member leaving the room should ensure that the door is shut and that the Fire Safety Sign is taken from the back of the door and placed on the outside of the door to show the room has been cleared.

If children are out of the classroom when a fire starts they should make their way quickly and safely, by the nearest exit, to the playground where they should report to their teacher.

If students, staff, or visitors are outside the buildings, they should make their way to the designated meeting area.

Pupils, staff, and visitors in the CODECS should use the stairs (not the elevator). Once outside the CODECS building, staff and students should make their way across the road to the Sixth Form Campus for roll call. All students in the Sixth Campus buildings should exit the buildings calmly and sensibly, meeting in the Sixth Form Courtyard for roll call.

Pupils, staff, and visitors in the Office Admin Building on the Main Campus should use the stairs (not the elevator). Once outside, staff and students should make their way to the area for roll call in the main courtyard.

Having exited the buildings, no-one should re-enter the buildings for any reason.

In a situation where there is a missing person, the relevant Head of School (Primary/Secondary), and in their absence the Head of School, will assess the danger of re-entering a building to search for a missing person.

In times of a pandemic, removing students, staff, and visitors from the immediate danger is the priority. Where social distancing can be maintained, this should happen.

## **4. Fire/Earthquake Wardens – on hearing or setting off the alarm**

Fire/Earthquake Wardens should encourage everyone on their level to evacuate as soon as possible. Check rooms are all empty before evacuating their level.

## **5. Report location of the fire if known**



If you were in the room with the fire, you should inform the Fire Warden and Health and Safety Officer (Heads of School) as to the location of the fire.

## 6. Report to the assembly point for a roll call:

- Main campus                      Main Campus Quad/Playground Area
- Dallas Building                Main Campus Quad/Playground Area
- CODECS Building              Sixth Form College Quad/Courtyard
- Sixth Form College            Sixth Form College Quad/Courtyard

Students should line up in front of their class number.

The office staff will bring the class registers to check all students are present.

Head of Primary and Secondary will take the teacher register

Head of Office will take the Office Admin Staff, Cleaners, drivers, and Guards register

If you are with a visitor, ensure they accompany you.

If possible, the Health and Safety Officers should bring the Visitors' Log Book

## Staff responsible for taking roll calls

The Form Teachers take roll and report to the Head of Primary and Secondary (or Deputy Head of School in their absence). If there are any students absent another sweep of the buildings will be carried out by the Heads of School if possible.

Office staff will try to contact any missing person by phone, and will contact parents and the fire department to inform them of the situation.

Staff should take every measure to calm students and to ensure their safety.

## 7. Fire Alarm Status

In the event that the fire alarm is for a genuine fire, then the designated person (Office manager Lea Cohen or office staff) must call the fire brigade as soon as possible.

In the event that the fire alarm is a false alarm, then the Fire Wardens should establish the cause before letting anyone re-enter the building.

## 8. Before the Fire Brigade arrives

If there is a fire, the staff who have received appropriate training, and if it is agreed that the situation does not place them at risk, can make use of the fire extinguishers located on every floor in every room to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

## 9. Liaising with the Fire Brigade

The persons designated to liaise with the Fire Brigade on its arrival are the site manager Iulian Marin and the Deputy Head of School. The persons designated to liaise with the Fire Brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the roll call and must provide them with the Visitors' Log Book and the names of any person not accounted for during roll call.



## **10. Injured persons**

Any person who is injured at the time of the fire should receiving care in accordance with the Medical First Aid Policy.

### **Related Policies**

WS Earthquake Risk Policy

WS Lockdown Policy

WS Medic First Aid Policy

WS Health and Safety Policy