

Eerde IBS Fire Safety Policy



Coordinator:	Christel Brandwagt
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Health and Safety Coordinator	Christel Brandwagt
Health and Safety Officer	Jarno Kruidhof

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Introduction:

We believe it is essential to have in place an effective policy for the evacuation of the school buildings and residential accommodation in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of the school personnel to make themselves familiar with this policy and procedures to ensure the safe evacuation of all students.

We will ensure that regular fire risk assessments are undertaken, that fire equipment is maintained to a high standard, that all school personnel are aware of and trained in the detailed evacuation procedures in order that no life is put in danger in the event of a fire.

Aims:

- To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.
- To have in place a programme of regular evacuation procedures.
- To have in place personal evacuation plans for any disabled student or member of the school personnel.
- To ensure that appropriate fire precaution systems are in place and followed.
- To ensure that the Health and Safety Officer undertakes regular training.

Roles and Responsibilities:

Role of the Supervisory Board

The Supervisory Board, has:

- appointed the Operations Director as Health and Safety Coordinator to take overall responsibility for fire safety matters at this school;
- delegated powers and responsibilities to the School Director to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;



- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Operations Director

The Operations Director will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- work closely with the Health and Safety Officer and Health and Safety Committee;
- liaise regularly with the Health and Safety Officer to review risk assessments, evacuation procedures and fire precaution systems;
- in the event of industrial action by the Fire Service have in place an emergency action plan;
- ensure that all school personnel fulfil their duties to cooperate with the policy;
- ensure that new school personnel undertake appropriate induction training;
- ensure that established school personnel receive training when required;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy;
- annually report to the Supervisory Board on the success and development of this policy.

Role of the Health and Safety Committee

The Health and Safety Committee will:

- Consist of:
 - Operations Director
 - Academic Director
 - Food and Beverage and Boarding House Manager
 - HR Manager
 - Health and Safety Officer (Facilities Manager)
- support the implementation of this policy throughout the school
- ensure staff in their departments are aware of their obligations in respect of fire safety, complete any relevant training and know what to do in an emergency
- act as Fire Marshalls in the event of a fire



Role of the Health and Safety Officer

The Health and Safety Officer will:

- have overall responsibility for fire safety matters at the school;
- be familiar with relevant fire safety legislation;
- be familiar with the principles of fire safety;
- have an understanding of fire hazards and fire risks;
- be familiar with safety arrangements regarding the evacuation of young people, school personnel, those with disabilities and visitors;
- ensure risk assessments are conducted (usually by the local fire service) that deal with the:
 - fire risks, including sources of ignition
 - structure of the building
 - location of people especially young people and those with special educational needs and/ or disabilities
 - procedures and escape routes for evacuation
 - fire-fighting equipment
 - fire safety training programme for school personnel
- keep risk assessments up to date;
- have in place fire procedures;
- review fire procedures once a term;
- have in place an evacuation plan;
- have in place personal evacuation plans for students and school personnel with disabilities;
- designate an adequate number of staff members to be Fire Marshalls in order to assist with fire evacuations and deputize for the Health and Safety Officer in his/her absence;
- conduct fire drills at least every term in each school building;
- be responsible for fire safety training;
- make periodic inspections of fire equipment;
- make periodic checks of the audible fire alarm equipment;
- make weekly checks to confirm fire safety procedures are adhered to;
- maintain fire equipment;
- ensure fire signs and notices are in place:
 - on all exits
 - in classrooms
 - in corridors
 - next to fire alarm call points
 - on fire equipment
 - 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;
- check that fire detection and protection systems are tested and maintained;
- keep records of fire drills, training and maintenance of equipment;
- contact/liaise with the fire service and the emergency services if a fire takes place;
- undertake periodic training in all fire safety procedures;

In his/her role as Estates Manager, the Health and Safety Officer, along with the Facilities Team, will ensure:

- building security checks take place every day;
- all escape routes and fire exit doors are kept clear;
- all rubbish and recyclable material is stored securely;
- all refuse bins are kept away from the building in a secure compound;
- undertake periodic training in all fire safety procedures.

In the event of a fire, the Health and Safety Officer with a suitably trained member of the school personnel (Fire Marshall) will:

- contact the emergency services;
- check all rooms to ensure that all persons have vacated the building(s);
- ensure all rooms are closed;
- ensure all students, school personnel and visitors are accounted for at the assembly points;
- liaise with the emergency services when on site;
- organise the evacuation of students off-site if necessary.

Role of Designated Fire Marshalls/ BHV Trained Staff

In the event of a fire, Fire Marshalls (BHV trained staff), with the Health and Safety Officer will:

- contact the emergency services;
- check all rooms to ensure that all persons have vacated the building(s);
- ensure all rooms are closed;
- ensure all students, school personnel and visitors are accounted for at the assembly points;
- liaise with the emergency services when on site;
- organise the evacuation of students off-site if necessary.



Role of School Personnel

School personnel:

- are responsible for the safe evacuation of all students in their charge;
- must 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;
- will only attempt to tackle small fires that pose no major threat to students, school personnel or visitors to school;
- are expected to be fully aware of and comply with all fire and emergency evacuation procedures;
- are responsible for maintaining a high standard of fire precautions in areas under their control or influence such as:
 - not covering heaters
 - 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
 - keeping escape routes clear at all time
 - not blocking fire exit doors
- must ensure that students for whom they are responsible are informed of fire evacuation procedures;
- undertake periodic training in all fire safety procedures;
- must report any concern they have in regard to fire safety;
- must report any breaches in school security systems and procedures;
- report any concerns they have on any aspect of the school community.

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 that is with them at the time the alarm sounds;
- remain calm;
- be orderly in leaving the building;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;



Students are expected to:

- follow the safety rules of the school and, in particular the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- be aware of and comply with this policy;
- ask for further help if they do not understand;

Role of the Data Protection Officer (if necessary)

The Data Protection Officer will:

- have expert knowledge of data protection law and practices;
- inform the school and school personnel about their obligations to comply with the GDPR and other data protection laws;
- ensure data management is strengthened and unified;
- monitor compliance with the GDPR and other data protection laws, in line with the Eerde IBS Data Protection Policy.

Procedure:

Emergency Evacuation Procedures of the School Buildings

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

- When the alarm sounds the students should remain calm and they must listen to the following instructions from the teacher.
- 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 all windows should be closed.
- Doors must be closed when leaving the room.
- The class teacher should count the number leaving the class and then recount at the assembly point.
- Registers will be brought from the office and distributed.
- Under no circumstances should anyone re-enter the building if someone is missing. The fire brigade should be informed of any missing person but no one other than members of the fire service will be allowed into the school building.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile students, 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 procedure for disabled and immobile persons.

Emergency Evacuation Procedures of Boarding Accommodation

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

- All students, on induction should be made aware of fire evacuation procedures for boarding accommodation;
- When the alarm sounds the students should remain calm and they must listen to the following instructions from the house parent.
- The students will then leave via the nearest exit indicated by the house parent who will be the last person to leave the building.
- Before leaving their rooms all windows should be closed.
- Doors must be closed when leaving the room.
- The accommodation present list (student register) will be brought from next to the front door (to the relevant boarding house) and all students will be accounted for;
- Under no circumstances should anyone re-enter the building if someone is missing. The fire brigade should be informed of any missing person but no one other than members of the fire service will be allowed into the school building.
- Personal Emergency Evacuation Plans (PEEP) are in place for all physically challenged or immobile students, 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 procedure for disabled and immobile persons.

Fire Safety Training

All school personnel will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures;
- risk assessments;
- the use of fire equipment;
- good housekeeping practices
- health and safety
- risk management
- school security



All staff should complete an online Fire Awareness course (Educare) on induction and then at least every 3 years or sooner if required.

Key staff who are designated as Fire Marshals should complete annual BHV (Bedrijfs Hulp Verlener) training. Which is organised by the Health and Safety Officer and updated annually.

Alarm System

- Each month the alarm system will be sounded and checked.
- Annual maintenance will take place.
- Key staff will be trained in how to use it.

Emergency Exits

- All exits to be free from obstructions.
- All exits to be checked every day.
- All exits to be clearly signed.

Fire Equipment

- Fire-fighting equipment is located throughout the school buildings.
- Fire equipment to be annually maintained by the Fire Service.
- Key staff to be trained in its use.

Evacuation Exercises

Every term evacuation exercises to be undertaken by students and school personnel, covering all school buildings.

See Appendix 3 - Fire Evacuation Drill Schedule

Emergency Action Plan – Issue with Fire Service

The Health and Safety Officer will undertake the following *Emergency Action Plan* in the event that industrial action is taken by the Fire Service or in the unlikely event that the Fire Service are unable to respond as usual:

- Fire alarms to be checked every day
- Fire evacuation procedures undertaken
- Escape routes and exits checked for obstructions



- Fire doors checked to see if working properly with intumescent / cold smoke seals in place and vision panels clear
- Manual call points visible and signed
- Fire procedures up to date for all school personnel
- School personnel to be extra vigilant
- Firefighting equipment checked and in working order
- Combustible materials and waste bins secure away from the building
- Electrical points not overloaded
- Electrical rooms free of combustible materials
- Flammable liquids stored correctly
- Cookers must not be left unattended
- Toasters must only be used in the kitchen areas
- Halogen heaters must not be used
- Portable gas bottles stored correctly
- Boiler house and plant rooms free of combustible materials
- Fire evacuation procedures in place for all disabled persons.

Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or social issues)
- Open Class discussion (on a variety of matters relating to the school and/or social issues)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends Eerde International Boarding School will be



encouraged and given the opportunity to provide feedback on every aspect of school life during their time with us.

A separate policy exists for student consultation which explains these processes in more detail.

Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Health and Safety
- Emergency Plan



