



ASPIRE ACHIEVE ADVANCE

Policy on Fire safety

Kuwait Fire Department License Validity: April.2023

Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks.

Guidance and responsibilities

The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

Overall Responsibility

The Bursar has overall responsibility for fire safety matters. He shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions. Drills are recorded.

Responsibility of All Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the school's emergency evacuation procedures. They shall ensure that fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedure.

Fire Risk Assessment

Risk Assessments of all classrooms are performed/reviewed annually. Fire hazards are eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.



Regular inspections are made by the School's Security Staff and the Fire Maintenance Contractor to ensure that:

- Fire Extinguishers are in place and not tampered with.
- Fire Escape routes are kept clear and free of flammable materials.
- Fire Escape Stairs are kept free of slipping or tripping hazards.
- Security against arson is maintained.

Fire Detection

All rooms have adequate means of fire detection. The detection equipment is maintained and regularly checked by competent contractors.

Fire System

The fire alarm system control panel is located in the Security Room and is tested as part of the fire drill procedure.

The fire system (detectors, alarms, emergency lighting, emergency exit signs, hoses, pumps) is serviced termly by a competent contractor

Servicing records are stored electronically and at Al Rayan Holding Co.

Fire Fighting Equipment

Fire extinguishers are serviced by a competent contractor biannually and the service date recorded on each extinguisher.

Emergency Lighting

Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, e.g. PAC exits.

Emergency Procedures

see the Emergency Evacuation Policy

As part of the Guard's Saturday Checklist, all perimeter gates are inspected to ensure the

locks work and that the gates open easily and are clear of obstruction. Any issues discovered which may prevent the swift evacuation of the site must be resolved immediately. As part of the logged patrols during the day Security Guards ensure that all walkways, stairwells and exits are clear of obstruction.

Fire Training

At the start of each academic year the Safety Team provides new staff (and existing staff if they choose) training on the use of fire extinguishers. A presentation on the cause and nature of fires is also provided to all new staff.

As part of the annual Health and Safety induction meeting, the Heads of Department outline the Fire and Evacuation plan, location of the fire extinguishers and also how to



raise the alarm and contact the Fire Department.

Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition

must all be present. The processes of prevention are aimed at preventing one or more of

these elements being together.

Therefore:

- no naked flames are permitted in classrooms/offices other than science lab under supervision.
- no heating element/cooking appliances are permitted in classrooms/offices apart from food technology room under supervision and in staff common room for adult use only.
- the maintenance department, Head of Science, Pool Manager ensure that any hazardous materials in their departments are stored in accordance with the relevant Material Safety Data Sheets.
- electrical appliances are inspected (PAT) Termly by the school maintenance department and logs are kept with the Maintenance Supervisor.
- the school's [maintenance policy](#) is adhered to.

Fire Records

The log of all fire and evacuation drills are recorded electronically.

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| Reviewed: | 14 th March 2023 |
| To be reviewed: | Annually by 14 th March 2024 |
| Responsibility: | Heads of department |