



FIRE SAFETY POLICY

Academic Year 2026 – 2027

1 Purpose and Commitment

Belvedere British School (BBS) will prevent fire, maintain effective fire protection, and ensure that everyone can reach safety promptly. Protecting life takes priority over protecting property. The Principal and Governing Board share ultimate accountability and will provide the staff, training, equipment and funding needed to implement this policy.

2 Scope

This policy applies to students, employees, contractors, subcontractors, volunteers, parents and visitors. It covers all BBS buildings, grounds, laboratories, storage areas, school activities, events and work outside normal school hours. Trip leaders must check fire and evacuation arrangements at off-site venues and brief their groups.

3 Regulatory basis

This policy supports the BBS Health and Safety Policy and School Emergency Plan. It is based on the attached ADEK School Health and Safety Policy, Version 1.1, September 2024, particularly Sections 1, 2 and 3.3–3.6, and ADOSH-SF requirements applicable to the school's notified risk classification. Fire and evacuation planning is addressed through ADOSH-SF Element 6, Emergency Management.

BBS shall comply with Abu Dhabi Civil Defence Authority (CDA) approvals, the applicable UAE Fire and Life Safety Code of Practice, and authority directions. The Health and Safety Officer shall maintain a legal register and check amendments. This policy does not replace approved building designs or the site-specific emergency plan.

4 Roles and responsibilities

Role	Responsibility
Governing Board	Approve the policy and resources; review significant risks, overdue actions and incident findings.
Principal and nominated deputy	Implement the policy; approve the School Emergency Plan; direct the school response until emergency services take control; authorise communications and recovery.
Health and Safety Officer	Coordinate risk assessments, training, inspections, drills and records; maintain the emergency plan and reporting process; verify corrective actions.
Facilities Manager	Maintain fire systems, fire doors, escape routes and maintenance contracts; control contractor work and system impairments.
Fire wardens and deputies	Guide evacuation from assigned areas; report hazards and area status. Check only areas that can be checked safely while leaving; never enter smoke or delay evacuation.
Teachers and support staff	Lead students to safety; bring attendance information only if immediately accessible; count and reconcile students; supervise continuously and report anyone missing.
Reception and security	Call emergency services as assigned; take accessible visitor and staff attendance records; direct responders; keep gates and access roads clear.
School nurse and first aiders	Evacuate safely; provide care at the designated safe location; coordinate ambulance support and report casualties.
Students and all other occupants	Follow instructions, report hazards, leave promptly on alarm, and remain at the assembly point. Hosts assist visitors; contractors account for their workers.

The Principal shall appoint named role holders and deputies for every occupied area and shift. Staff must know who is covering absences. Response personnel shall wear clearly labelled role vests; first aid identification shall use a white cross or crescent on green. BBS shall maintain the dedicated, campus-based Health and Safety Officer role and qualifications required by ADEK.

5 Fire risk assessment

A competent person shall assess fire risks before activities begin and whenever premises, occupancy, equipment or work changes. BBS will review the assessment at least annually and after a fire, significant near miss or drill finding. Consult staff and consider students' ages, disabilities, medical needs and temporary mobility restrictions.

Assess ignition sources, combustible materials, oxygen and gas supplies, people exposed, escape capacity and the reliability of protective systems. Include laboratories, electrical rooms, kitchens, stages, temporary displays, device charging, stores, contractors and holiday works. Record controls, residual risk, action owners and completion dates in the risk register. Suspend an activity or close an affected area when adequate safety cannot be maintained.

6 Fire prevention controls

6.1 Escape routes and housekeeping

- Keep corridors, stairs, exits, assembly points and emergency vehicle access clear. Exit doors must be readily openable from inside while occupied; security arrangements must allow immediate escape.
- Keep fire doors closed unless held open by an approved alarm-linked device. Do not wedge them open, obstruct their closing, or compromise fire stopping and compartmentation.
- Remove waste regularly. Keep combustible storage and displays away from heat, electrical equipment, detectors, sprinklers and escape routes. Follow approved occupancy limits for classrooms, halls and events.

6.2 Electrical equipment and charging

- Use approved equipment and suitable chargers. Do not overload sockets, connect extension leads in series, or use damaged cables. Competent personnel shall inspect and repair electrical installations.
- Charge Chromebooks and other devices only in designated, ventilated areas under the school's approved charging arrangements. Do not charge damaged, swollen, leaking or overheating batteries. Keep people away, raise the alarm where fire or smoke is suspected, and seek specialist assistance; do not handle a hot or smoking device.

6.3 Chemicals gas and teaching activities

- Store hazardous substances securely with current safety data sheets, segregation and suitable ventilation. Limit quantities and apply documented controls to practical lessons and demonstrations.
- LPG shall be used only for educational purposes through a CDA-compliant central system. Individual LPG burners and cylinders are prohibited. The main supply shall be outside the building, secured against unauthorised access, and linked to the fire alarm as required by ADEK and CDA.
- Smoking and vaping are prohibited on school premises and within the perimeter covered by applicable requirements. Candles, naked flames and pyrotechnics require prior written risk assessment and approval; unauthorised use is prohibited.

6.4 Contractors and hot work

- Induct contractors, review their work methods, and coordinate their evacuation arrangements. Welding, cutting and other hot work require a permit, removal or protection of combustibles, suitable equipment, and a trained fire watch during and after work for the period set by the risk assessment and permit.
- Do not disable fire systems without an authorised impairment plan. Assess and document temporary measures with competent advice and CDA involvement where required. If adequate protection cannot be maintained, stop work, relocate occupants or close the area. Verify restoration before normal use.

7 Fire protection systems

- BBS shall provide integrated detection, alarm, suppression and sprinkler systems, and appropriate portable firefighting equipment, compliant with CDA specifications.
- Maintain valid approvals, licences and competent maintenance arrangements.
- Install HASSANTUK if directed by CDA or the relevant authority.
- Keep inspection reports, service certificates and defect records.
- Testing intervals shall follow CDA requirements, approved service schedules and manufacturer instructions.

8 Fire and evacuation procedure

Emergency contacts: Civil Defence 997 | Ambulance 998 | Police 999

8.1 If fire smoke or a serious burning smell is discovered

- Raise the alarm immediately using the nearest safe manual call point and warn people nearby.
- Do not investigate a suspected fire in a way that delays escape.
- Move away and inform reception or security from safety.
- Reception shall contact Civil Defence on 997, give the school's exact address, access gate, known fire location and persons at risk, and confirm that the call has been made.
- If confirmation is unavailable, another staff member must make the call.

8.2 When the alarm sounds

- Treat every alarm as genuine and evacuate immediately by the nearest safe signed route.
- Do not wait for permission, collect belongings, or use lifts.
- Walk calmly and keep students together.
- Close doors on leaving if safe.
- If the route is affected by smoke or fire, use an alternative safe route; do not pass through smoke.
- The adult supervising the group at the time is responsible for its evacuation, including during breaks, PE, assemblies and clubs.
- Staff escort younger pupils and provide the support specified in individual evacuation plans.
- A person separated from their class proceeds to the nearest safe assembly point and reports to a responsible adult.

8.3 At the Assembly Point

- Keep groups in their assigned areas, away from smoke, traffic and emergency operations.
- Teachers check names against attendance and reconcile pupils at the clinic, interventions, trips and authorised departures.
- Reception and supervisors reconcile staff, visitors and contractors.
- Report both complete groups and discrepancies to the assembly coordinator.
- Report a missing person immediately, including their name, last known location and relevant support needs.
- Pass this information to emergency services.
- Nobody may re-enter to search.
- Continue supervision and repeat headcounts after any relocation or handover.

8.4 Firefighting and Responder Handover

- Only trained, authorised adults may attempt to extinguish a small, contained fire, using the correct equipment, after the alarm is raised and emergency help is called, with a clear escape route and no exposure to smoke.
- Stop immediately if conditions worsen.
- Students must never fight fires.
- Evacuation and supervision must not be compromised.
- Security meets responders at the designated safe access point.
- Provide missing-person details, building plans, alarm information, gas and electrical isolation locations, hazardous materials information and known hazards.
- Only authorised competent staff may isolate utilities when safe; nobody returns to isolate them.

8.5 Return relocation and collection

- No one re-enters until the responsible emergency authority declares the premises safe and the Principal communicates permission. If return is unsafe, use the agreed alternative location.
- Keep pupils supervised and release them only through verified, recorded collection arrangements.
- The Principal or delegate sends factual updates to parents and staff through official channels.

9 Individual Evacuation Support

- The Health and Safety Officer, Inclusion Lead, nurse and relevant staff shall prepare a Personal Emergency Evacuation Plan (PEEP) for anyone needing assistance, in consultation with the person and parents where appropriate.
- Include permanent and temporary needs, sensory and communication barriers, medical equipment and visitors requiring support.
- Each plan shall identify the routes, assistance, named staff and backups, communication arrangements and any specialist equipment.
- Practise the arrangements safely and review when needs, rooms or timetables change.
- Staff must be trained to use evacuation equipment. Do not improvise lifting or carrying.
- A refuge may be used only where it forms part of the approved fire strategy, with communication and a defined assisted evacuation arrangement; nobody shall be left without support or an identified means of evacuation.

10 Training education and drills

- All employees, including temporary and agency staff, shall receive fire induction before taking unsupervised duties.
- Explain the alarm, exits, assembly points, supervision, reporting and emergency roles.
- Provide refresher training at least annually as a BBS standard, and when duties or arrangements change. Provide role-specific practical training for wardens, response personnel and those assisting evacuation.
- Brief visitors and contractors on arrival.
- Teach students age-appropriate fire prevention, alarm response and safe evacuation. Use accessible communication, reassurance and practice for younger pupils and those needing additional support.

BBS will conduct at least one fire evacuation drill each term as its school standard, and more often where risk or CDA directions require.

ADEK's attached policy sets a minimum of annual emergency drills, or as required by Civil Defence. Coordinate drills and any alarm monitoring notifications with relevant providers and authorities; do not make false emergency calls.

Vary drill conditions safely, including blocked-route scenarios, breaks and clubs where appropriate. Record alarm recognition, evacuation and accounting times, attendance, support arrangements, observations and actions. Do not set a speed target that encourages unsafe movement. Debrief staff and closely identified actions before the next drill where practicable.

11 Incidents reporting and recovery

Report every fire, suspected fire, alarm activation, system failure and near miss internally at once.

The Principal and Health and Safety Officer shall record events, protect evidence after life safety actions, investigate causes and track corrective actions.

Arrange medical assessment and wellbeing support as needed. Inspect damaged premises and restore systems through competent persons before reopening.

The Health and Safety Officer shall classify incidents under current ADOSH-SF Mechanism 11.0 and notify the relevant sector regulatory authority and other authorities through their required channels. Where applicable, fatality notification is due within 24 hours; other serious incidents within a maximum of three working days.

Follow any shorter ADEK or authority deadline. Emergency calls and immediate protective action must never wait for formal reporting. Maintain a current reporting matrix covering triggers, deadlines, forms and responsible deputies.

12 Inspection records and review

The following are BBS management checks. They supplement statutory servicing and inspection schedules; they do not replace or reduce CDA, authority or manufacturer requirements. Escalate critical defects immediately and prevent use of unsafe areas.

When	Check or record	Owner
Each occupied day	Clear exits and access; fire doors; alarm panel fault indication; visible damage or obstruction to fire equipment.	Facilities and security
Monthly	Documented fire safety walk-through, action tracking and review of upcoming maintenance.	Health and Safety Officer
Approved service intervals	Test and service alarms, detection, suppression, sprinklers, extinguishers, emergency lighting and associated interfaces.	Competent service provider
Each term	Fire drill, debrief, attendance and corrective action record.	Health and Safety Officer
At least annually and after change	Risk assessment, emergency plan, role coverage, training needs and policy review.	Principal and policy owner

Keep risk assessments, approved plans, permits, system registers, approvals, maintenance and inspection records, training records, PEEPs, drill reports, incident reports and action closure evidence. Apply the ADEK School Records Policy and applicable retention requirements; restrict access to personal and medical information. Preserve records subject to investigation or legal hold.

The Health and Safety Committee shall monitor implementation and unresolved actions. The Principal shall report significant risks and progress to the Governing Board. Communicate approved changes to staff and other affected people. Make this policy accessible and explain the emergency instructions in languages and formats occupants understand. Publish the overarching Health and Safety Policy in the languages required by ADEK.

Appendix A Site readiness and approval

The Principal and Health and Safety Officer must complete and verify the following before issue. Attach current approved site maps and the named emergency team roster to the School Emergency Plan. Locations and names are intentionally left blank pending site verification.

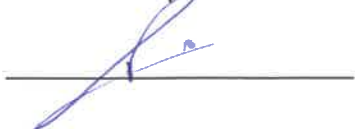
Required detail	School entry or verification
School address and emergency access gate	
Primary assembly point and class allocation	
Alternative assembly point and relocation venue	
Incident coordinator and deputy with contact numbers	
Emergency caller and deputy	
Assembly coordinator and deputy	
Wardens and deputies by area and occupied shift	Attach named roster and coverage arrangements
Nurse and first aider contacts	
Alarm and backup warning method	
Safe command point and backup location	
Current maps and individual support plans	Attach approved routes, exits, equipment and assembly plans; verify PEEPs and assistance coverage
CDA approvals and service arrangements	Verify validity, system coverage, open defects and next due dates; record in the compliance register
Reporting and communication arrangements	Attach current authority reporting matrix and parent communication and student collection arrangements

Review Date: 21 October 2026

Next Review Date: TBC

Approved by:

Principal



School Stamp

BBS Board of Governors

