



## **Fire Safety Policy**

This policy is written as an extension of the Schools for Health and Safety Policy.

### **Objectives:**

The objectives of this policy are:

- To ensure that staff, pupils, contractors and visitors on school premises are safeguarded from injury or death in the event of fire.
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt school business, damage premises or harm the environment.
- To ensure the school complies with relevant fire legislation and standards.

### **Responsibilities**

The Board of Governors are ultimately responsible for ensuring that the school complies with all safety requirements. They may share this responsibility with relevant Senior Staff.

The Health and Safety Officer and the Head of Operations supervise that up-to-date fire risk assessments are in place for school building; the installation and maintenance of fire detection and warning systems: fire fighting equipment; emergency signage and lighting; adequate means of escape from buildings; ensuring means of access for emergency services is provided at all school buildings in the event of fire.

The Headmaster has day to day responsibility for the fire protection and fire response and arrangements that fire evacuation drills are carried out.

The Health & Safety Committee members are responsible for ensuring fire issues are included in workplace inspections and making their staff and students aware of fire hazards and local emergency procedure.

Disabled Staff and Parents of Disabled Pupils are responsible for informing the Head of their school of a disability which may affect their ability to evacuate a building in the event of an emergency.

Teachers and all staff are responsible on hearing the fire alarm, for ensuring that all pupils and visitors leave the school building immediately and proceed to the designated Assembly Point.

Form/Class Teachers are responsible for taking charge of their forms at the assembly point, checking their class with the school register, and noting any missing people and reporting such to the Headmaster / Heads of Section.



### Personnel responsible for conducting specific evacuation procedures 2021-2022

Staff lists:

- 1 st – Business Manager checks Admin staff. Substitute – Headmaster
- 1 st – Head of Primary checks Primary staff. Substitute – Head of Secondary
- 1 st - Head of Secondary checks Secondary Form Tutors. Substitute - Head of Primary
- 1 st – Head of Pastoral checks Secondary non-tutor staff. Substitute – Business Manager

Students registers (SIMs): Dina Lourenço/ Michelle Silveria whoever is in the front office

### Sweep Team

(walkie-talkies system)

| Area                                                                    | Responsible person                  | Substitute                          |
|-------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Primary building                                                        | Dina or Michelle                    | Miguel Saraiva                      |
| Primary huts and Labs                                                   | Miguel Saraiva                      | Dina or Michelle                    |
| Farn Building, British Council's Hut, RQU/MGA's office and new CA rooms | Joana Pinto                         | John Simpson                        |
| Sports Hall                                                             | Joana Saraiva or Alexandra Monteiro | Patrício Palinhas                   |
| Teage Hall and Staff room                                               | Patrício Palinhas                   | Joana Saraiva or Alexandra Monteiro |
| Blue House                                                              | Marta Luiz                          | Andreia Teixeira                    |

Check information on Fire alarm system and investigate the cause: Health and Safety Officer/ Head of Operations

Completion of Evacuation Report: Health and Safety Officer

If evacuation to the alternative Assembly Point at Rua do Paraíso da Foz is necessary:

Open the back gate: 1<sup>st</sup> - Security guard. Substitute - Patricio Palinhas/ Raquel Nunes  
Open the front gate: 1<sup>st</sup> - Security guard.

All staff and students must take care not to put themselves at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety.



## Arrangements

### Fire Risk Assessment of Buildings

- The Health & Safety Officer arranges for a fire risk assessment to be carried out. This is backed up by a regular independent inspection Health & Safety inspection undertaken by an Accredited external entity.
- Fire risk assessments are reviewed at least annually and updated as necessary.

### Fire Detection, Alarm Installations and Fire Fighting Equipment

- Regular testing of the alarm system is made by the Health & Safety Officer and/or Head of Operations on a weekly basis.
- An annual check on extinguishers and fire blankets is undertaken by the fire fighting equipment suppliers (Accredited external entity).
- The fire alarm system and smoke alarms are checked annually by an Accredited external entity.

### Training and Instructions

- Training is arranged for staff; this is given by outside trained experts in this field.
- Three fire drills take place annually; one each term.
- Fire escape routes and fire exit signage are displayed at appropriate locations in all school buildings.

**Last Reviewed: October 2021**

**Next Review: September 2022**