



Gulf British Academy

# Fire Safety Policy

## Whole School

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### General statement

We are a responsible establishment and take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to all building users, including staff, pupils and visitors under the Kuwait Government (Fire Safety) orders.

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety Policy.

### Employees' duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and wellbeing of our staff and visitors.

### Communication

We will keep staff informed of any changes to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed on the evacuation procedures and not left alone unless they are aware of and familiar with all available escape routes.

## **Procedures**

We have introduced the following procedures in order to maintain high standards of fire safety:

- A fire risk assessment has been undertaken, which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practised at least termly and documented.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the location of available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the Administration Department or the Head of School.
- Alarm systems will be tested regularly. This will take place outside the school day whenever possible. Should it be necessary to test the alarm during the school day, all staff will be informed in advance.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary.
- In the event of an emergency, a member of staff will call the fire brigade. This will usually be a member of the Administration Department or the Head of School.
- In the event of the whole or part of the school becoming unusable, we will evacuate to the front of the school as an initial meeting point and be directed by Fire Service Personnel.

This policy forms part of every employee's conditions of employment. Failure to comply may be treated as a disciplinary matter.

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Reviewed: September 2019  
To be reviewed: Annually by September  
Responsibility: Senior Leadership Team