



MAGNO
International
School, Alicante
an Orbital Education School

FIRE AND SAFETY POLICY

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1.Introduction

Handling a crisis is a normal part of school life, but some incidents are significantly more critical or overwhelming in character than others.

San Alberto Magno and Orbital Education are ultimately responsible for the security and welfare of all students, staff, parents and other users of the premises, but individuals also have a duty to look after their own and others' security and welfare.

As a school, we are committed to the prevention of incidents, but understand that should a crisis event occur, the best way to manage it calmly and successfully is through effective preparation.

This Policy should be considered in conjunction with, and with reference to:

- Health & Safety Policy;
- Fire Procedures Powerpoint;
- Spanish Fire Protection and Health & Safety at Work regulations;
- Health & Safety at Work Act, 1974 (UK).

Before starting to work in the school, all staff (including external contracted employees, interns or other volunteers) must familiarise themselves with this policy. They must sign to confirm they have done this, a record of which is kept by HR and the Health & Safety Officer. If you have any questions regarding this policy of the fire procedures, please contact the Health & Safety Officer, Ana Belen Maestre by e-mail to ana.maestre@magnoschool.es, or call 682 197 672.

2.Aims and Objectives

Fire presents a clear risk to the safety and well-being of students, staff, parents and other visitors, as well as to the school's premises and property. It is the overall aim of San Alberto Magno to minimise the risks which may arise from fire. This can only be achieved through a mix of prevention and protection measures. The processes should be part of a system that is well-known, rehearsed and effective.

This Fire Safety Policy applies to all staff, students and visitors to the school, including contractors not employed by the school, and all other users of the school's premises.

This policy is based on Spanish Fire Protection regulations, and aims to:

- make consistent the fire protection activities in all rooms and buildings;
- minimise the chances of fire occurring;
- ensure maximum safety from the effects of fire;
- protect persons, appliances and premises from the consequences of fire.

This policy includes:

- measures for the reduction or elimination of risk from fire or explosion;
- fire-protection measures across all of the buildings, offices and classrooms;
- fire-protection activities, in particular:
 - the tasks and responsibilities of staff, students and visitors;
 - instructions for how to contact emergency services;
 - details of rapid interventions and emergency evacuation procedures;
- staff training and the frequency of training.

3.Fire Risk Assessment

An external Fire Risk Assessment frames the planning and implementation of this policy.

A Fire Risk Assessment is carried out by *SPG* for each building. These are reviewed and consolidated as a whole-school Fire Risk Assessment. Fire Risk Assessments for each building and for the whole school are kept by the Health & Safety Officer.

Risk assessments and the resulting evacuation procedures (routes, exits, signage and lining-up procedures) are reviewed and updated internally every two years, after periodic safety inspections by *SPG*, or after any changes occur that affect the operation of fire equipment and/or those operating it (e.g. installation of new fire detection systems or built-in fire extinguishing systems; significant changes made to the interior of buildings; or changes in staff deployment).

4. Fire prevention

To prevent fire:

- the premises and equipment must be kept clean and maintained in a condition which ensures that it is safe for use;
- the Health & Safety Officer does a weekly visual check of the premises, including fire-fighting equipment and emergency routes, to ensure this. Whenever possible, this is accompanied by the Principal. A further health and safety walk is conducted termly with the RHoS;
- the Health & Safety Officer makes a monthly visual check of premises, checking that all signs and notices (e.g. escape route signs or the extract from Fire Order/Information for Visitors) are displayed correctly.

5. Fire Safety Equipment

A Fire Alarm button is located centrally on each floor of each building.

There are fire extinguishers and hoses located around each building. Each building also has a sprinkler system with its own water supply.

All staff should be familiar with the location of Alarm buttons and extinguishing equipment in the areas in which they work.

Fire extinguishers and other fire-fighting equipment are checked (and refilled/replaced as appropriate) by *Caballero* every 12 months, according to regulations. The date of each check is recorded on the piece of equipment.

The nearest fire station (*Parque de Bomberos ELCHE*) is 11 km away, and the water supply at the school meets the requirements for fire-fighting.

6. Training

Basic fire safety awareness, training and practice play a fundamental part in staff and students dealing with potential hazards or emergencies.

All staff complete basic fire safety training, including the TES Develop *Fire Safety for International Schools* course. Refresher sessions familiarise them after any changes in processes, technology or equipment. Staff also complete the TES Develop *Health & Safety for International Schools* and

First Aid Essentials for International Schools courses. Relevant staff receive advanced training from SPG.

Training records are maintained by the Health & Safety Officer and kept on file by HR, who will notify the Principal when recertification is due, so that appropriate training can be arranged in a timely manner.

Practice of safe and speedy emergency evacuation takes place each term. All evacuations must be treated seriously, even if notified of the practice in advance.

Logs of all evacuations, including practices, are kept by the Health & Safety Officer and referenced in the Principal's monthly report to Orbital Education. Staff are invited to give feedback and input after each evacuation in order to improve processes, and the log sheet is counter-signed by the Principal.

7. Fire Alarm and Evacuation Procedures

In the event of a fire, the priority is to raise the alarm and ensure that everyone gets out of the buildings safely.

A summary of the evacuation procedures and a plan of the evacuation route are displayed in visible places throughout the school.

Everyone in the buildings must evacuate, following the indicated escape routes, and meet at the designated Assembly Point - the PRIMARY FOOTBALL COURT.

Fire extinguishers are provided to aid escape, if required, but are not otherwise intended to be used with regard to putting the fire out.

In summary:

- **If you discover a fire or imminent danger of fire**, only try to remove the hazard or extinguish the fire if you can do so without danger to yourself and others around you. Otherwise, **sound the Fire Alarm**.
- When the Fire Alarm sounds, act immediately to ensure your safety. **The Fire Alarm gives you an early warning to allow you to safely exit the building during an emergency situation.**
- Everyone **MUST** evacuate the building. **Never ignore the alarm or assume the alarm is false or only a test.**
- If possible, **close windows and doors** to prevent fire spreading.
- **In silence, follow the Fire Exit sign for the fastest and safest evacuation route, exit or stairway:**



- **Once outside, move away from the building and assemble at the Fire Assembly Point, at the PRIMARY FOOTBALL COURT.**



- Designated floor ensure no one has always be the last one sweepers will always check the school to been left behind. The floor sweeper will to leave the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, stay away from the area below – this is the hazard zone where serious personal injuries will happen.
- At the Assembly Point (*Primary Football court*), students should stand quietly in a straight line. Classes line up in order from EYFS (closest to the buildings) to Bachillerato
- (closest to the fence).
- At the Assembly Point, each class teacher will be given a register of the students present at school, so they can immediately check if anyone is missing.
- Once all students have been checked and accounted for, the class teacher holds the register up in the air to indicate the class is all in attendance and the register can be collected.
- In case the main Assembly Point (*Primary Football court*) is not safe, the Principal will give an order to safely move to the alternate Assembly Point (*Secondary Football court*).
- The front of the building is where the fire trucks will arrive and the firefighters will be operating. Do not obstruct their access to the building.
- Once outside, never re-enter the building until you are told to do so by the fire department or the Health & Safety Officer.

Evacuation Gate A - Bus Area:

- Purpose: To be used in emergencies when it is determined that this gate provides the safest exit route for individuals located in specific sections of the school.
- Action: David Rico is responsible for unlocking the padlocks to ensure the gate is accessible during an evacuation.

Evacuation Gate B - Main Gate at the Entry Front Area:

- Purpose: Serves as the primary evacuation exit for individuals in risk areas closer to the front of the school or where it is deemed the safest route to exit.
- Action: David Rico is responsible for unlocking the padlocks to ensure the gate is accessible during an evacuation.

Evacuation Guidelines

- All staff and students should be familiar with the school's fire protection system, including the location of fire alarm buttons, escape routes, fire doors and assembly points.
- Every room in the school should have a map posted identifying two ways out (the main route and an alternative in case the main route is obstructed).
- All staff should check their relevant exits each day to ensure that routes and stairways are unblocked, and that doors and other exits are working properly.
- Whilst it is important that the building is evacuated as quickly as possible, order is more important than speed when it comes to conducting a safe evacuation.
- Once everyone has safely exited the building, they should remain outside at the Assembly Point until the 'all clear' has been given to re-enter the school.
- Registers will be checked to ensure that every student and staff member is accounted for.
 - all staff sign-in upon arrival and student registers are taken in the morning. These provide a list of who is present in the building.
 - Any staff or students leaving the site must sign-out, and sign back in again upon return.
 - The sign-out book is cross-checked against the daily registers in the event of an evacuation.
- Students with specific needs should be assigned an adult or a student buddy to assist them.

Practice Drills

- Fire drills must be held at least once a term while school is in session.
- Fire drills should be held both at expected and at unexpected times and under varying conditions, to simulate the variety of conditions that could occur in an actual emergency.
- On the day of the drill, the alarm will be sounded. Make sure that everyone can recognise the sound of the alarm and knows what to do when it sounds.
- On the day of the drill, everyone in the school must participate.
- Fire drills are a good opportunity to identify who among the student population may require additional assistance.

1. Roles and Responsibilities

i) General Operations

Principal [*Rosa Tortosa*]

- designates a responsible Health & Safety Officer [*Ana Belen Maestre*] and an Authorised Fire-protection Consultant [*SPG*] to carry out professional tasks in the field of fire protection, ensuring compliance with all regulations;
- ensures that all staff are familiar with the Fire Safety Policy and have completed fire

safety training;

- ensures all staff, students and visitors comply with the Fire Safety Policy, including imposing sanctions against violators of the provisions;
- ensures the budgeting and purchase of resources and equipment for fire protection;
- ensures the regular cleaning of equipment, facilities and surroundings to reduce risk of fire;
- reports drills and concerns to Orbital Education via the Regional Head of Schools and the Principal's Monthly Report.

Health & Safety Officer [Ana Belén Maestre]

- liaises with the Principal and external consultant [SPG];
- ensures practical training about the dangers of fire and explosion (including preventive and operational fire protective measures when performing specific work) and for evacuating the buildings in the event of a fire;
- completes control sheets twice a year to record the status of fire protection equipment and the implementation of fire protection measures, including:
 - maintenance, inspections and tests of fire protection equipment (fire alarms, emergency lighting, fire extinguishers and hoses, internal hydrants, etc.);
 - maintenance, inspection and tests of equipment or devices that may cause fire or explosion, and of facilities and premises where a fire or explosion may occur;
 - inspection of heating devices and flues, and regular cleaning of chimneys;
 - tests of electrical installations and of lightning conductors;
 - checks that evacuation and intervention routes are clear, and exits and evacuation routes are clearly marked with evacuation signs.
- secures written agreements about measures for safety at work with contractors before they carry out work on the school site.

Authorised Fire-protection Consultant [SPG] David Rico

- liaises with the Principal and Health & Safety Officer;
- conducts Fire Risk Assessments, proposes appropriate fire-protection measures, and updates/revises the Fire Safety Policy within the requirements of the regulations;
- delivers specialist fire-protection training to staff as required, within the guidelines and timelines of the regulations.

All Staff

All staff and contractors on site must:

- perform their work in accordance with the Fire Safety Policy and instructions for fire protection, and not endanger fire safety through their work activities. In particular, they must observe all necessary measures to prevent the occurrence of fire when working with flammable substances;
- understand and be prepared for appropriate action in the event of a fire;
- immediately sound the nearest alarm in the event of a fire
- leave the premises in the event of an evacuation, and go to the Assembly Point;
- not smoke on the school site.

ii) In case of fire

Teachers

- quickly line up the students and lead them along the evacuation route to the Assembly Point;
- if possible, close windows and doors, and turn off electrical items before leaving the room;
- maintain calm and silence, including in the line at the Assembly Point;
- check off students against the register, and hold register high above head once check completed and all students accounted for.
- *In the event someone is missing*, the teacher or responsible staff member should recheck with the sweeper and against the sign out/sign in book. If still in doubt, inform the Principal.

The Principal and Health & Safety Officer notify the firefighters.

- *In the event they are not with students at the time*, teachers evacuate the building and gather with their section at the Assembly Point.

Students

- follow the teacher's instructions and remain silent;
- do not stop to collect belongings;
- follow the teacher to the Assembly Point, and wait silently in a straight line.

Principal [*Rosa María Tortosa* Reserve: Francisco Álvarez]

- goes to the Assembly Point and ensures the correct implementation of the evacuation process;
- receives and assesses information about the nature, location and severity of the incident from the Health & Safety Officer;
- orders the Health & Safety Officer to notify the emergency services if necessary;
- announces "all clear" once the incident or drill is over;
- convenes review of the incident or drill with the Health & Safety Officer, senior leaders and other staff who have information to share.

Health & Safety Officer [*Ana Belen Maestre*]

- goes to the Assembly Point and gathers information about the nature of the incident, including location and severity;
- informs the Principal "Buildings Clear" when all buildings/floors have been indicated clear by the Designated Floor Sweepers.
- informs the Principal about the nature, location and severity of the incident;
- upon instruction of the Principal, contacts the emergency services by calling **112**.
 - When reporting a fire, the caller must clearly state their name, the name of the school, the exact location of the fire, the extent of the fire and the possible danger to human life and, if possible, what is burning or information about the building and the burning materials.
- notifies the Receptionist of the nature, location and severity of the incident, so that she can inform and direct the emergency services upon arrival at the front gate;
- co-ordinates with emergency services;
- keeps a record of the incident or drill review, including time to clear buildings, conduct of participants, successful implementation of training, etc.

Designated Floor Sweepers

Secondary building: Ground floor - *Katya*
Upper and Main floors - *Alicia*
Primary building: Upper and Ground floors - *Cover Teacher* (Reserve: *Yr5/6 teacher*)
Infantil building: *David Rico*
Dining Room building: *Toñi*
Pool and Pavilion: *Juan Llopis*

- check all rooms (including offices, storerooms and toilets) within their designated area, and close doors once room is checked;
- at the Assembly Point, notifies the Health & Safety Officer that the designated area is clear as quickly as possible.

Receptionist [*Lucia*]

- does not allow anyone to enter the premises in a time of danger;
- gathers copies of class registers and takes them to the Assembly Point for teachers to check off students;
- waits for the emergency services at the main entrance and directs them to the site of the fire.

Heads of Section

Infantil: *Trinidad Aniorte Guerrero* (Reserve: *Jennifer Malden*)

Primary: *Aaron Erades*(Reserve: *David Morote*)

Secondary: *Francisco Alvarez* (Reserve: *Jose A. Maciá*)

- supervises section at the Assembly Point;
- checks with class teachers that all students are accounted for, and notifies the Principal;
- checks that all teaching staff in the section are accounted for, and notifies the Principal.

Business Manager [*David Rico*]

- supervises non-teaching staff at Assembly Point;
- checks that all non-teaching staff are accounted for, and notifies the Principal.