



**British International School
of Timisoara**

We Provide the Foundation on Which Our Children Can Flourish

School Policies

Fire safety policy

Approved by:	Head of School	Date: May 2019
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Last reviewed by:	School Leadership Team	Date: June 2020
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Next reviewed by:	School Leadership Team	Date: May 2021
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Fire safety policy

General

The British International School of Timisoara (BIST) is a coeducational private school following a British based curriculum and accepting children aged between 4 and 16. The school will grow gradually, and we will start admitting children also at Key Stage 5 in the academic year 2022 – 2023.

The British International School of Timisoara will offer its students an international experience through a British-based curriculum adhering to the guidelines of the Department for Education in England, Council of British International School and assessed by Cambridge Assessment International Education. Our qualified, internationally experienced and dynamic educators will teach all subjects in English, with the exception of the lessons of Romanian, which are taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

Introduction

At BIST we want to ensure the safety of all our students, members of staff and visitors in the event of a fire emergency. This policy sets out clear guidelines for staff to follow in preparation for the possibility of a fire and in the event of an actual fire. Our priority will always be the safety of individuals.

Overview

We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under Romanian law and the UK Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised and include the documentation or reduction of risks from dangerous substances. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy.

To assist us in achieving the highest level of fire safety we are inspected regularly by the Romanian Fire Department to carry out regular Fire Risk Audits on the school to ensure that all precautions are taken and all procedures followed on the school campus.

Responsibility – staff members

The safety of the children, members of staff and possible visitors is in the responsibility of all members of staff. All staff members are obliged to be aware of the school policies and procedures related to Fire Safety.

Fire safety policy

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

Responsibility – Head of School (and Members of the School Leadership Team)

The Head of School supported by the members of the School Leadership team (Head of Primary / Secondary School and Office Manager) will implement the school policies in the area of Fire Safety, will ensure that all members of staff receive the correct information and training (on site and Educare online courses) relevant for this area and will monitor the smooth implementation and operation of the Health and Safety (including Fire Safety) procedures in the school, including regular checks, risk assessments, fire drills and the process of monitoring the school campus on weekly basis (done by the Fire Safety monitor).

Responsibility - Fire Safety Monitor

The Fire Safety Monitor is responsible with monitoring the school campus to assess the risks and to run weekly visits around the campus checking for possible hazards and report as appropriate in order to ensure action is taken as a matter of emergency in all aspects related to Health and Safety and Fire Safety.

The Fire Safety Monitor is responsible for:

- Overseeing the annual visit from the local fire safety authority, with documentation completed;
- Overseeing the annual service of fire extinguishers;
- Ensuring all fire extinguishers are securely in place as required;
- Ensuring staff receive adequate annual training regarding the use of fire extinguishers;
- Ensuring that emergency fire safety doors are functioning effectively;
- Ensuring that emergency evacuation plans are placed in each room;
- Ensuring regular fire emergency evacuation drills are carried out on a half termly basis.

Responsibility – School Board

The School Board will ensure the school will achieve all relevant authorisations related to Health and Safety and Fire safety. The Board will take all the necessary steps to ensure the school functions in line with local legislation for Fire Safety and will support the Head of School with implementing additional procedures in order to comply with COBIS standards for Fire Safety.

Responsibility – children

Children will take the necessary steps (as guided by form tutors and teachers) in the matter of awareness related to Fire Safety and will cooperate with members of staff in case of fire drills and possible emergencies.

Responsibility – visitors

Visitors must read the information available related to Fire Safety on campus and must follow the members of staff instructions in case of fire drills and possible emergencies.

Communication

All staff will be kept informed by their line manager or respective Head of School of any relevant changes to fire safety procedures or fire risk assessments.

If staff have any concerns regarding fire safety within the school, they should inform the Head of School directly.

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Procedures

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments will take place and will be reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments will be carried out by the Fire Safety Monitor.
- Evacuation plans will be in place as required by local legislation. Staff will be made familiar with the plans and will inform all students of the procedures regarding safe evacuation during form time.
- The fire evacuation procedure will be practised each term. A record will be kept by the Fire Safety Monitor with the date and the time taken to evacuate the buildings and notes related to findings + possible actions.
- It is noted that there are two distinct situations where different evacuations procedures are required: firstly, when students are in class, and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios.
- Training will be provided to all staff during the Staff Induction on the use of fire extinguishers.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes will always be signalled and kept free from obstructions. Escape routes shall be checked weekly by the Fire Safety Monitor. However, it is the responsibility of all members of staff to alert the Fire Safety Monitor or the Head of School if there are any problems related to evacuation routes.
- Evacuation procedures are posted prominently in every corridor next to the Fire Alarm Call Point.
- All fire extinguishers are serviced and maintained annually by a suitable contractor. If any staff member notices defective or missing equipment, they must report it to the Fire Safety Monitor or Had of School.
- Alarms are checked every year by a suitable contractor and tested regularly.
- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Monitor.
- All visitors must be logged into the Visitors' Logbook on arrival on site.

Emergency Evacuation Plan

To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, if both members of staff designated for a specific function are absent, the Head of School/Primary School /Secondary School/Office Manager will sweep the floors of the building or shall temporarily allocate this function to an alternative suitably trained member of staff.

The purpose of fire drill

School fire drills are intended to promote an attitude of mind whereby persons will react rationally when confronted with a fire or other emergency at school or elsewhere. Fire drills will not assume that all escape routes are available. Fire drills ensure that, by means of training and rehearsal, in the event of fire: the people who may be in danger act in a calm and orderly manner, those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned, the escape routes are used in accordance with a predetermined and practised plan, evacuation of the building is achieved in a speedy and orderly manner.

If you discover a fire

Raise the alarm immediately - This can be done by activating the **Fire Alarm Call Point**. Fire Alarm Call Points are located in the school building on all floors and can be activated by pressing hard against the button with your thumb.

BIST is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

Fire safety policy

The fire alarm is a continuous ring. [The earthquake **practice alarm** is a staccato ring].

If you hear the fire alarm:

- Leave the building immediately using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

Emergency evacuation - Evacuate immediately using the nearest available fire exit

- If a teacher is with his/her students in a classroom, he/she should take the students to the line-up area outside;
- Do not stop to pick up any personal possessions;
- Do not stop to shut windows;
- The last staff member leaving the room should ensure that the door is shut and that the Fire Safety Sign is taken from the back of the door and placed on the outside of the door to show the room has been cleared;
- If children are out of the classroom when a fire starts, they should make their way quickly and safely, by the nearest exit, to the playground where they should report to their teacher;
- If students, staff or visitors are outside the buildings, they should make their way to the designated meeting area;
- Having exited the buildings, no-one should re-enter the building for any reason;
- In a situation where there is a missing person, the Head of School (or Head of Primary/Secondary) will assess the danger of re-entering a building to search for a missing person.

Fire Wardens– on hearing or setting off the alarm

Fire Wardens should encourage everyone on their level to evacuate as soon as possible and check rooms are all empty before evacuating their level.

Report location of the fire if known

If you were in the room with the fire, you should inform the Fire Warden and Health and Safety Monitor (or Head of School) as to the location of the fire.

Assembly point for a roll call:

- The assembly point is located next to the football pitch away from the building;
- Students should line up in front of their class number on the wall;
- The office staff will bring the class registers to check all students are present;
- If you are with a visitor, ensure they accompany you;
- If possible, the Health and Safety Monitor should bring the Visitors' Logbook

Staff responsible for taking roll calls

The Form Teachers take roll and report to the Head of Primary and Secondary (or Head of School in their absence). If there are any students absent another sweep of the buildings will be carried out by the Heads of School if possible. Office staff will try to contact any missing person by phone and will contact parents and the fire department to inform them of the situation.

Fire Alarm Status

- If the fire alarm is for a genuine fire, then the designated person (Office Manager) must call the fire brigade as soon as possible;
- If the fire alarm is a false alarm, then the Fire Wardens should establish the cause before letting anyone re-enter the building.

Fire safety policy

Before the Fire Brigade arrives

If there is a fire, the staff who have received appropriate training, and if it is agreed that the situation does not place them at risk, can make use of the fire extinguishers located on every floor in every room to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

Liaising with the Fire Brigade

The persons designated to liaise with the Fire Brigade on its arrival are the site Facility Manager (Fire Safety monitor), Office Manager and the Head of School. The persons designated to liaise with the Fire Brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the roll call and must provide them with the Visitors' Logbook and the names of any person not accounted for during roll call.

Injured persons

Any person who is injured at the time of the fire should receiving care in accordance with the First Aid Policy.

Fire Wardens

Floor	Wardens new building	Wardens old building
Ground floor	Andra Borod / Oana Negrea / Alexandra Recasan	Cornelia David/ Joanne Gogelescu / Claire Bithell
First floor	Silviu Nastase / Daiana Popan/ Carla Preda/ Octaviana Darie	Millica Ergic / Diana Stanica/ Paul Jennings
Second floor	Adriana Mocuta / Mihai Bizgan	

There will be a meeting with all wardens as the start of the school year to confirm roles and responsibilities.

Annual Review

This policy will be reviewed by members of the School Board and School Leadership Team on yearly basis, or every time there is a change in legislation.



FIRE ACTION

FIRE INSTRUCTIONS

If you discover or suspect a fire:

- 1. Immediately operate the nearest alarm point**
- 2. Fight fire (but only if it is safe to do so)**
- 3. Evacuate the building and close all doors behind you**
- 4. Proceed to the nearest assembly point**

ASSEMBLY POINT

On hearing the fire alarm:

- 1. Evacuate the building closing all doors behind you**
- 2. Proceed to the assembly point**
- 3. Do not re-enter the building until instructed to do so by the person responsible**

**Responsible staff will dial
112 for fire emergency**