



REIGATE GRAMMAR SCHOOL VIETNAM

Fire Safety Policy

Policy Author:	Senior Leadership Team
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Objectives

The School takes fire safety seriously. For this reason, the Fire Safety Policy has been formulated to be compliant with Vietnamese legal obligations to pupils, staff and visitors. These include the provision of a safe place of work where fire safety risks/hazards are minimised. Due to its importance, this Fire Safety Policy should be read in conjunction with the school's Health and Safety Policy.

The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. The Fire Safety Policy, plans, procedures and risk assessments at Reigate Grammar School Vietnam are designed to help our community to respond calmly and effectively if fire breaks out in one of our buildings/areas on Campus.

The School will keep staff informed of any changes that are made to the fire safety plan, procedures and fire risk assessment. Visitors to the premises will be escorted to the assembly point, on the astro turf, as necessary in the event of an incident and accounted for by their school contact person/host.

Responsibilities

The **Chair**, the **Education Director** and **Headmaster** are responsible for ensuring that the School complies with all statutory fire safety legislation and guidance. Some of this responsibility is shared with senior members of staff.

The **Operations Manager** is responsible for:

- Ensuring that fire risk assessments are undertaken, recommendations made are implemented or appropriate management action taken and subsequently keeping the assessment up to date. They will be formally reviewed by an external fire safety consultant, usually the local Fire Protection Policy Agency, every year.
- Ensuring that the installation and maintenance of the fire alarm system, any associated automatic fire detection equipment, portable fire-fighting equipment, emergency escape lighting and signage, is provided and undertaken in accordance with the relevant Vietnamese Standard.
- Organising with the relevant **Board of Management Team Member** the appropriate staff members and sufficient coverage across the school site to undertake the role of Fire Warden.
- Organising appropriate fire safety training for all members of staff as agreed by the Operations Director or Board of Management.
- Working closely with the **Education Director** who will ensure an Emergency Evacuation Plan is in place and that fire evacuation drills are undertaken at least once during each term for each site.
- Ensuring that easily verifiable and accurate records are kept regarding the testing and maintenance of all fire safety related equipment and fire drills/evacuations.
- Organising with the Heads/Managers of Departments and Technicians the updating of the relevant information for the Fire Information folder to be kept readily available in E105 Server Room for use by the Fire and Rescue Service.
- Ensuring that adequate access to all parts of the School is maintained for the Fire and Rescue Service.
- Ensuring appropriate "in house" and contractors tests and works are completed on fire systems to maintain safe operation.
- Undertaking room audits which also includes the checking of the means of escape, fire exits, portable fire fighting equipment and fire action notices.

The **Heads/Managers of Departments** are responsible for:

- Ensuring that fire safety related matters are included in their workplace assessments and any “day to day” issues are reported promptly to the relevant School Office team.
- Making their staff and pupils aware of any potential fire hazards and emergency procedures and acting supportively to Fire Warden/Sweeper colleagues in the event of any incident and site evacuation.
- Consulting with the **Operations Manager** about any proposed changes of use of a particular area or room to ensure that it does not conflict with the fire safety risk assessment and guidance.

Staff with a disability are responsible for informing the School’s Human Resources’ Manager and their Line Manager of any disability which may affect their ability to evacuate the premises in the event of a fire or other emergency.

Relevant teaching staff and Line Managers are responsible, in consultation with the Human Resources and Operations Manager for ensuring that a suitable Personal Emergency Evacuation Plan (PEEP) is prepared for everyone – staff or pupil; who would need special arrangements to enable them to evacuate the premises in the event of an emergency.

All staff and pupils must take care not to put themselves or others at risk, to follow instructions and report any weaknesses in the fire safety arrangements. Everyone has a duty to ensure that the premises are safe from fire and its effects and not to damage or deliberately misuse any fire safety related equipment or facilities.

Training and instruction will be provided as follows:

- All new staff will be required to complete either an on-line e-learning Fire Safety Awareness Training module or in-person Fire training as part of the Health & Safety training shortly after joining. Thereafter all existing staff undertake this training every two years. Separate instructions are issued on this, and records held by the Operations/HR Team.
- Induction training for new members of staff and pupils on the actions to be taken on discovering a fire or on hearing the fire alarm will be given by relevant teaching staff, line managers and Human Resources, via Induction Training and information available via Google Drive/the Server
- The **Operations Team members, Fire Wardens/Sweepers** and **Staff with specific roles in fire safety** will be provided with the updates of all the relevant procedures annually, and briefings will be conducted as appropriate.
- Specific procedures will be shared with Peripatetic staff and Invigilators upon joining the school.
- Nominated members of staff will be provided with training in the safe use of portable fire extinguishers.
- Easily verifiable training records will be maintained by the **Education Director** relating to any fire safety training provided by the school.
- The **Education Director** or **Operations Manager** will be responsible for providing appropriate information and instructions to the ‘Responsible Person’ of any third party who hires any part of the premises.
- **Fire alarm activations** will be fully investigated by the Operations Manager and Senior Leadership Team and any subsequent recommendations implemented.

Appendices to this document are:

- Fire Emergency Plan & Fire Evacuation Procedures (School day and Evening/Weekend Events)