Fire Policy

Purpose of This Guide

This policy places duties in respect of health and safety on employees, students, and on each person who has, to any extent, control of the School premises.

The School Management including Owners and Governors (hereinafter referred to as "The School") has the ultimate responsibility to take all reasonably practicable measures to ensure that the premises are safe and risks to health and safety of staff, students, contractors, and members of the public are minimised.

Fire Safety Policy and Procedure

Fire Safety Introduction

The School's priority is to minimise the risk to life and reduce injury by maintaining the fire safety of the School, ensuring that no one adds to the fire risk, and enabling safe evacuation if a fire breaks out.

Role of the School Fire Safety Manager

The Director of Operations is the designated School Fire Safety Manager. Alongside the Senior Deputy Head, Operations Manager (Health & Safety) and the Health & Safety Committee (H&SC), they ensure:

The Fire Safety Policy is reviewed regularly by the Committee and SLT and communicated to the School Community;

- Clear evacuation instructions are provided to everyone, including visitors;

- Records of fire drills, evacuations and fire incidents are maintained;

- Fire Risk Assessments and fire procedures are reviewed at least annually or on each occasion that a building is altered, extended, or rebuilt.
- Certificates (including the statutory HK FSD FS251 certificate) for the installation and maintenance of fire-fighting systems and equipment are kept on file.

Fire Drills

- Drills are conducted in accordance with HK EDB and Fire Services statutory requirements (Education Regulations Cap. 279A, Regulation 38).
- A fire drill must be carried out every term, once in the daytime and once at night.
- In the Autumn Term, the night practice must happen over the first seven nights, and the daytime practice within the first 7 days
- Facilities Management must complete a fire drill report; a hard copy is kept in the EDB folder in Reception.

Fire Fighting Equipment

- Sprinklers hose reels, sand buckets, and fire blankets are located in accordance with statutory requirements.
- The fire alarm can be manually activated via break-glass units. Smoke/ heat detectors in Boarding Blocks automatically activate the alarm.
- Fire Alarms are tested 4 times a year.

2.2 Fire Organisation & Accounting Responsibilities

Those listed below are responsible for taking registers after an alarm has sounded. No one is permitted to re-enter the building until approved by the Director of Operations or the Emergency Services.

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Group	Responsible Person	Reporting To
Lower School	Class Teachers	Head of Lower School
Upper School/Boarding	House Masters/Mistresses	Head of Upper School
Unattached Teacher	Assigned to Flag 1	Deputy Head Teaching, Learning and Curriculum
External	Music Admin / Director of Sport	Executive Assistant to the Head
Admin Staff	Receptionist, Dir. of Finance, Head of Comms (Flags 2, 3, 4)	Executive Assistant to the Head
CCA and SCA external service providers	Administrator (Extra/Co-curricular)	Executive Assistant to the Head
Health, Catering, FM	Respective Department Managers	Operations Manager (FM) and to Executive Assistant to the Head
Visitors / Contractors	FM Security (via sign-in logs)	Operations Manager (FM) and to Executive Assistant to the Head

*detail please refer to Appendix 1 (fire register)

Building Out of Term: Security/Facilities Management handle evacuations and account for staff on site.

2.3 Fire Procedures

On Discovering a Fire

- Immediately shout “Fire, Fire, Fire!”
- Break the glass of the nearest fire alarm unit.
- Leave the building via the nearest exit and proceed to the Assembly Point.

On Hearing the Alarm (Daytime)

- Walk to the nearest exit route. Do not use lifts. Do not stop to collect belongings.
- Upper School students line up by House in alphabetical order at the designated area in our Astro turf.
- Lower School students line up by class at the designated area in our Astro turf.
- Early Years at the designated area in our Astro turf.
- Remain quiet and orderly.

On Hearing the Alarm (Nighttime)

- Wake anyone who shares your room.
- Leave the building, closing all doors behind you.
- Knock on closed doors and shout “FIRE” as you exit.
- Walk quickly and silently to the nearest emergency exit. Do not use lifts and do not stop to collect personal belongings.
- Students line up by House; pastoral teams report to House Masters/Mistresses.

Exams & Evacuation

In the event of a fire alarm during a Mock or Public Examination

The exam invigilator(s) will:

- Stop the candidates from writing.
- Advise candidates to leave all question papers, scripts, and equipment in the examination room. Candidates must close their answer booklets.
- Collect the attendance register and evacuate the examination room via the rear stairs to the ground floor. Line the candidates up along the flagpoles overlooking the garden/road by the tennis courts, accessed via the rear of the Astroturf. Candidates in Access Arrangement rooms will evacuate using the nearest exit and report to the rear of the Astro.
- Ensure candidates leave the room in silence.
- Supervise candidates closely while outside the exam room to prevent discussion. The exam invigilators and exam staff will assist in supervising the candidates, as directed by the DHA and/or the Exam Officer.

Occupants with Disabilities

- A Personal Emergency Evacuation Plan (PEEP) must be formulated and documented for any occupant whose mobility, sight, or hearing affects their ability to evacuate safely.
- House Masters or Mistresses (for US students), Class teacher (for LS students), Line Manager (for staff) or Hosts (for visitors) are responsible for designing this plan and submitting a copy to the Director of Operations.
- Those unable to use stairs should move to a designated area of refuge (e.g., lift lobby) and notify a staff member to alert Evacuation Leaders of their location.

2.4 Fire Control & Prevention Measures

- **Escape Routes:** Minimum two routes per building. Kept clear at all times. Emergency lighting illuminates all stairs, passages, and emergency exits.
- **Maintenance:** Annual servicing of alarms and emergency lights. Equipment checked quarterly. All electrical systems undergo a 5-year fixed wire test.
- **Safe Storage:** Flammable rubbish is removed daily. Combustible materials are stored in flame-proof cupboards.

- **Electrical Safety:** Departments shall ensure electrical equipment is switched off when not required and to report and rectify promptly in case any defects are found.

2.5 Boarding House Precautions

Items Prohibited in Student Rooms:

- All cooking equipment (kettles, toasters, microwaves, hot plates, etc.).
- Electric heaters, blankets, and fans.
- Mains-plugged fairy lights (battery-operated are permitted).
- Non-UK/HK standard multi-adapters or non-standard transformers.
- Any items fixed to the ceiling or material hanging across the room.

Safety Rules:

- Electrical equipment must be placed on hard surfaces, never on beds.
- Equipment must be turned off when not in use.
- Fire doors must never be wedged open (except temporarily by cleaners using pink wedges, maximum two doors at a time, removed at night).
- Facilities Management conducts termly visual checks of students' electrical equipment.

Owner: Director of Operations
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