



FIRE SAFETY POLICY

AIMS

It is the overall aim of Geneva English School to minimise the risks to staff, children and visitors that may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Geneva English School is a responsible employer that takes its fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff, children and visitors. Due to its importance, this fire safety policy also forms part of our overall [Health and Safety Policy](#).

PRECAUTIONS AND RESPONSIBILITY

- The Finance and Business Development Director is the Health and Safety Officer and Fire Officer for the School. The Finance and Business Development Director will carry out a fire risk assessment to examine and control the likelihood of a fire starting and the consequences of a fire. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and the Health and Safety Committee will be informed of these. Original records are kept in the Finance and Business Development Director's Office, with copies in the Fire Folder in the Head's Office.
- The Finance and Business Development Director is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented. The School will produce a fire risk (prevention) which includes the elimination or reduction of risks from dangerous substances.

Maintenance and statutory checks and servicing of fire-fighting equipment

- Organised by the Finance and Business Development Director who holds all records and certificates.
 - Work carried out by authorised contractors or the GES maintenance staff as appropriate.
 - Weekly checks on fire doors, visual checks of fire extinguishers and emergency lighting.
 - Normal housekeeping checks on storage and disposal of flammable waste such as paper.
 - Alarms are tested at least once per week by the concierge.
 - Records made if deficiencies found and action is needed.
- Escape routes are checked by Health and Safety Officer / Fire Officer termly.
 - Fire extinguishers and other fire fighting equipment (such as alarms and detectors) are maintained and checked by the Health and Safety Officer / Fire Officer termly. Any other

safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting. If any employee notices defective or missing equipment, they must report it to the Head or Finance & Business Development Director.

- The Health & Safety Officer / Fire Officer is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates.
- Emergency access: Clear access areas are maintained for fire tenders and emergency vehicles around the buildings, and also in the area of fire exits from buildings.
- In addition, the School will ensure that there are sufficient Fire Marshals (or deputies in their absence) on site at all times and that they are appropriately trained. The School will continue to develop its fire procedures and provide staff training (repeated periodically where appropriate). It is our policy that all staff will be trained in the use of fire extinguishers.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- The Fire Marshals are:
 - In Genthod: Alison Smith, Christine Chaix, Lucie Goater, Matt Vavrecka, Caroline Wright, Sue Power, Daniele White, Patrick Toussaint, Santhi, Nikki Sawyer, Jackie O'Neill, Joe Sharpe, Jo Marceau, David Irmiger, Tarik Cherradi
 - In Versoix: Catherine Peart, Ronan McStravick, Sophie Riffard, Aurore Alefsen, Luke Pearce

In addition to the School's procedures regarding fire, the School will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities. The School will ensure the safety of staff or anyone else legally on the school premises.

The School holds regular fire practices. These are organised by the Fire Officer (Patrick Le Roy). The Fire Officer will also provide training to new staff on what to do in the event of a fire.

Alarm tests

- Carried out weekly by the concierges.
- All routine activations of alarms recorded.
- The Fire Officer keeps the log, copied to Head's files.

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 co-operate fully with the school in complying with any procedures that we may introduce as a measure to protect the safety and wellbeing of our staff, children and visitors. This policy forms part of employees' conditions of employment. Failure to comply may be treated as a serious disciplinary matter.

PROCEDURES

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Service, by the quickest means available. It will be the duty of the senior members of staff present to ensure that the Fire Service is called. It is important that there is no delay in transmitting the call.

For the Swiss Fire Service dial 118

On hearing the fire alarm, children should stop what they are doing and line up at the door. The teacher should instruct the children to leave the classroom in silence. The classroom door should be shut when everyone has left. The children should head by the most direct route to the east end of the car park on dropping-off zone. They should walk, not run, in silence.

Class teachers should check that all the children in their form are present reporting any absences to the Head or Deputy. Class lists will be provided by a member of the School Office at the assembly point, together with absentee lists. If the alarm sounds during the activity period, the pupils should line up in activity groups on the west end of the car park on dropping – off zone. The teacher in charge of each activity will have taken a register at the beginning of the session and he or she should check the pupils against this.

New Intake of Pupils

As soon as is practicable after the start of a school term all new entrants, staff and pupils, should be conducted over all primary and secondary escape routes, alarm points and be instructed in the fire routine procedure. As soon as is practicable after the start of term a test fire drill should be held.

Notices

Each fire alarm point should be indicated conspicuously by a notice worded "FIRE ALARM" followed by the appropriate operating instructions.

Test Fire Drill

A record of all fire drills is kept by the Fire Officer.

Silence

It is important for children to remain quiet when evacuating the buildings in order to be able to hear vital instructions.

Attacking the Fire

Circumstances will dictate as to whether firefighting operations should be attempted. The important thing to remember is that **FIREFIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY** and that whilst small fires can be dealt with immediately, for a sizeable fire safe evacuation should be the primary concern.

Communication

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

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Updated: August 2018
Review date: July 2019

Appendix I Procedures in the event of a fire

Appendix II Fire Evacuation practices during normal working hours

Other documents available at school:

- Example of Equipment maintenance checks log
- Example of Alarm activation logs
- Fire Evacuation instruction poster

Appendix I

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire:

- a) Immediately operate the nearest fire alarm.
- b) Phone the fire services - dial 118
- c) WITHOUT PERSONAL RISK, try to put out the fire, if possible with the nearest appropriate fire appliance provided, by directing the hose or extinguisher at the base of the flame.

If you hear the fire alarm:

- a) Leave the building immediately, in silence, by the nearest available exit and report to the evacuation assembly point - east end of the car park on dropping – off zone.
- b) Do not run. Do not delay for personal belongings.
- c) Do not re-enter the building until instructed by your Fire Safety Officer or other responsible person.

Fire marshals:

- a) Encourage staff, pupils and visitors around you to evacuate and to proceed to the assembly point.
- b) Report to the person in charge, noting any absentees.

Person in charge:

- a) Gather all information regarding the evacuation
- b) Establish if it is a genuine fire or false alarm
- c) Ensure that the Fire Service has been called
- d) Liaise with the Fire Service on its arrival

Appendix II

Fire evacuation practices during normal working hours

- Evacuation procedures are completed at least once every term during normal school hours, involving all pupils and personnel on site.
- Alarm triggered by a concierge, who will de-activate and reset when appropriate.
- Assembly points are:
 - In Genthod: on the east end of the car park on dropping – off zone.
 - In Versoix: on the Route de Suisse pavement.
- Registration of all pupils in class, by class teachers. Non-teaching staff and visitors checked by Office staff.
- Fire registers are kept in the Office, and pupil absentee lists are updated and replaced daily. The School Office must be made aware of any staff off-site during their normal working day.
- If a fire alarm sounds during activity periods (usually between 3.30pm and 4.30pm in Genthod and 4.10pm and 5.10 pm in Versoix) registration of pupils is done from the activity register taken at the start of each activity, (lists of expected attendees are kept in the box with the day fire registers). Any pupils who are being collected late should not be left unattended by the teacher.
- Once all personnel have been accounted for and the Fire Officer, Head and Deputy Head/Assistant Head are satisfied with the conduct of the rehearsal, normal business resumes.
- All details of the practice, including time elapsed for complete evacuation and any aspects needing attention are logged and copied as for alarm tests.
- Notices reminding pupils and staff of procedures to be followed in the event of a fire are prominently displayed in all classrooms and corridors.

Unplanned or accidental activation of alarms:

- While registration of pupils and staff is taking place, the concierges will check the alarm board to locate the area, which has been activated.
- If it is safe to do so, check the area concerned to identify the problem and rectify it.
- A full sweep of all areas may need to be made before they are satisfied that the alarm can be turned off and reset for re-occupation of buildings.
- If they are in any way unsure of the situation, the emergency services are called, and a member of staff delegated to meet and direct them.
- All unscheduled activations of the alarm system are logged.

Names and contact details of responsible individuals:

Position	Name	Location	Details
Head	Tim Meunier	Main building	Overall responsibility for pupils and staff, during alarms at assembly point.
Deputy Head	Nicky Fortune	Main building	Supervision of fire evacuations, clearing premises.
Finance & Business Development	Patrick Le Roy	Main building	Organisation and supervision of fire evacuation training and drills. Identifying activated alarm and reset once premises deemed safe. Holds and

Director and Fire Officer	maintains all central records of testing and maintenance of equipment and risk assessments for all sites. Arranges and monitors training. Organisation and maintenance of accurate records.
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Policy Regarding Fire Drills

Fire Drills	To be carried out at least once a term. These are recorded in the Fire Alarm Practice Log. Drills are to be carried out at various times. On some occasions, parts of the School are presumed to be blocked, thereby necessitating the use of alternative escape routes.
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Escape Routes	Normal and alternative routes are to be displayed in all rooms where children are taught. All children are to be familiarised with routine as soon as they join the School.
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Class Lists	Class lists, daily absence sheet and activities lists are kept by the Office for collection by the designated member of staff and use as registers at the Assembly points.
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Fire alarm points and sensors	These are to be clearly indicated and include instructions to children and adults on action to be taken upon discovering a fire. Sensors to be tested every week and recorded in Fire Alarm Practice log.
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Calling the Fire Service in the event of a fire	<p>The following people are responsible for calling the fire service on 118:</p> <ul style="list-style-type: none"> • The Secretary manning the Office. • Head or Acting Head in the event of the Office being unmanned (Office staff to inform Head when this is the case) or Deputy. • Fire Officer. • The person discovering the fire.
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Assembly Point	<ul style="list-style-type: none"> • The children should line up in register order at the assembly point. This will speed up the task of locating missing pupils. The class lists act as a back-up. • Staff, including non-teaching personnel, should also be checked by department heads and report to the Fire Officer.
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Report to Leader of Fire Service	<ul style="list-style-type: none"> • The Fire Officer should inform the Leader of the Fire Service, upon their arrival, of location / nature of the fire and give any details regarding any people unaccounted for and hand over.
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Calling the Fire Service

All outbreaks of fire, however small, or any suspected fire, should be reported immediately to the Fire Service, by the quickest means available. It will be the duty of the senior members of staff present to ensure that the Fire Service is called. It is important that there is no delay in transmitting the call – 118.

New Intake of Pupils

As soon as is practicable after the start of a school term all new entrants, staff and pupils, should be conducted over all primary and secondary escape routes, alarm points and be instructed in the fire routine procedure. As soon as is practicable after the start of term a test fire drill should be held.

Notices

Each fire alarm point should be indicated conspicuously by a notice worded "FIRE ALARM" followed by the appropriate operating instructions.

Test Fire Drill

Normally, test fire drills should be held at least once a term. They should not be allowed to become stereotyped, as the situation under actual fire conditions may vary widely. For instance, a staircase may be unusable due to smoke or other cause. Before arranging a drill where a staircase, or other means of escape is presumed to be blocked, it is essential that an alternative safe route is available which leads to open air and safety.

If conditions on the school premises are such that alternative means of escape are not available in a particular place then "obstruction drill" should not be conducted.

A record of all fire drills is kept by the Fire Officer in the School, copied to the Head.

Silence

It is important for children to remain quiet when evacuating the buildings in order to be able to hear vital instructions.

Attacking the Fire

Circumstances will dictate as to whether fire-fighting operations should be attempted. The important thing to remember is that FIRE-FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY and that whilst small fires, such as a quantity of spilled inflammable liquid in a laboratory can be dealt with immediately, for a sizeable fire safe evacuation should be the primary concern.