

International School of Creative Arts

# Fire Safety Policy

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## Control Page

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## **1. INTRODUCTION**

ISCA will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This Policy explains how ISCA complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

## **2. RESPONSIBILITIES**

ISCA Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- The Governing Body ensures that an appropriate policy is in place in the school and that arrangements are made for its effective implementation
- The Executive Director has the ultimate responsibility for the implementation and management of this policy
- The Head of School is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy
- The FSO places duties on the 'Responsible Person'. Certain day to day responsibilities can be delegated down to a 'duty holder'
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk

## **3. POLICY OBJECTIVES**

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- To minimise the risk of fire and to limit fire spread
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

## **4. MANAGING FIRE SAFETY**

The school has delegated day to day responsibility for managing fire safety to the 'duty holder' i.e. the Operations Manager.

The Operations Manager will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times and that the means of escape have adequate emergency lighting.
2. Provide and maintain in working order all fire-fighting appliances and devices including:
  - a) fire detection and alarm systems
  - b) emergency lighting systems
  - c) fire-fighting equipment
  - d) notices and signage relating to fire procedures
  - e) means of escape, taking into account the needs of any disabled users

3. Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessment.
4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school.
5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures.
6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks.
7. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place.
8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## **5. MONITORING**

The school utilises the services of various outside personnel to carry out effective monitoring of its duties. The school fire detection and alarm system is maintained and checked by the proprietor Teikyo.

The contractor used is CODRUS Fire Detection Systems Ltd and they visit twice a year. The alarm sounders are tested on a weekly basis by the Teikyo Maintenance team.

The school emergency lighting is checked by CODRUS twice a year. Notices and Signage are updated as and when required and checked annually by Teikyo Facilities Manager and replenished or replaced annually by Teikyo. Fire extinguishers are checked annually by CODRUS.

A Fire Log Book which contains records of fire safety issues is maintained by the Teikyo Facilities Manager and located at the Teikyo Manor House and Bursar's file management records.

These issues include:

- fire drills
- hot work permits, etc
- the storing of hazardous materials
- the inspection and testing of fire detection and alarm systems
- emergency lighting systems
- firefighting equipment
- staff training records

## **6. FIRE RISK ASSESSMENT**

The Proprietor, Teikyo School has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept at the Manor House. The fire risk assessment

identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended every two years, if there is any significant change in legislation, if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire
- Any change to the use of the premises which may affect the risk rating
- Any change to work processes or work equipment which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

## **7. FIRE SAFETY TRAINING**

All staff receive basic fire safety induction training online and attend refresher sessions annually. Key staff in the individual school buildings receive more detailed instruction which is half a day Fire Marshall Training onsite. Pupils are given instruction by their form tutors during the first week of the Autumn term on their actions to be taken in the event of a fire. Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through in SMT meetings and staff meetings and to students in Community Briefings any conclusions and remedial actions are recorded and implemented.

## **8. EVACUATION PROCEDURES**

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

## **9. FIRE EQUIPMENT**

Staff must make themselves aware of the location of break glass points and fire equipment near their teaching rooms.

The Teikyo Fire Wardens are trained to use fire extinguishers and are able to tackle localised fires in case of emergency. The School is equipped with different sorts of fire extinguishers that are designed to tackle electrical, chemical and normal fires.

## **10. FIRE PRACTICES**

There will be at least one fire practice per term. The first fire practice of the academic year is normally announced to staff, but others may not be.

## **11. FIRE NOTICES**

All staff are responsible for ensuring that their teaching area is equipped with an up-to-date fire notice giving details of evacuation procedures. If one is missing please obtain a replacement from the School Office.

## School Time Evacuation Plan

Monday to Friday - 8:30am-5:00pm

(updated on 20/02/2025)

### ACADEMIC BLOCK EVACUATION

#### Teaching staff

- Evacuate the classroom where you are teaching
- Close the windows only if you have time
- Close the doors after you
- Call out to see if anyone is in the darkroom if teaching in room 205 - DO NOT open the door if it is closed

#### Lisa Stewart & Joseph Kerrigan

- Check you are the last out of the double doors of the Art Block
- Close the doors after you
- Call out to see if anyone is in the boys' and girls' toilets. DO NOT open the door if it is closed.

#### Holly Chung & Jade Balmer

- Before you leave, take the:
  - Fire Log
  - Boarding phone
  - Black pouch bag
  - Accommodation master key
  - Visitors and Staff signing in books
- Make sure you are the last out of the Office
- Exit using the single emergency door, then close it
- At the Assembly Point, give the Fire Log to the **Fire Lead/Deputy Fire Lead** or, in their absence, the **Head of School**

### MANAGEMENT BLOCK EVACUATION

#### Thomas Kerrigan

- Evacuate the management block
- Make sure you are the last out
- Close the door

### ACCOMMODATION BLOCK EVACUATION

#### In-residence Boarding Staff

- Evacuate your floor
- Do NOT go into student rooms (or open doors) to check they are empty
- Do NOT check students are evacuating the other floors
- Do NOT re-enter the accommodation block if outside

## AT THE ASSEMBLY POINT

**Fire Lead**  
Lisa Stewart

**Deputy Fire Lead**  
Iuliana Ancuta

### Holly Chung & Jade Balmer

- Give the Fire Log to the **Fire Lead/Deputy Fire Lead** or, in their absence, the **Head of School**

### Students

Students should:

- Form 4 lines based on their floor in the accommodation block (Ground floor, First floor, Second floor and Third floor)
- Stand calmly and in silence

### Staff responsible for checking students are present:

- |  |                              |
|--|------------------------------|
| • Thomas Kerrigan, Holly Chung & Airida Bertulyte    | Ground Floor                 |
| • Joseph Kerrigan, Rosemary Chair & Trish Phng       | First Floor                  |
| • Jade Balmer, Martin Drexler & Emily Russell        | Second Floor                 |
| • Chris Hayes, Dan Sasson, Patricia Green & Junyi Ye | Third Floor (& day students) |

These members of staff will:

- Collect student list from the Fire Lead or Deputy Fire lead
- Do a headcount of line and establish if anyone is missing
- Report **numbers** to Fire Lead.
- After reporting number to Fire Lead, take register and identify who is missing AND report back to **Fire Lead** when asked

### Fire Leads

- Liaise with **staff** to ensure all student numbers are correct.
- If students are missing, identify missing student's floor and room number AND check that the missing student(s) are not off campus
- Establish staff and visitor numbers
- Use Visitors and Staff signing in books to ensure everyone is accounted for
- Inform Teikyo Fire Officer of student, staff and visitor numbers, and if anyone is missing
- Give the name, floor and room number of any missing students

Also:

- Check with Teikyo Fire Officer if someone should go and search for missing students
- Check with other students if they know missing student's whereabouts
- Try phoning or messaging the student
- At night or during severe weather conditions, once all students and staff are accounted for, check with Teikyo Fire Officer if students can move to a safe place inside i.e. Dining Hall/ Common Room.

**TEIKYO FIRE LEAD WILL ADVISE WHEN IT IS SAFE TO RETURN TO THE BUILDING**

### Remember:

- Close windows if you have time.
- Close doors behind you – this will help cut down on how quickly the fire spreads.
- **DO NOT GO** back into a room or building, or open a door to check inside. Shout and see if anyone is in there.



## **After School Time Evacuation Plan**

**Monday to Friday overnight &**

**Weekends all day and all night**

(updated on 20/02/2025)

### **BOARDING TIME**

**Monday to Friday: 5:00pm to 10:30pm (11:00pm on Fridays)**

**Saturday and Sunday: 8:30am to 11:00pm (10:30pm on Sundays)**



#### **Designated Boarding Member of Staff (DBM):**

- Keep with you at all times:
  - Walkie talkie
  - Your phone
  - Fire Log
  - Black pouch bag
- Contact the other on-duty member of boarding staff. Tell them where you are.

#### **Other Boarding Member(s) of Staff (OBM):**

- Keep with you at all times:
  - Walkie talkie
  - Boarding phone
- Contact the other on-duty member of boarding staff. Tell them where you are.

#### **If you are in the Art Block:**

- Evacuate the classrooms
- Close the windows only if you have time
- Close the doors after you
- Call out to see if anyone is in the darkroom - DO NOT open the door if it is closed
- Check you are the last out of the double doors of the Art Block
- Call out to see if anyone is the boys' and girls' toilets. DO NOT open the door if it is closed
- Make your way to the assembly point and wait there for students to arrive

#### **If you are in the Accommodation Block:**

- Evacuate the floor you are on, knocking on student doors as you go
- Do NOT go into student rooms (or open doors) to check they are empty
- Do NOT check students are evacuating the other floors
- Do NOT re-enter the accommodation block if outside
- Make your way to the assembly point and wait there for students to arrive

#### **If you are elsewhere on the campus:**

- Make your way to the assembly point and wait there for students to arrive
- Move students along that you meet on the way

**NIGHT TIME**

**From lights-out to 8:30am the next day**



**Designated Boarding Member of Staff:**

- Keep with you at all times:
  - Walkie talkie
  - Your phone
  - Fire Log
  - Black pouch bag
- Contact the other on-duty member of boarding staff. Tell them where you are.

**Other Boarding Member(s) of Staff:**

- Keep with you at all times:
  - Boarding phone
  - Walkie talkie
- Contact the other on-duty member of boarding staff. Tell them where you are.

**All staff in-residence:**

- Evacuate the floor you are on, knocking on student doors as you go
- Do NOT go into student rooms (or open doors) to check they are empty
- Do NOT check students are evacuating the other floors
- Do NOT re-enter the accommodation block if outside
- Make your way to the assembly point and wait there for students to arrive

**AT THE ASSEMBLY POINT**  
(Boarding Time & Night Time)

**Fire Lead**

Designated Boarding Member of Staff (DBM)

**Deputy Fire Lead**

Other Boarding Member of Staff (OBM)



**Students**

Students should:

- Form 4 lines based on their floor in the accommodation block (Ground floor, First floor, Second floor and Third floor)
- Stand calmly and in silence

**Staff responsible for checking students are present:**

- |   |                              |
|---|------------------------------|
| • Designated Boarding Member of Staff (DBM) | Ground Floor                 |
| • Designated Boarding Member of Staff (DBM) | First Floor                  |
| • Other Boarding Member of Staff (OBM)      | Second Floor                 |
| • Other Boarding Member of Staff (OBM)      | Third Floor (& day students) |

**Process for checking students are present:**

- DBM & OBM get student lists from the Fire Log
- DBM & OBM do a headcount of line and establish if anyone is missing

- DBM then reports **numbers** and if anyone is missing to the Teikyo Fire Officer.
- OBM meanwhile takes register and identify who may be missing
- OBM then reports back to DBM on the name, floor and room number of missing students
- DBM:
  - checks that missing student(s) are not off campus
  - gives the name, floor and room number of missing students to the Teikyo Fire Officer

Boarding members of Staff will also:

- Check with Teikyo Fire Officer whether someone should go and search for missing students
- Check with other students if they know missing student's whereabouts
- Try phoning or messaging the student
- Once all students and staff are accounted for, check with Teikyo Fire Officer if students can move to a safe place inside i.e. Dining Hall/ Common Room.

**TEIKYO FIRE LEAD WILL ADVISE WHEN IT IS SAFE TO RETURN TO THE BUILDING**

**Remember:**

- Close windows if you have time.
- Close doors behind you – this will help cut down on how quickly the fire spreads.
- **DO NOT GO** back into a room or building, or open a door to check inside. Shout and see if anyone is in there.

## **Guidance on the Evacuation of Disabled Persons from the School Buildings**

Students and employees with a disability should already have been identified and information held in the personnel folders for staff and in the student's registry folder for students. Personal Emergency Evacuation Plan (PEEP) for the students and employees will be defined at the time of induction and a copy is always kept in the Fire Log.

Having considered the risks, the Operations Manager will propose specific procedures for assisting in the evacuation of persons with a known disability. A "buddy" will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Head of School and any specific requirements must be addressed as soon as they are known.

**Specific Evacuation Requirements Wheelchair users/Persons with Mobility Difficulty**  
Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or other third party if required.

### Visitors with disabilities:

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. This is the responsibility of the member of staff that invited the person on site.

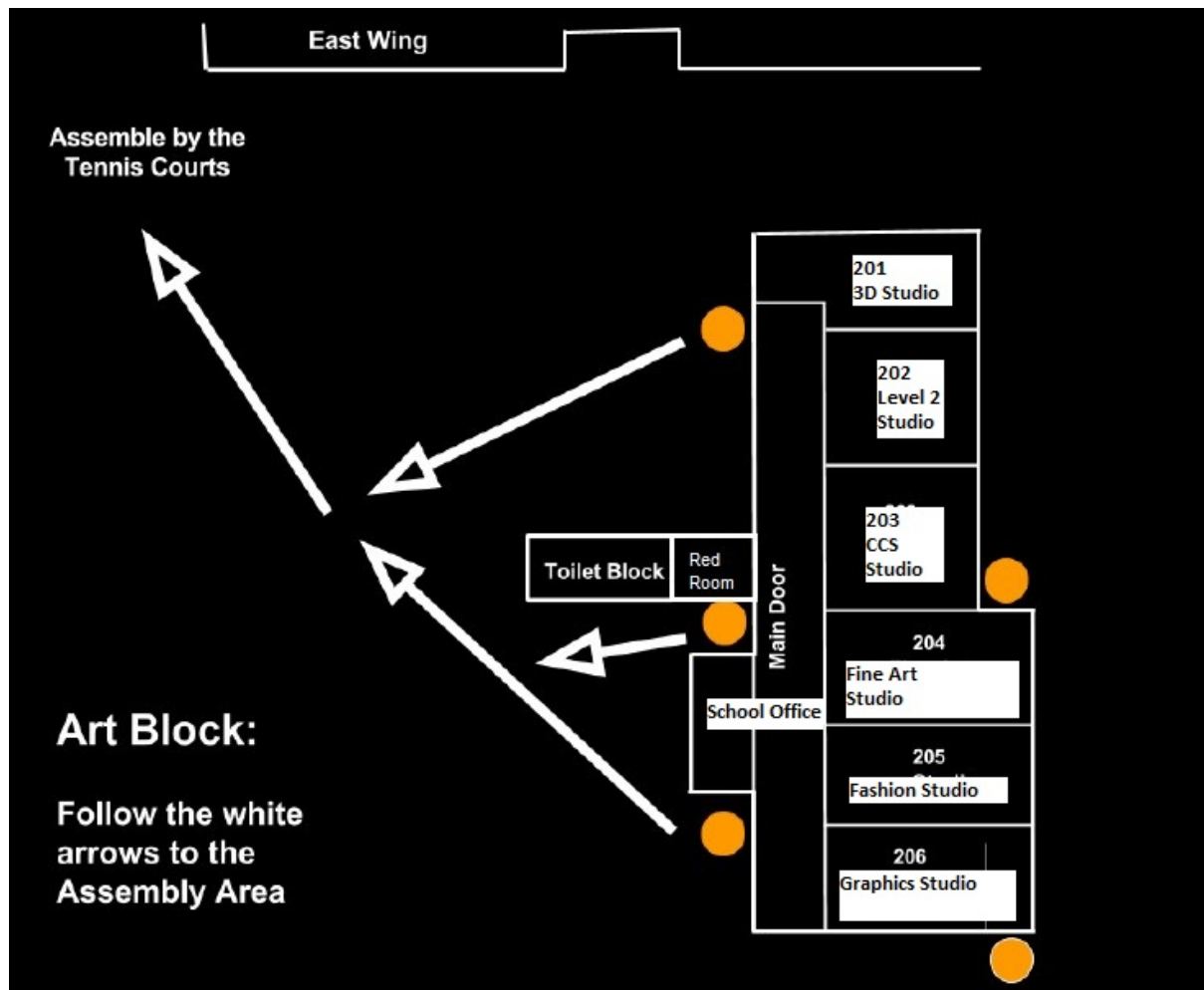
The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.

Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes.

Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by their "buddy" or other third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas – in the fire resistance corridors. The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

## Example of Emergency Exit plan to be displayed in classrooms

### Emergency Exit plan



Notice for accommodation and class room notice boards:

# In the Event of a Fire

## Evacuation Procedure

On hearing the fire alarm, please stop what you are doing, follow the staff's directions and walk calmly and directly, to the **Reporting Area which is between the tennis courts and the south facing classrooms**. You are to line up according to which floor your room is on:

- Ground Floor, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor and 3<sup>rd</sup> floor

You should try and remain as quiet as possible during the evacuation and roll call. If time permits doors and windows should be closed.

If the usual route is blocked or inaccessible, please follow staff to safety via other routes. **If the normal assembly point is blocked, or if the south facing classrooms are on fire, students and staff are to assemble in the car park immediately outside of the Manor House.**

## TRAINED FIRE MARSHALLS

### Academic Year 2024-2025

(updated 13/03/2025)

#### ISCA

Name	Role	Times
Robert Hunter	Designated Fire Lead	Full time Mon – Fri
Jade Balmer	Deputy Designated Fire Lead (Boarding)	Full time Fri 4pm – Wed 10 am
Lisa Stewart	Academic	Full time Mon – Fri
Joseph Kerrigan	Academic	Full time Mon – Fri
Christopher Hayes	Academic/ Boarding	Full time Mon – Fri
Trish (Keng Boon) Phng	Academic/ Boarding	Full time Mon – Fri
Emily Russell	Academic/ Boarding	Tues, Thurs, Fri
Stephanie Pellisier	Boarding	Fri - Sun
Iuliana Ancuta	Administration	Full time Mon – Fri

#### TEIKYO

Name	Role
Brice Rob	Maintenance
Enoch Daniel	Grounds
Sam Enoch	Catering
Hatsuta Koki	Teaching/ Boarding
Ingram Megumi	Bursary
Iwaizumi Shigemi	Boarding
Goff James	Maintenance
Lacey Akiko	Administration
Nakamoto Manami	Teaching/ Boarding
Wakamoto Miyuki	Boarding