



British Junior Academy of Brussels  
Fire Safety Policy  
Revised November 2015



The British Junior Academy of Brussels

Fire Safety Policy

This policy is for the whole school including the Early Years Foundation Stage

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## 1.0 AIMS AND OBJECTIVES

The British Junior Academy of Brussels aims to protect all pupils, staff and visitors to the school from potential injury or risk to life caused by fire.

The British Junior Academy of Brussels will provide and maintain a safe working environment with the necessary fire equipment and systems in place to prevent a potential fire. It will give a high level of commitment to fire safety at all times and ensure that all measures comply in full with Belgian statutory requirements and, as far as possible, with UK legislation.

## 2.0 PURPOSE

The purpose of this policy is to set out the responsibilities with respect to fire safety in the school and the procedure which is to be followed to ensure that all fire equipment is in proper working order, that all fire risks are minimised and that all potential hazards are addressed.

This policy is to be read in conjunction with the BJAB Fire Safety Manual.

## 3.0 DEFINITIONS

Fire Safety Log	a statutory record of the fire safety equipment and fire prevention measures in place at the school updated each term by the FEEM1 following a visual inspection of the premises
Fire Safety Audit	a summary listing any concerns about fire safety standards at the school, completed by the FEEM1 each term, following a visual inspection of the premises
Fire Safety Risk Assessment	a statutory document which outlines the potential levels of fire risk in terms of persons affected, key areas of concern and further action needed to minimize any fire hazard, revised termly by FEEM1
FEEM	Fire Emergency and Evacuation Monitor
Fire Drill	a simulated exercise undertaken once per term by the whole school to evacuate pupils, staff and visitors from the school buildings to a place of safety
Fire Drill Log	a record showing the outcome of all fire drills and any false alarms that might happen on the premises, completed by the FEEM3
Fire Exit Plan	floor plan showing the approved escape route to the nearest fire exit point on each level with bilingual instruction on what to do in the event of a fire. Displayed on wall throughout the premises
Fire Equipment Plan	floor plan showing the location of all fire safety and fire-fighting equipment on the school premises

Works Coordination Team	administrative staff responsible for the maintenance and completion of all repairs to the premises
SIAMU	Belgian emergency services
Adhesia	Belgian Health and Safety authority
Register of Checks	a record of all the statutory checks made by the Belgian authorities required to maintain adequate safety standards at the school. This also includes invoices and payments for work undertaken by building and maintenance contractors

## **4.0 RESPONSIBILITIES**

### **4.1 The proprietor and shareholders**

The Proprietor and Shareholders of the School and the Headteacher have ultimate responsibility for Fire Safety. They are designated Responsible Persons. They should understand their legal responsibilities and ensure that adequate resources are available to fulfill BJAB's statutory obligations.

### **4.2 The Headteacher**

The Headteacher (or in his / her absence, the Deputy Headteacher) should:

- report to the proprietor and Board of Governors on all fire safety matters
- understand the school's legal responsibilities
- appoint a principal Fire Emergency and Evacuation Monitor (FEEM1), a deputy (FEEM2) and a recorder (FEEM3)
- ensure that staff with fire safety roles have received suitable training and allocate the necessary time and resources to them to ensure they meet their responsibilities
- conduct regular meetings with those appointed to fire safety roles.
- undertake a whole school Fire Drill at least once per term
- liaise with external authorities when necessary
- arrange periodic fire safety training for all staff members
- ensure that, at all times, pupils, staff and visitors are familiar with the correct action to take in the event of a fire

### **4.3 Fire Emergency and Evacuation Monitors (FEEM)**

The principal FEEM1 should:

- act as focal point for all fire safety matters concerning the buildings/premises and persons within
- inform the Headteacher promptly of all fire safety issues and provide copies of the documentation
- check and update the Fire Safety Log of the buildings/premises each term
- conduct a Fire Safety Audit of the buildings/premises each term
- complete a Fire Risk Assessment of the buildings/premises each term
- inform and liaise with the Works Coordination Team so that repairs/maintenance work can be dealt with promptly
- assist the Headteacher with a Fire Drill each term
- inform teaching staff of any deficiencies in the standards set by BJAB for fire safety
- ensure that multi lingual signs are posted at all levels in all buildings
- ensure that Fire Exit Plans and Fire Equipment Plans are up-to-date

The deputy FEEM2 should:

- cover for the FEEM1 during any absence from the school premises
- contact the emergency services (Fire / Ambulance / Police) as necessary
- wait outside the school and liaise with emergency services upon arrival

The Recording FEEM3 should:

- assist the Headteacher with a Fire Drill each term, ensuring that the phone, First Aid box and pupil/staff/visitor registers are taken to the muster point
- record the outcome of all Fire Drills in the Fire Drill Log and inform the Works Coordination Team and the principal FEEM1 of any malfunction in the alarm system

#### **4.4 The Works Coordination Team**

The Works Coordination Team should:

- ensure that all repair work is done promptly
- ensure that all statutory maintenance checks relating to fire safety (for example, alarm systems, extinguishers and hoses, smoke detectors, call points and emergency lighting) are completed within the stipulated time periods
- ensure that all statutory checks by the relevant Belgian authorities are done within the stipulated time frames (for example SIAMU, Adhesia, Etterbeek commune etc)
- ensure that the emergency services are provided with up-to-date exit plans and fire equipment plans for both the Main School and Marlowe House
- ensure that all documentation concerning Fire Safety is kept in the Register of Checks, with second copies kept off the premises
- inform the principal FEEM of all visits to BJAB by relevant fire safety persons in advance and advise her of the outcomes of all visits
- inform non-teaching staff of BJAB fire safety standards, including any updates

#### **4.5 Teaching Staff**

The Teaching Staff should:

- ensure the immediate and orderly evacuation of children whenever the Fire Alarm rings, closing all doors and windows as they leave
- ensure that all escape routes within classrooms and cloakrooms are clear at all times
- ensure that children and all visitors to the school know the correct evacuation procedure from whatever part of the building they are using – this is imperative if pupils are outside their “home” classroom.
- avoid conscientiously any accumulation of combustible materials in classrooms, corridors or storage/boiler/photocopier rooms
- ensure that all display work is away from heat sources and unlikely to impede escape routes
- never use naked flames
- ensure that electrical sockets are not overloaded and equipment is turned off when not in use
- educate children about the importance of fire safety
- undertake conscientiously a termly Risk Assessment of their classrooms
- inform the principal FEEM of any faults in the fire safety system
- remember to turn off all computers and close all windows and doors at the end of the day

As well as the statutory duty to protect the pupils, staff and visitors at the school, those individuals appointed fire safety roles at BJAB have a duty to protect the assets of the organisation and guard against business interruption and possible losses.

#### 4.6 Sweepers

When the fire alarm sounds, Sweepers should:

- check all floors for persons still in the buildings
- ensure windows and doors have been closed
- report outcome to FEEM3 and Headteacher
- during a drill, listen to ensure alarm is sounding in all parts of the building

#### 4.7 Caretaker and Cleaning Staff

When the fire alarm sounds, Caretaker and Cleaning staff should:

- assist with the evacuation of children

To reduce the risk of fire, Caretaker and Cleaning staff should:

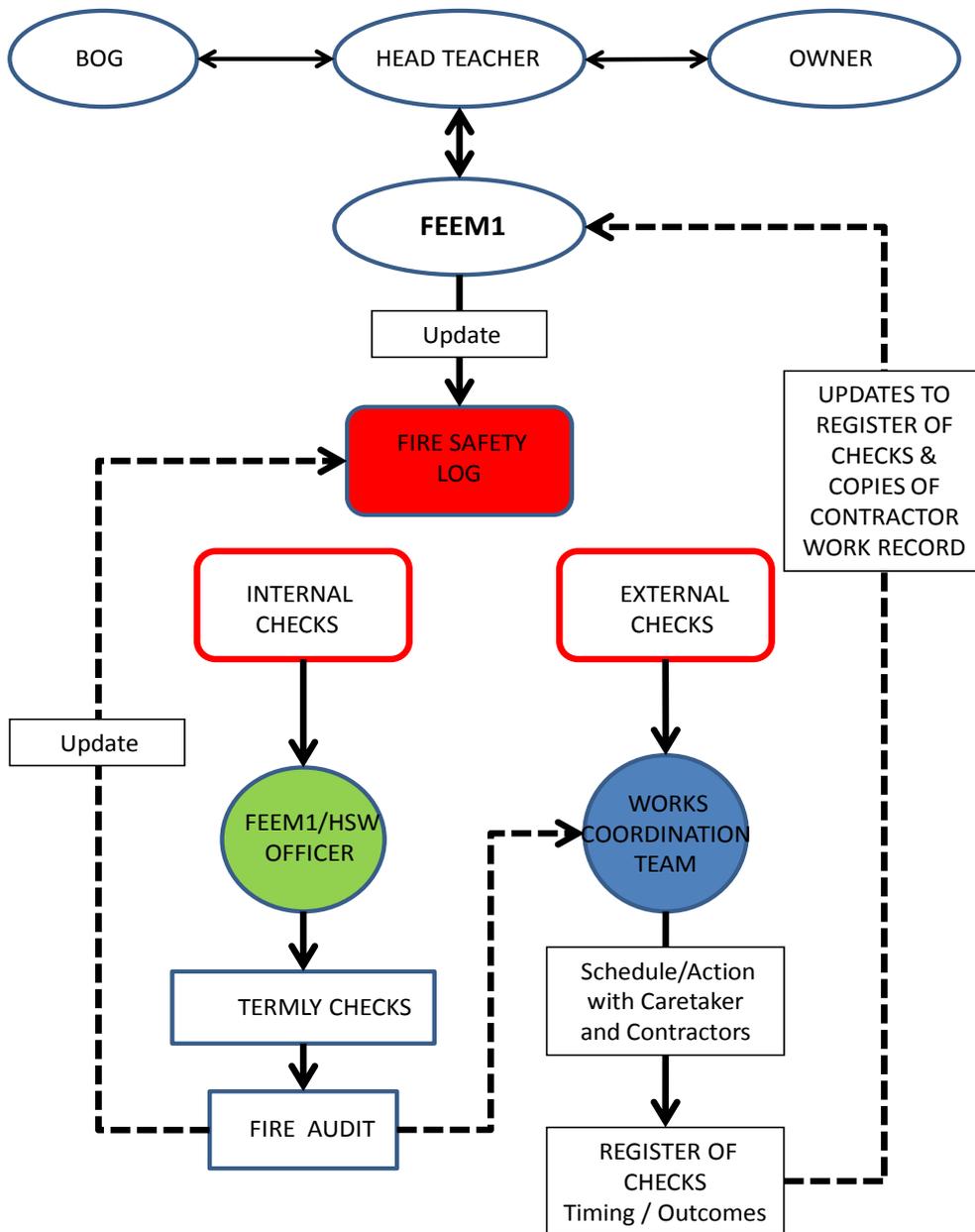
- remove all waste to the garage lift
- ensure windows are closed and doors locked at the end of the day
- ensure all escape routes are kept clear
- ensure flammable substances are stored in the locked store room

#### 4.8 Persons responsible for fire safety

Proprietor	Patricia De Maertelaere
Headteacher	Gareth Evans
FEEM1 (principal) FEEM2 (deputy) FEEM3 (recording)	Dolores Sullivan Justine De Maertalaere Nicola Sanderson
Works Coordinator Works Coordinator (deputy)	Justine De Maertelaere Nicola Sanderson
<b>Sweepers</b>	
BSM	MH
Sarah White Nicola Sanderson Kristina Choules	Dolores Sullivan Gabi Bird Kristina Choules

4.9 Organisation Chart

BJAB – FIRE SAFETY – ORGANISATION CHART



This policy is the responsibility of Gareth Evans, Headteacher and Madame DeMaertelaere, the Proprietor.	Date written: January 2015
<b>Headteacher.....</b>  <b>Madame De Maertelaere.....</b> <b>School Proprietor</b>	
<b>To be reviewed:</b>	November 2016