



Policy:	Fire and Safety
Date Published	September 2019
Evaluation & Review:	Reviewed in June 2023, June 2024, June 2025, June 2026 Next review June 2027
Rationale:	Global English School is committed to ensure the safety and well-being of all students, staff, visitors, and contractors by preventing fire-related incidents, establishing clear evacuation procedures, and maintaining compliance with ADEK OSHAD-SF, UAE Civil Defense, and Abu Dhabi Occupational Safety and Health (OSH) standards.
Roles of Responsibility	School Principal, Nominated OSH Officer / Fire Safety Coordinator, Student Welfare Officer, teachers and staff, contact employees and visitors.

1. Scope

This policy applies to:

- All Global English School facilities, including classrooms, laboratories, canteen, ICT labs, clinics, and offices.
- All school employees, students, visitors, and contractors.
- All curricular and extracurricular activities conducted within or outside the school premises.

2. Policy Statement

Global English School is committed to:

- Maintaining a safe and healthy environment free from fire hazards.
- Implementing preventive measures to reduce the likelihood of fire.
- Ensuring that all building occupants are aware of emergency procedures.
- Conducting regular fire drills and equipment inspections.
- Promoting safety awareness and responsibility across the school community.

3. Roles and Responsibilities

School Principal

- Oversee the full implementation of the fire and safety management system.
- Ensure sufficient resources are allocated for fire safety equipment and training.
- Approve and review the Fire and Safety Risk Register annually.

Nominated OSH Officer / Fire Safety Coordinator

- Conduct regular **fire risk assessments** following the ADEK OSH risk management methodology.
- Maintain the **Fire Safety Risk Register, Inspection Checklists, and Incident Records**.
- Ensure all **fire alarms, extinguishers, detectors, and exit signage** are inspected and functional.
- Liaise with Civil Defense and ADEK inspectors for compliance.

Teachers and Staff

- Participate in **fire evacuation drills** and report any safety hazards immediately.
- Ensure all classroom exits remain unobstructed and fire equipment accessible.
- Supervise students during evacuation and guide them to assembly points.

Contractors and Visitors

- Comply with all school fire safety regulations and use protective equipment where applicable.
 - Report unsafe conditions immediately to the OSH Officer.
-

4. Fire Prevention Measures

- Prohibit open flames, smoking, or the use of unauthorized electrical devices.
 - Conduct periodic inspections of laboratories, electrical rooms, and storage areas.
 - Maintain **clear exit routes**, proper **signage**, and **fire-rated doors**.
 - Ensure flammable materials and chemicals are stored in approved fire-resistant cabinets.
 - Implement **preventive maintenance** for electrical wiring, AC units, and appliances.
-

5. Fire Detection and Emergency Systems

- Maintain and inspect **fire alarm systems, smoke detectors, and sprinkler systems** monthly.
 - Keep **fire extinguishers** in all classrooms, corridors, and specialized areas (labs, canteen, clinic).
 - Clearly label all **fire exits** and ensure **emergency lighting** is functional.
 - Maintain an **Emergency Control Panel** accessible only to authorized personnel.
-

6. Fire Evacuation Procedure

1. On hearing the fire alarm, all activities must cease immediately.
2. Teachers must guide students calmly to the nearest designated exit.
3. Staff and students should assemble at the **Emergency Assembly Area** as indicated in posted evacuation maps.

4. The OSH Officer will conduct a headcount and report missing persons to the Principal or Safety Team.
 5. No one shall re-enter the building until clearance is given by Civil Defense or the OSH Officer.
-

7. Training and Awareness

- All staff must receive **fire safety induction and refresher training** annually.
 - Students will participate in **fire evacuation drills** each term.
 - Appoint **Fire Wardens** in each block or department to assist during emergencies.
 - Conduct **toolbox talks** and awareness sessions during assemblies or PD meetings.
-

8. Inspection, Monitoring, and Review

- Fire safety inspections to be conducted **quarterly** using the ADEK OSH **Comprehensive Inspection Checklist**.
 - Records of maintenance, inspection, and drills to be maintained for **minimum of 3 years**.
 - OSH Officer to report findings and corrective actions to the Principal.
 - Annual review of the Fire and Safety Policy and Risk Register, or earlier if an incident occurs.
-

09. Documentation

The following records must be maintained:

- Fire Safety Risk Register
 - Fire Drill Reports
 - Fire Extinguisher Inspection Log
 - Electrical and Equipment Maintenance Reports
 - Fire Safety Training Attendance Records
 - Incident and Corrective Action Register
-

10. References

- **ADEK OSHAD-SF Version 3.0 – Element 02: Risk Management**
- **ADEK School OSH Inspection Guidelines (2019)**
- **UAE Civil Defense Fire and Life Safety Code of Practice (2018)**
- **Abu Dhabi EHSMS Regulatory Framework**
