

نويَا
مدرسة بريطانية



NOYA
BRITISH SCHOOL

First Aid Policy

Policy	Fire Safety Policy
Date Created:	August 2025
Date of Review:	August 2027
Person Responsible:	Manager – Operations and Facilities OSM

1. Policy Statement

The organisation is fully committed to preventing fire-related incidents and ensuring the highest standards of fire safety, emergency preparedness, and life protection across all its schools and facilities. Fire safety is a critical risk area and shall be managed proactively through prevention, engineering controls, training, preparedness, and continuous improvement.

All fire safety arrangements shall comply with applicable UAE legislation, Abu Dhabi Civil Defence requirements, ADEK Health & Safety obligations, and recognised international best practices.

2. Purpose

This policy establishes a comprehensive framework to:

- Prevent fires through systematic risk identification and control
- Protect life, property, and business continuity
- Ensure safe, timely, and orderly evacuation during emergencies
- Define governance, accountability, and responsibilities
- Ensure all fire and life safety systems are legally compliant, maintained, and effective
- Promote a culture of fire safety awareness and preparedness

3. Scope of Application

This policy applies to:

- All schools, campuses, offices, and support facilities
- All students, staff, visitors, volunteers, contractors, and third-party service providers
- All permanent, temporary, and modular structures
- All internal and external areas, including car parks, drop-off zones, playgrounds, sports facilities, and plant rooms

Compliance with this policy is mandatory.

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4. Legal, Regulatory & Standards Framework

Fire safety management shall align with, but not be limited to:

- UAE Fire & Life Safety Code of Practice
- Abu Dhabi Civil Defence Regulations
- ADEK Emergency Management & Health and Safety Policies
- ADOSH-SF Framework
- NFPA 101 – Life Safety Code
- ISO 45001 – Occupational Health & Safety

Where conflicts arise, the most stringent requirement shall apply.

5. Fire Risk Identification & Assessment

5.1 Fire Risk Assessments

- Fire risk assessments shall be conducted for all sites and activities
- Assessments must identify ignition sources, fuel sources, and vulnerable occupants
- Risk assessments shall be reviewed:
 - Annually
 - Following building alterations
 - Following a fire or near-miss
 - When significant changes in occupancy or use occur

5.2 Control Measures

- Elimination or substitution of hazards where practicable
- Engineering controls (fire-rated construction, compartmentation)
- Administrative controls (procedures, permits, supervision)
- Personal protective measures where applicable

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6. Fire Prevention & Housekeeping

- Flammable and combustible materials shall be stored safely and securely
- Corridors, stairwells, exits, and fire doors must remain unobstructed at all times
- Fire doors shall not be wedged open
- Electrical equipment shall be maintained, inspected, and not overloaded
- Smoking is prohibited except in designated, approved areas

7. Fire Detection, Alarm & Life Safety Systems

7.1 Systems Covered

- Fire alarm systems
- Manual call points (MCPs)
- Emergency lighting
- Fire extinguishers and hose reels
- Sprinkler and suppression systems
- Smoke control systems

7.2 Inspection & Testing

- Weekly, monthly, and statutory inspections shall be conducted as per legal and contractual requirements
- Weekly inspections shall include:
 - Fire alarm MCP testing
 - Visual checks of extinguishers and hose reels
 - Access and egress routes
- Monthly emergency lighting tests shall be undertaken
- All results shall be logged in the approved digital system

Defects must be escalated immediately and rectified within defined timeframes.

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8. Training & Competency

- All staff shall receive site-specific fire safety training during induction
- Refresher training shall be provided regularly
- Fire drills shall be conducted at least once per term
- In Abu Dhabi, a minimum of 20% of staff shall hold Civil Defence-approved fire training certification
- Fire Marshals, Incident Commanders, and First Aiders shall receive enhanced, role-specific training

Training records must be maintained and auditable.

9. Emergency Drills & Exercises

The organisation shall conduct:

- Termly fire evacuation drills
- One annual fire drill in coordination with Civil Defence
- One annual lockdown or emergency drill

Each drill shall be:

- Planned
- Observed
- Timed
- Reviewed

Post-drill reports shall capture evacuation times, issues, lessons learned, and corrective actions.

10. Fire Emergency Response & Evacuation

- A site-specific Fire Safety and Evacuation Plan shall be in place at every school
- Assembly points shall be clearly defined, signposted, and communicated
- Roll calls shall be conducted following evacuation
- Missing persons or PEEP cases shall be escalated immediately to the Incident Commander
- Emergency services shall be supported at all times

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11. Persons with Disabilities & PEEP

- Personal Emergency Evacuation Plans (PEEPs) shall be developed for individuals requiring assistance
- PEEP shall be reviewed regularly and following changes in mobility or health
- Assigned staff shall be trained and aware of their responsibilities

12. Contractors, Visitors & Permit to Work

- All contractors must comply with site fire safety rules
- Hot works shall only be permitted under an approved Permit to Work system
- Contractors must be briefed on fire procedures and evacuation plans prior to commencing work
- Visitors must sign in and out and comply with emergency instructions

13. Roles & Responsibilities

Principal

- Overall accountability for fire safety at site level
- Ensure plans, drills, training, and reviews are completed

School Operations Manager (OSM)

- Ensure fire systems are tested and maintained
- Manage inspections, permits, and contractor compliance
- Submit reports and escalate issues

Incident Commander

- Lead emergency response
- Liaise with Civil Defence and emergency services

Fire Marshals

- Sweep designated areas
- Report status and issues

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Teachers & Staff

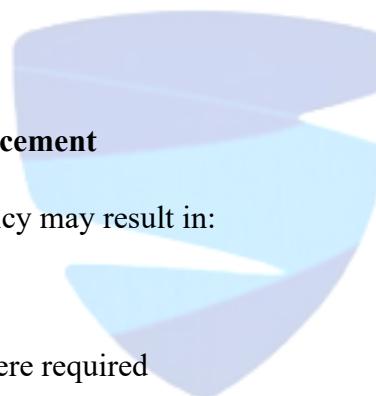
- Support evacuation and student accountability

Group Head of Operational Risk & Safety

- Maintain and govern fire safety policy
- Provide oversight, assurance, and continuous improvement

Monitoring, Audit & Continuous Improvement

- Fire safety performance shall be monitored through inspections, audits, and drills
- Non-compliances shall be tracked to closure
- Lessons learned shall be embedded into procedures and training
- Policy effectiveness shall be reviewed annually



14. Non-Compliance & Enforcement

Failure to comply with this policy may result in:

- Disciplinary action
- Contractor sanctions
- Escalation to regulators where required

15. Document Control

- Policy Owner: Group Health & Safety / Operational Risk
- Review Cycle: Annual or following significant incident
- Controlled copies shall be maintained centrally

References

- EVOTIX Fire Safety Audit
- UAE Fire & Life Safety Code
- ADEK Emergency Management Requirements
- NFPA 101
- ADOSH-SF

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- ISO 45001

NBS FIRST AIDERS & FIRE WARDENS



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