Al Ain English Speaking School

FIRE SAFETY POLICY

PURPOSE

This policy sets out AAESS's arrangements for fire safety to ensure the protection of pupils, staff, visitors, and property. This policy works in conjunction with the AAESS Fire Prevention Plan to eliminate fire risks and protect life and property.

ROLES AND RESPONSIBILITIES

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires and are responsible for adhering to company policy regarding fire emergencies.

Health and Safety Officer

- Coordinates fire safety arrangements
- Maintain records of fire drills, alarms, and equipment checks
- Ensure evacuation plans and signage are clearly displayed
- Ensures compliance with ADEK and Abu Dhabi health and safety requirements.

School Leadership

- The Principal, Senior Leadership, Health and Safety Officer and Team ensure this policy is implemented, monitored, and reviewed.
- Ensure compliance with ADEK and local civil defence fire safety requirements
- Ensure fire risk assessments are in place and reviewed regularly
- Ensure staff training and fire drills are conducted as required

Staff

- All staff share responsibility for reporting fire hazards or concerns immediately to keep children safe.
- Staff receive annual certified or accredited fire safety training
- Are required to familiarise themselves with fire safety procedures
- Supervise pupils during evacuations
- Report fire hazards or concerns immediately

FIRE PREVENTION and SAFETY MEASURES

- Fire risk assessments are completed and reviewed regularly
- Fire alarms, extinguishers, and emergency lighting are installed and maintained
- Fire exits and escape routes are clearly marked and kept clear
- Electrical equipment is used and maintained safely

FIRE PROCEDURES

In the Event of a Fire Alarm

- All occupants must evacuate immediately via the nearest safe exit
- Staff must supervise pupils and ensure registers are taken if appropriate
- Do not stop to collect personal belongings
- Do not re-enter the building until authorised

Assembly Points

- Designated assembly points are clearly identified and communicated
- Attendance checks are completed and reported to leadership

Fire Drills

- Fire drills are conducted regularly and at least once per term
- Drills include pupils, staff, and where possible visitors
- Outcomes are recorded and reviewed to improve procedures

Visitors and Contractors

- Visitors receive basic fire safety information on arrival
- Contractors must comply with school fire safety procedures

MONITORING AND COMPLIANCE

- Compliance is monitored through audits and leadership review
- Non-compliance is addressed promptly

RECORDING AND REVIEW

- Fire safety arrangements are monitored through audits and checks
- This policy is reviewed annually or following significant changes

AAESS Fire Prevention Plan

OBJECTIVE

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

BACKGROUND

Al Ain English Speaking School (AAESS) is committed to minimizing the threat of fire to employees, visitors, and property. AAESS complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. AAESS separate Emergency Action Plan spells out the procedures for responding to fires. This Fire Prevention Plan serves to reduce the risk of fires at AAESS / Al Muwaij'i, Al Ain in the following ways:

A. Identifies materials that are potential fire hazards and their proper handling and storage procedures.
B. Distinguishes potential ignition sources and the proper control procedures of those materials.
C. Describes fire protection equipment and/or systems used to control fire hazards.
D. Identifies people responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
E. Identifies people responsible for the control and accumulation of flammable or combustible material.
F. Describes good housekeeping procedures necessary to ensure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency; and
G. Provides training to employees regarding fire hazards to which they may be exposed.

ASSIGNMENT OF RESPONSIBILITY

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires and are responsible for adhering to company policy regarding fire emergencies.

Management

Management determines the AAESS fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

Plan Administrator

HSE Officer shall manage the Fire Prevention Plan for AAESS and shall maintain all records pertaining to the plan. The Plan Administrator shall also:

1. Develop and administer the AAESS, fire prevention training program.
2. Ensure that fire control equipment and systems are properly maintained.
3. Control fuel source hazards.
4. Conduct fire risk surveys (see Appendix A) and make recommendations.

Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training, and for notifying Facilities Officer when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing AAESS fire prevention and protection policies.

Employees

All employees shall:

1. Complete all required training before working without supervision.
2. Conduct operations safely to limit the risk of fire.
3. Report potential fire hazards to their supervisors.
4. Follow fire emergency procedures.

PLAN IMPLEMENTATION

Good Housekeeping

To limit the risk of fires, employees should take the following precautions:

- Minimize the storage of combustible materials.
- Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- Dispose of combustible waste in covered, airtight, metal containers.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.
- Keep incompatible (i.e., chemically reactive) substances away from each other.
- Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
- Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- Ensure that heating units are safeguarded.

- Report all gas leaks immediately. Labs In charge we shall ensure that all gas leaks are repaired immediately upon notification.
- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Do not rely on extension cords if wiring improvements are needed and take care not to overload circuits with multiple pieces of equipment.
- Ensure that required hot work permits are obtained.
- Turn off electrical equipment when not in use.

Maintenance

Facility Manager will ensure that equipment is maintained according to manufacturers' specifications. AAESS will also comply with requirements of the National Fire Protection Association (NFPA) code for specific equipment. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

1. Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
2. Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
3. Detection systems for smoke, heat, or flame.
4. Fire alarm systems; and
5. Emergency backup systems and the equipment they support.

TYPES OF HAZARDS

The following sections address the major workplace fire hazards at AAESS facilities and the procedures for controlling the hazards.

A. Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees shall:

1. Make sure that worn wires are replaced.
2. Use only appropriately rated fuses.
3. Never use extension cords as substitutes for wiring improvements.
4. Use only approved extension cords
5. Check wiring in hazardous locations where the risk of fire is especially high.

6. Check electrical equipment to ensure that it is either properly grounded or double insulated.
7. Ensure adequate spacing while performing maintenance.

B. Office Fire Hazards

Fire risks are not limited to AAESS industrial facilities. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.
4. Ensure that extension cords are not placed under carpets.
5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.

C. Cutting, Welding, and Open Flame Work

HSE Officer and Facility Manager will ensure the following:

1. All necessary hot work permits have been obtained prior to work beginning. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
2. Adequate ventilation is provided.
3. Torches, regulators, pressure-reducing valves, and manifolds are listed as UL or FM approved.
4. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
5. Cutters, welders, and helpers wear eye protection and protective clothing as appropriate.
6. Cutting or welding is prohibited in sprinklered areas while sprinkling protection is out of service.
7. Cutting or welding is prohibited in areas were explosive atmospheres of gases, vapors, or dust could develop from residues or accumulations in confined spaces.
8. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
9. Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
10. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.
11. Fire watch has been established.

D. Flammable and Combustible Materials

HSE Officer, Facility Manager and Labs In charge shall regularly evaluate the presence of combustible materials at AAESS (see Appendix D).

There are mostly 5 different classes of fire found in schools, depending on the type of "fuel" that is on fire.

Class A (Solids)
Class B (Liquids)
Class C (Gases)
Class D (Metals)
Electrical Fires

Each type of fire can be put out differently, depending on the hazards involved.
Class A (Solids)
This is one of the most common types of fire because solids are the most common type of fuel and one that is hard to eliminate. Good housekeeping should help to keep materials like packaging and waste reduced, minimizing risks.

How to put out a Class A fire?
- **Water**
- **Foam**

The best types of fire extinguishers for class A fires are water and foam extinguishers. Water is the most popular type of extinguisher because it can handle most fires involving solids. But, as a conductor, it should never be used near electrical equipment.
Power and wet chemical fire extinguishers also have limited suitability for Class A fires.
Class B (Liquids)
Class B fires are fires involving liquids. Many of the fluids, liquids and chemicals used in workplaces can be flammable or explosive. Like cleaning fluids, solvents, fuels, inks, adhesives and paints.
This type of fire is more common in industrial settings, where large quantities of flammable liquids are present. Class B fires are rare but more deadly than other types of fire. So how can you protect yourself?

Make sure you know what flammable liquids are used in your workplace and carry out a COSHH assessment. COSHH assessments are a legal requirement, for any hazardous substances. You should consider the safe storage and use of these substances and keep them in labelled containers and away from sources of ignition.
How to put out a Class B fire?
- **Foam**
- **Powder**

Should a class B fire ignite, foam or powder extinguishers are the best types of extinguishers to attack this type of fire. CO2 extinguishers can also have limited suitability.

Fire extinguisher types
Class C (Gases)
Class C fires are fires involving gases. This could be natural gas, LPG or other types of gases forming a flammable or explosive atmosphere.

Working with gas is dangerous and increases fire risk. Keep stored gases in sealed containers in a safe storage area and ensure that gas work is carried out by competent persons.

How to put out a Class C fire?

Shut off the gas supply
Powder
While extinguishers can be used on Class C gas fires, the only safe method to put out this type of fire is to shut off the gas supply. The best type of extinguisher to put out the fire once the supply of gas is cut off is a dry powder extinguisher.

Class D (Metals)
Metals are not often thought of as a combustible material, but some types of metal can be, like sodium. Metals are also good conductors, helping a fire spread. All metals will soften and melt at high temperatures, which can cause building collapse when metal joists and columns are present in a fire as structural elements.

And don't reach for the common water extinguisher on a Class D fire, water can actually act as an accelerant on metal fires.

How to put out a Class D fire?

Powder
There are dry powder extinguishers developed to tackle metal fires. The powder inside the extinguisher may vary depending on the type of metal risk it is designed for. Small metal fires can sometimes be smothered with dry earth or sand.

Electrical Fires
This is not strictly a class (Class E) of fire, because electricity is more of a source of ignition than fuel. However, fires in live electrical equipment are an additional hazard.

Electrical fires are not given their own full class, as they can fall into any of the classifications. After all it is not electricity burning but the surrounding material that has been set alight by the electric current.

Fire Safety Advice Centre Fire Extinguishers
Making sure electrical equipment and installations are installed, inspected, and maintained correctly will help to reduce the risk of this type of fire.
How to put out an electrical fire?

CO2
While you shouldn't use water to attack an electrical fire, you can use other types of fire extinguishers. The best fire extinguisher to use on electrical fires is the carbon dioxide (CO2) extinguisher. Some dry powder extinguishers are suitable for low-voltage situations.
Always turn off the power supply if you can.

TRAINING

HSE Officer shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

A. review of 29 CFR 1910.38, including how it can be accessed.
B. this Fire Prevention Plan, including how it can be accessed.
C. good housekeeping practices.
D. proper response and notification in the event of a fire.
E. instructions on the use of portable fire extinguishers (as determined by company policy in the Emergency Action Plan); and
F. recognition of potential fire hazards.

Supervisors shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed and will maintain documentation of the training. Employees will receive this training:

A. at their initial assignment.
B. annually, and
C. when changes in work processes necessitate additional training.

PROGRAM REVIEW

Principal and Administration Officer **shall review this Fire Prevention Plan annually for necessary changes.**

Sl No.	Name of persons involved	Designation
1.	Mr. Ian Temple	Principal
2.	Mr. Joseph Dias	Senior Operations Manager
3.	Mr. Binoj Balan	Facility Manager
4.	Mr. Sandeep Sadasivan	HSE Officer
5.	Ms. Ma Theresa Eblamo	Laboratory in charge

Appendix A

Fire Risk Survey
AAESS

Type of Fire Hazard	Location	Emergency Actions	Required PPE

Completed by: _____ **Date: _____**

Appendix B

AAESS General Fire Prevention Checklist

□ Yes □ No	**Is the local fire department acquainted with your facility, its location, and specific hazards?**
□ Yes □ No	**If you have a fire alarm system, is it tested at least annually?**
□ Yes □ No	**If you have interior stand pipes and valves, are they inspected regularly?**
□ Yes □ No	**If you have outside private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year?**
□ Yes □ No	**Are fire doors and shutters in good operating condition?**
□ Yes □ No	**Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?**
□ Yes □ No	**Are automatic sprinkler system water control valves, air pressure, and water pressure checked weekly or periodically?**
□ Yes □ No	**Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor?**
□ Yes □ No	**Are sprinkler heads protected by metal guards?**
□ Yes □ No	**Is proper clearance maintained below sprinkler heads?**
□ Yes □ No	**Are portable fire extinguishers provided in adequate number and type?***
□ Yes □ No	**Are fire extinguishers mounted in readily accessible locations?***
□ Yes □ No	**Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?***
□ Yes □ No	**Are employees periodically instructed in the use of extinguishers and fire protection procedures?***

Completed by:_____ Date:_____

Appendix C

AAESS Exits Checklist

□ Yes □ No	**Is each exit marked with an exit sign and illuminated by a reliable light source?**
□ Yes □ No	**Are the directions to exits, when not immediately apparent, marked with visible signs?**
□ Yes □ No	**Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking?**
□ Yes □ No	**Are exit signs provided with the word "EXIT" in letters at least five inches high and with lettering at least one inch wide?**
□ Yes □ No	**Are exit doors side-hinged?**
□ Yes □ No	**Are all exits kept free of obstructions?**
□ Yes □ No	**Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?**
□ Yes □ No	**Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.)**
□ Yes □ No	**Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)?**
□ Yes □ No	**Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal?**
□ Yes □ No	**Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?**
□ Yes □ No	**Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?**

□ Yes □ No	**Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?**
□ Yes □ No	**Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?**
□ Yes □ No	**Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?**

Completed by:_____ Date:_____

Appendix D

AAESS Flammable and Combustible Material Checklist

□Yes □No	**Are combustible scrap, debris, and waste materials such as oily rags stored in covered metal receptacles and removed from the worksite promptly?**
□Yes □No	**Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?**
□Yes □No	**Are all connections on drums and combustible liquid piping vapor and liquid tight?**
□Yes □No	**Are all flammable liquids kept in closed containers when not in use?**
□Yes □No	**Are metal drums of flammable liquids electrically grounded during dispensing?**
□Yes □No	**Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?**
□Yes □No	**Are NO SMOKING signs posted on liquefied petroleum gas tanks?**
□Yes □No	**Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?**
□Yes □No	**Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?**
□Yes □No	**Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?**
□Yes □No	**Are fire extinguishers appropriate for the materials in the areas where they are mounted?***
□Yes □No	**Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?***
□Yes □No	**Are extinguishers free from obstruction or blockage?***

□Yes □No	**Are all extinguishers serviced, maintained, and tagged at least once a year?***
□Yes □No	**Are all extinguishers fully charged and in their designated places?***
□Yes □No	**Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?**
□Yes □No	**Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?**
□Yes □No	**Are safety cans utilized for dispensing flammable or combustible liquids at the point of use?**
□Yes □No	**Are all spills of flammable or combustible liquids cleaned up promptly?**
□Yes □No	**Are storage tanks adequately vented to prevent the development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?**