



# FIRE PROCEDURES

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## INTRODUCTION

The aim of this Policy is to ensure that all staff, students, service users, contractors and visitors are protected from the risks of fire whilst on our premises. This Policy sets out the management of fire safety in Cañada Blanch Spanish School and provides guidance on the basic principles of general fire precautions that are implemented on the school site.

Specific advice on fire precaution matters can be sought from the local Fire Authority.

## MAIN OBJECTIVES

- To safeguard all relevant persons from death or injury in the event of fire
- To ensure that, should any emergency incident occur such as fire, explosion, leak of gas or harmful substances, flood etc, that the means are in place to effect a safe and organised evacuation of the building, so far as is reasonably possible
- 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

## RELEVANT LEGISLATION

- The Regulatory Reform (Fire Safety) Order 2005 (Ahead RRO)
- The Health and Safety at Work Act 1974
- The Management of Health and Safety Regulations 1999
- The Workplace (Health, Safety and Welfare Regulations) 1992
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Building Regulations 2000 Approved Document B

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Cañada Blanch Spanish School is required to have a fire policy under the Regulatory Reform (Fire Safety) Order 2005. This law (commonly referred to as the RRO) came



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into effect on 1st October 2006. It replaces all previous fire safety legislation e.g. The Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 etc. All legislation that refers to fire safety has been amended and now refers to the requirements of the RRO.

The RRO applies to all premises which are a workplace and to all owners and occupiers of premises where a person has, to any extent, control of those premises or an obligation in relation to maintenance or repair or the safety of the premises.

## **ENFORCEMENT**

The RRO will be enforced, more robustly than previous fire legislation, by the relevant enforcing authority - mostly the Fire and Rescue Authority.

Fire Inspectors, and Fire Officers acting on their behalf, have the same powers as the Health & Safety Executive i.e. the power to enter and inspect any premises at any reasonable time or carry out investigations following fires. If they are called to any premises following an incident or a complaint about fire safety, they will carry out an inspection to ensure compliance with the RRO. They also plan to roll out a programme of inspections.

They must be given access to any facilities, records, written or electronic information and given any assistance they may require. It is an offence (see below) to fail to cooperate with an Inspector or Fire Officer.

Inspectors may serve:

- A Prohibition Notice, to immediately prohibit or restrict the use of a building where it is considered that there may be a sufficiently serious risk to any person, including anything affecting their escape during a fire
- An Enforcement Notice, should the responsible person fail to comply with any provision of the RRO. The notice requires that steps be taken to remedy any failure within a set timescale specified in the notice – not less than 28 days
- An Alterations Notice, where it is considered that the premises constitute a serious risk to any person, or changing the building or its use could cause such a



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risk. The notice requires the responsible person to notify the enforcing authority before making any proposed change to the premises

## ROLES AND RESPONSIBILITIES

### Spanish Embassy Education Office

The governing body is the Consejería de Educación in the UK and they have shared responsibility with the Head for premises under their control.

The governing body, as the management body, should ensure that the fire safety duties imposed by the RRO are effectively implemented in the school and that the school complies with the LA's fire safety policy and practices.

The governing body, having control of the premises, must take reasonable steps to ensure that the buildings, equipment and materials are safe and that staff, students and visitors are not put at risk whilst they are on the premises.

### School bursar

The RRO places duties on the 'responsible person' who is anyone who has control of premises or anyone who has a degree of control over certain areas or systems.

The "responsible person" for Cañada Blanch Spanish School is the School Bursar – Oscar Antolín Guerra or the Designated Person in his absence.

### Fire wardens

A suitable number of trained Fire Wardens and deputies shall be appointed. Their training shall include awareness on fire spread and general precautions to prevent fire.

The "fire wardens" for Cañada Blanch Spanish School are the school bursar (Óscar Antolín) and the school caretakers (Ana Escamilla, Jaime Cobo, Nuria Pereiro and Lorena Sañudo).

The Bursar is supported by the Fire wardens to ensure:

- The fire policy is kept under regular review by the Leadership Team. The fire policy is promulgated in the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions and briefed on where they should go in the event of fire. Records are kept of the fire induction training given to new staff.



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- Procedures and arrangements for emergency evacuation are regularly tested and communicated.
- Fire risk assessments are regularly reviewed and updated. Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- Personal Emergency Evacuation Plans (PEEPs) are in place for disabled staff and pupils.

## All staff

All staff have duties and responsibilities with respect to fire safety under the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005. This is made clear to them during compulsory induction training and annual refresher training.

All employees must ensure that:

- They comply with the relevant fire and emergency procedures for their premises.
- That all fire exits, escape routes and fire-fighting equipment are kept free of obstruction at all times.
- Firefighting equipment is not removed from its appointed location at any time, unless for the use in the event of an emergency.
- All signed fire doors are kept closed at all times, unless they are fitted with the appropriate self-closing mechanisms in the event of the fire alarm sounding.
- No smoking policies are strictly adhered to.
- Flammable substances are stored in their correct containers and in a cool place, away from ignition sources.
- No vehicles are parked in places where it may obstruct emergency exits or obstruct access to fire appliances.
- Fire notices are obeyed and on hearing the fire alarm staff immediately leave the building until they are authorised to return.

## Contractors

Contractors working in the premises will be informed and briefed of the Fire Policy and Procedures prior to work commencing, in accordance with the Management of Health





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and Safety at Work Regulations 1992. Also independent Risk Assessment to be done in compliance with school procedures prior any work takes place.

Contractors working on school premises are required to follow all instructions given to them with regards to fire safety by school staff or authorised council officers. They have a duty to ensure that they work safely and do not create fire hazards through their activities. Any work that does carry a fire risk, such as hot-work (e.g. welding), must be carefully controlled using a Hot-Work Permit. The Council Contract Officer, Head Teacher or Premises officer/ manager on site should check the contractor's Hot Work Permit and risk assessment.

Contractors also have a duty to ensure that their staff are adequately trained and instructed in fire safety procedures and arrangements for the site where they will be working.

## **Visitors**

Service Users and Visitors to school premises are required to comply with all instructions given to them in regard to fire safety and any other fire procedures. However, it must be recognised that people may panic in unfamiliar surroundings and may not cooperate with instructions. Staff (fire wardens) should be available to assist with evacuation of common areas.

Visitors to school premises, including staff visiting another workplace, must register on arrival and sign out on departure, so that should a fire occur they are known to be in the building.

During an evacuation, all visitors should be escorted to the Assembly Point by the person they are meeting.

## **Responsibilities when school premises are hired out by third parties**

Where other businesses or groups hire the school premises, out of school hours or during school holidays.

The responsible persons are:

a) The proprietor - responsibility for providing safe premises for the schools under their control,

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- b) Bursar, who has control of the premises i.e. leaving the premises in a safe state and informing the third party of any risks that may affect them
- c) The responsible person for the third party who has control over the activities and is responsible for fire prevention and the safe evacuation of the people under their control

The responsible persons as above, must communicate and cooperate to ensure the requirements of the RRO are met i.e. co-ordinate the findings of their separate risk assessments to ensure that fire precautions and protection measures are effective throughout the building.

## **FIRE RISK ASSESSMENT**

A fully comprehensive fire risk assessment must be carried out by a specialist consultant or competent person who has comprehensive training and experience in fire risk assessment. A competent person will also need to review the fire risk assessment. Risk assessments will be carried out at least once a year.

The competent person who undertakes the fire risk assessment must work in liaison with the premises manager or school bursar who has a thorough knowledge of the premises, i.e. the layout, the work activities, the type of service and importantly, specific details about the people using the building, e.g. numbers, vulnerable or disabled people, anyone who may have difficulties in an evacuation, or those who may not respond to an alarm etc.

The assessment must be carried out whilst the building is in normal use, so the assessor can observe the building users carrying out their normal work activities and practices.

Fire risk assessments must be seen as 'live' documents, reviewed regularly i.e. quarterly / annually / every two years / every three years, depending on the risk of fire and the size of the premises.

If a fire or 'near miss' occurs, this could indicate that the existing assessment may be inadequate and a re-assessment should be carried out.

The fire risk assessment must be reviewed if a Young Person (aged 16-18) is employed.



## **FIRE PROCEDURES**

The Fire Procedure is to be followed by all staff, pupils and visitors in the event of fire and fire alarm activations. All visitors must be informed of fire procedures before entering the building by members of the staff. Evacuation key information for visitors will be displayed in the main reception, school office, main hall and head-teacher' office.

The principal objective of the procedure is to achieve a rapid and effective response to all fire alarms and fire emergencies, consistent with the safeguarding of life and property

## **PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)**

Where staff and regular visitors to the school require a plan, they will be provided with an individual plan. The plan will be tailored to their individual needs and is likely to give detailed information on their movements during an escape. It is also possible that there will be some building adaptation to facilitate their escape and to reduce the need for personal assistance.

The school will follow the procedures and advice set on the following guide published by the Home Office: [Fire safety risk assessment: means of escape for disabled people \(single document, including appendices\).](#)



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## GENERAL ACTION IN THE EVENT OF A FIRE

When the alarm sounds, staff, pupils and visitors should be directed to the assembly point detailed in the Fire Evacuation Plan, which is displayed on the back door of every room, as quickly as possible.

Through training and via regular reminders staff and students are instructed that they must not delay taking equipment or possessions and not re-enter any room once the alarm sounds.

Wardens should supervise the evacuation of their area in a quick, calm and organised manner.

Designated members of the fire warden's team, usually the bursar and the caretakers, will go to the alarm panel to discover in which area of the building the alarm has been triggered. If safe to do so, they will investigate the source of the fire or alarm activation and phone the fire brigade if necessary.

*If the alarm sounds during lesson time:* On hearing the alarm signal, the teacher will indicate to the students in his/her charge that the evacuation has begun.

The class delegate will go to the head of the line of pupils and the teacher will close the windows and join the end of the line of pupils in the class group.

In Infant Education:

In Infantil 3 years old: One of the teachers will leave the class first and the other last.

In Infantil 4 years: The support teacher will leave last, close the windows and make sure that the class is empty.

In Infantil 5 years: The children will go out and line up at the classroom door while the teacher closes the windows.

The teacher will be the last to leave the classroom, checking that all the pupils in the class are present. If any pupil is in another room (toilet, infirmary, caretaker's office ....), he/she will join the nearest evacuation line and evacuate the building as soon as possible. The teaching staff will be aware of the correct movement of their students (in single file and close to the walls) and will redirect their actions if necessary. Once the classroom has been completely evacuated, the teacher will close the door, leaving the students' personal belongings inside, and will mark the classroom as evacuated by leaving the bin (or similar object) at the door.



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The evacuation should be carried out calmly and in silence.

*If the alarm sounds during break or lunch time*, students and staff within the dining room should evacuate to the assembly point following its evacuation route through the car park. Students and staff within the building should evacuate to the assembly point as well.

Members of staff should take all reasonable steps to ensure that the students evacuate the area promptly and should re-assemble with them at the designated assembly point, a head counting will be done at the assembly point to ensure all students and staff are present and safe.

As a rule, all firefighting should be left to the fire service. An attempt to fight a fire with the firefighting equipment available would only be appropriate for trained staff, where the fire was very small or where it was encroaching on an exit route. The first priority is to raise the alarm and evacuate.

All occupants should proceed to the designated fire assembly point. Assembly points are indicated in every room and fire alarm notices throughout the buildings. It is important that staff and students do not remain near the entrances of the buildings which have been evacuated; this can restrict the evacuation and hinder access for fire brigade personnel.

At all times during the emergency, staff and students should comply with all instructions given to them by the fire team.

Do not re-enter the building until advised to do so by the Fire Wardens Team.

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## **FIRE INDUCTION**

Members of staff must do the fire induction and BE FAMILIAR WITH:

- Evacuation routes and meeting points for ALL facilities used throughout the school day.
- Where are the fire alarms and how to break its glass.
- Where the fire extinguishers are and how to use them

IN CASE OF EVACUATION:

- Do a headcount of pupils before leaving the classroom and stand at the back of the line to make sure no one is left behind or leaves the line.
- Ensure that students evacuate in an orderly manner, without running or shouting (one or two class leaders should be designated to lead the line).
- If a student is at another point in the building, he or she should evacuate from there by joining the first line he finds and, once at the meeting point, report his presence to the teacher in charge of that class.
- Close all the doors on the way out.
- Recount students at the meeting point and report to the Fire Marshals any student missing, still in the building or the presence of students from other groups.
- Do not re-enter the building until expressly authorised by the Fire Marshals.
- Tutors should ensure that their students are familiar and trained in this protocol. When returning to class it is necessary to evaluate the whole process to improve practice.

The whole process must not last longer than 3 minutes.

## **IN THE EVENT OF FIRE:**

- Activate the alarm by breaking the glass panel at the nearest point.
- Apply the previous evacuation protocol.

## **Meeting Points**

The School has eight Fire Assembly Points: A, B, C, D, E, F, G, H.

The fire drill procedures and meeting points are displayed on the door of every room at school.

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## **FIRE PRECAUTIONS LOG BOOK AND OTHER RECORDS**

A fire precautions log book will be maintained by the fire wardens team.

Details of the following will be recorded within the fire emergency files and log book:

- Testing and maintenance of the premises fire alarm systems.
- Testing and maintenance of emergency lighting systems.
- Testing and maintenance of firefighting equipment.
- Testing and maintenance of final exit doors and door hardware.
- Maintenance of the premises heating systems.
- Maintenance of the premises mains electrical installations.
- Maintenance of portable electrical appliances.
- Maintenance and cleaning of stage lighting where appropriate.
- Maintenance, cleaning and testing of kitchen equipment, including ducts and extraction systems where appropriate (minimum every 6 months).
- Fire drills (minimum every term)
- Fires and false alarms.
- Visits/ inspections by fire and rescue service officers
- Contact details of firefighting equipment supplier
- Fire certificates were appropriated.

A separate record of all staff fire training will be maintained by the school office.

## **ELECTRICAL EQUIPMENT**

In accordance with the Electricity at Work Regulations 1989, all appliances connected to the School's electrical installations will be controlled through a routine checking system known as Portable Appliance Testing (PAT). The School will use guidance given by the Health and Safety Executive to decide the frequency of this testing and records of testing will be made available for inspection. Personal electrical appliances should not be brought into the School.

## **STAFF FIRE TRAINING**

All staff will receive basic instructions in fire safety and fire training appropriate to the specific needs of their place of work. A record will be maintained of all staff fire training by the School office.

It is essential that all staff:

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- Understand and are familiar with extinguisher codes of practice;
- Understand the character and hazards of fire, smoke and toxic fumes;
- Understand the importance of fire doors in preventing the rapid spread of smoke and fire
- Know the fire hazards involved in their working environment;
- Practice and promote fire prevention e.g. by eliminating electrical hazards (as above);
- Are familiar with closest escape route options in all areas of the School in which they work.
- Know and follow the procedures in which they were trained.
- Fire drills will be carried out at least once every term.
- Fire drills will be monitored and all details recorded to enable the Fire Team to assess the effectiveness of fire procedures and the adequacy of staff fire training.

### **CHANGES TO YOUR PREMISES**

The fire risk assessment must also be reviewed if it is 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) - this may affect the spread of fire.

Any change to the use of the premises - this may affect the risk rating

Any change to work processes or work equipment - this may introduce new fire hazards

Any change to the numbers of people using the premises - to ensure the escape routes can accommodate the numbers safely

Where significant changes are planned, the fire risk assessment must be reviewed

### **POLICY REVIEW**

This policy will be reviewed and updated by the Fire Team annually to take account of changes in legislation or working practices and in the event of changes on the building or staff replacement to keep the same standards. This will then be disseminated among staff and visitors. Registers will be updated accordingly.