

BCAD FIRE SAFETY MANAGEMENT POLICY

**INTEGRATED MANAGEMENT SYSTEM
(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018,
ADOSH SF)**



BRIGHTON COLLEGE ABU DHABI
Bloom Gardens, Khalifa Park, Abu Dhabi, United Arab Emirates

Academic Year 2026–2027

Doc. Ref. No.: BCAD-IMS-HSE-POL-12

Issue No.: 02

Rev. No.: 04

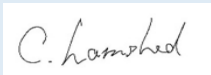
Date of Issue: 06-10-2026

Date of First Issue: 01-02-2022

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			Date of 1 st Issue	01-02-2022

Rev. No.	Description of Change	Owner	Date of Issue
00	Initial Release	RAF	01-02-2022
01	Minor updating of contents and format; and updating of ADOSH SF reference	MSO	15/01/2025
02	Minor updating of contents and format	MSO	15/01/2026
03	Minor updating of contents and format	MSO	14/09/2026
04	Minor updating of contents and format	MSO	06/10/2026

Document Control

	Prepared by	Reviewed & approved by	Approved by
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Designation:	Manager of School Operations	Head Master	General Manager
Signature:			
Date:	6 th Oct 2026	6 th Oct 2026	6 th October

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1. Purpose and Scope

Brighton College Abu Dhabi is committed to preventing fire and protecting life through risk assessment, maintained systems, trained staff and clear evacuation procedures. This policy covers all school areas, occupants, contractors, events and authorised use outside school hours. Trip leaders must check fire and evacuation arrangements at off-site venues.

The policy forms part of the College Health and Safety Policy and School Emergency Response Plan. The approved site fire strategy and applicable ADEK, Civil Defence and ADPHC requirements apply; stricter authority or system requirements take precedence over College minimum frequencies.

2. Responsibilities

Role	Essential responsibility
Head Master and Governors	Retain overall accountability, approve the policy and ensure resources. The Head Master appoints a named Fire Incident Commander and ensures command cover for every operating period.
MSO / Fire Incident Commander Dr. Anas Al Mulla	Leads operational fire safety and the Emergency Response Team (ERT); approves drills; assigns actions and resources; receives assembly reports; liaises with Civil Defence; directs relocation and return; escalates significant risks to the Head Master.
HSE Officer Melizza Bosito	Reports to the MSO; coordinates risk assessments, training and drills; monitors compliance and corrective actions; maintains consolidated assembly and incident records; registers support staff; submits required authority reports.
Heads of School / CLT	Ensure staff cover, pupil supervision, accurate registers and implementation within their areas. Heads of Year (HoYs) and House Masters/Mistresses (HMMs) coordinate tutors and their deputies.
Facilities / BFM	Maintain fire systems, exits, maps, certificates and the fire log; control contractors and permits; complete opening checks and repairs; escalate system failures and unsafe conditions immediately.
Security / Reception	Allocate the emergency caller and deputies; maintain occupancy records; support evacuation; keep emergency access clear; meet responders and account for visitors.
Teachers, tutors and wardens	Know routes and alarms; evacuate and supervise pupils; check accessible spaces only while leaving safely; complete the assembly duties in Section 5; report hazards and unchecked areas.
Clinic / Inclusion / PE / activity leads	Plan and support assisted evacuation and medical needs. PE staff supervise pool evacuation. Activity and event leads manage their groups, including outside normal hours.
All staff, pupils and other users	Follow fire instructions, keep routes clear, report hazards, maintain required signing-in/out records and participate in relevant training or briefings.

The ERT includes the Head Master, Vice-Principal, MSO, Heads/Deputy Heads of School, Security, Facilities, HSE, Medical and BFM teams. Current contacts, assigned areas and deputies are held in the emergency duty list.

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3. Prevention, Risk Assessment and Maintenance

3.1 Risk assessment and unsafe conditions

The HSE Officer must review fire risks at least annually and following any significant change, incident or drill that identifies weaknesses. The assessment must cover ignition and fuel sources, people at risk, escape routes, fire protection systems, events, contractors and periods of reduced staffing.

The HSE Officer records identified hazards, risk ratings, required actions, responsible persons, deadlines and evidence of completion. The MSO assigns the necessary resources, monitors progress and oversees the closure of corrective actions.

Where a fire safety issue creates an immediate risk to occupants, the HSE Officer may stop the affected activity or restrict access to the area. The MSO ensures that the required corrective action and resources are arranged and escalates significant risks to the Head Master where necessary.

The area or activity may resume once the fire safety issue has been rectified and the HSE Officer has confirmed that it is safe to do so.

3.2 Daily prevention and special hazards

- Keep exits, stairs, corridors, emergency access and isolation points clear. Exit doors must permit escape while occupied. Do not wedge fire doors open or tamper with safety equipment.
- Control waste, combustible storage and heat sources. Remove damaged appliances from use; prevent overloaded sockets and unauthorised electrical equipment. Facilities must approve battery-charging locations. Smoking and vaping are prohibited.
- Laboratories, DT, Art and cleaning stores must use inventories, safety data sheets, suitable storage and task risk assessments. Keep plant/electrical rooms free of unrelated storage. Kitchens must control grease, extraction cleaning and suppression systems.
- LPG is restricted to educational use through an approved, secured central supply linked to the alarm; individual burners/cylinders and portable LPG equipment are not permitted. Escalate gas leaks, unusual fumes and damaged batteries without exposing staff to the hazard.
- Hot work requires a permit, competent workers, suitable controls and a fire watch during and after work for the assessed period. Alterations require approval and checks of escape routes, compartmentation, fire stopping and system commissioning.

3.3 Fire systems and electrical safety

Facilities maintains an asset-specific schedule for alarms, detectors, call points, emergency lighting, signs, extinguishers, hose reels, pumps, sprinklers/suppression, water supplies, fire doors and interfaces. Use competent, Civil Defence-approved fire contractors and retain current certificates, required HASSANTUK arrangements and applicable displayed licences.

Retain the College's semester alarm checks and school-holiday lighting checks in addition to all required system tests. Service extinguishers at least annually and inspect them visually for access, damage, pins and gauge condition. Inspect fixed wiring at least every five years, or sooner if required; portable equipment follows a risk-based schedule.

Record last/next service dates, defects and repairs. Planned isolation needs written authorisation, a risk assessment, time limit, interim controls and required notifications. Escalate unplanned failures immediately; verify and record restoration before normal use resumes.

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4. Fire Emergency Procedure

RAISE THE ALARM • EVACUATE • ASSEMBLE • REPORT
Civil Defence: 997 | Ambulance: 998 | Police: 999

4.1 Raise the alarm and call for help

Anyone discovering fire or smoke must activate the nearest safe alarm call point, warn those nearby and begin evacuation without waiting for approval. Pupils should also alert the nearest teacher. Treat every fire alarm as an instruction to evacuate immediately.

The assigned caller contacts Civil Defence on 997, and ambulance services on 998 if needed. If the caller is unavailable, another person must call. Do not assume automatic monitoring has made the call. Give the College name, exact address, emergency access gate, fire location, hazards, casualties, anyone unaccounted for and a contact number.

4.2 Evacuate safely

- Leave belongings and use the nearest safe designated exit. Walk promptly and quietly; do not run or use ordinary lifts. Use an alternative safe route if the normal route is blocked.
- Staff supervise pupils, check the room while leaving and close the door if safe. Display a Clear sign only after checking and only if this does not delay escape. Isolate gas/electricity or close windows only if trained, safe and without delaying evacuation.
- Wardens check accessible spaces only as they leave and report unchecked areas. Nobody may re-enter to search or enter smoke.
- If escape is blocked, move away from smoke to a safer enclosed location if possible, close the door, call 997 with the exact location and follow responder instructions.
- Proceed to the College field. If unsafe, the Fire Incident Commander directs safe relocation to the approved secondary assembly location in Bloom Gardens. Maintain supervision and follow Section 5.

Security reads or relays alarm-panel information only from a safe position without delaying evacuation or the call. The main panel is at Reception. Security keeps gates/routes clear, meets responders and supplies site plans, hazards and assembly information. Use telephone/radio communications with an agreed backup.

4.3 Firefighting restrictions

Only trained, designated adult ERT members may tackle a small, confined fire after the alarm is raised, evacuation starts and Civil Defence is notified. They must have a suitable extinguisher and clear escape route, and must not delay supervision or escape. No one is required to fight a fire. Pupils must evacuate. Withdraw if conditions worsen; never enter smoke or use water on energised electrical equipment, burning liquids or cooking oil.

4.4 All-clear and re-entry

For a drill, the MSO, named deputy or Head Master authorises the all-clear. After a fire or suspected fire, re-entry requires Civil Defence clearance and College authorisation. The MSO coordinates return after Facilities and a competent specialist verify affected areas/systems. Alarm reset alone is not clearance. The HSE Officer records the clearance and checks.

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5. Assembly and Registration

Use the allocated positions on the College field and the current approved assembly map. Keep emergency access clear. Staff remain with pupils and do not release them informally to parents; any collection requires an authorised, recorded handover.

School group	Normal field access
Pre-Prep	Gate closest to the Amphitheatre
Prep / Years 3–6	Gate closest to the Pump Room and Canteen
Senior / Years 7–13	Gate closest to the main gate

Staff, visitors and contractors must follow the approved assembly map and staff directions. Where the normal access or exit point is unsafe or blocked, an alternative safe route must be used.

Teachers must have access to the latest pupil attendance information and are responsible for accounting for pupils in their care at the assembly point.

Any person who is unaccounted for must be reported immediately in accordance with the evacuation procedure.

5.1 Registration and reporting

Group	Registration lead and reporting route
Pupils and tutors	Class teacher/tutor → HoY or HMM → Head of School → MSO. Deputies cover absent tutors and leads.
Teaching staff without tutor groups	Register with the Director of Sport, who reports to the MSO. Include part-time and music staff.
Support, administration and finance staff	Register with the HSE Officer, who reports to the MSO.
Cleaners and contractors	Facilities/BFM Supervisor registers the group and reports to the MSO or designated duty leader outside school hours.
Visitors	Security registers visitors with Reception/host support and reports to the MSO.
External users and activities	Activity/booking lead registers the group and reports to the duty leader, who escalates to the MSO or designated Fire Incident Commander.

The HSE Officer maintains the consolidated record. Report missing persons and last known locations immediately to the MSO for Civil Defence, without waiting for full reconciliation. Report unchecked areas and known hazards. Staff must not re-enter to search.

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5.2 Accurate occupancy records

Use current registers and accessible emergency backups, reflecting absences, late arrivals, early departures and timetable changes. Account for pupils in the Clinic, toilets, individual lessons, sports and other activities. Staff must sign in/out when leaving or returning during the working day; Security and activity leads maintain equivalent records outside normal hours.

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6. Preparedness and Special Arrangements

6.1 Training and drills

Staff receive induction before unsupervised duties, annual refresher training and updates when arrangements change. Wardens, evacuation assistants and authorised extinguisher users receive role-specific training. Brief supply staff, contractors and visitors; pupils receive age-appropriate evacuation practice.

Conduct at least four fire drills each academic year: two in Term 1 and one in each remaining term, plus additional drills where weaknesses or authority requirements demand. Include different operating conditions, assisted evacuation and absence cover. The MSO approves the programme; the HSE Officer coordinates it and records response, clearance/accountability times, observations and actions. The MSO assigns owners/deadlines; HSE verifies completion.

6.2 Assisted evacuation

Prepare a Personal Emergency Evacuation Plan (PEEP) for anyone unable to evacuate independently, including temporary needs. Clinic and Inclusion teams agree it with the individual and, for pupils, their parents and relevant staff. Identify primary/backup assistants, routes, communication, equipment and timetable arrangements. Train assistants, practise sensitively and revise when needs change.

Use evacuation aids only with trained staff and agreed techniques. Refuges must be part of the approved fire strategy, with communication and onward evacuation; they are not unattended waiting places. Do not assume a person with limited mobility will leave last or use ordinary lifts.

6.3 Swimming pool and examinations

PE/pool staff lead immediate evacuation. Pupils take readily available towels, clothing or footwear only if this does not delay escape; staff provide coverings and supervision at assembly.

The Examinations Officer briefs candidates and staff. Examination candidates remain supervised, silent and separate on the pavement adjacent to the assembly area when safe, following examination requirements.

6.4 Events, hirers and outside school hours

The same alarm, evacuation, registration and re-entry rules apply during activities, events, weekends, holidays and contractor work. Each booking requires a named lead, agreed occupancy, attendance records, working systems, available exits and emergency cover. Obtain required approvals and brief users before the activity; suspend use if essential safeguards cannot be maintained.

Activity teachers escort and remain with pupils at assembly, reporting to the CLT member or designated leader on duty. The duty leader coordinates registration, relocation and controlled collection. Security ensures the emergency call, meets responders and informs the MSO/deputy, with details to HSE. BFM registers cleaners. Re-entry remains subject to Section 4.4.

6.5 Communication and recovery

The Head Master oversees parent communication, authorised collection and continuity arrangements. Keep families clear of emergency access. Offer wellbeing support, investigate fires, near misses and false alarms, and record corrective actions. HSE escalates incidents to the MSO and submits required

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ADEK/ADPHC reports within applicable deadlines; internal approval must not delay emergency calls or statutory notification.

7. Records, Monitoring and Review

When / responsibility	Required check or action
Before each opening period Facilities / Security	Check exits, routes, alarm-panel status, emergency access and visible defects. Resolve conditions that prevent safe occupancy.
Monthly HSE Officer	Review the fire log, maintenance, certificates, staff cover and overdue actions; report deficiencies to the MSO.
Termly MSO / leadership	Review significant risks, drill findings and actions; direct corrections and escalate resource needs.
Annually and after significant change MSO / HSE Officer	Review this policy and the fire risk assessment, and review earlier after incidents, new requirements or identified weaknesses. Head Master approves policy revisions; Governors oversee significant unresolved risks.

7.1 Essential records

Facilities maintains the fire log and technical records. HSE maintains the controlled fire safety file, reviews evidence and reports outstanding actions to the MSO. Retain:

- Fire risk assessments and actions with owners, due dates and evidence of completion.
- Approved fire strategy, current certificates, system maintenance schedule, inspection/test records, defects, permits and restoration checks.
- Evacuation/assembly maps, emergency access information, current contacts, named callers, wardens, command deputies and registration leads.
- Training, drills, incident reports, assembly outcomes, investigations and corrective actions.
- PEEPs, emergency register backups, parent collection arrangements and the current authority-reporting procedure.

Keep records under the College retention schedule and applicable requirements. Restrict medical and PEEP information to authorised staff while keeping it accessible in an emergency. Update maps, duties and plans whenever site, staffing or individual needs change.

8. Related Documents and References

- ADEK School Health and Safety Policy, Version 1.1, September 2024.
- ADEK School Buildings and Facilities Policy, Version 1.1, September 2024.
- ADEK School Safeguarding Policy, Version 1.2, January 2025.
- Applicable ADOSH SF requirements, UAE Fire and Life Safety Code and current Civil Defence directions, certificates and approved site fire strategy.
- BCAD Health and Safety Policy, School Emergency Response Plan, Critical Incident Management and Disaster Recovery Policy, PEEPs and approved site schedules.
- UAE Government: Handling emergencies (u.ae); official emergency contacts.

The HSE Officer maintains the current reference list and advises the MSO of changes affecting this policy or operational arrangements.