



FIRE SAFETY POLICY

HS03

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OVERVIEW

Doha College is a responsible employer that takes its fire safety duties seriously. For that reason, this policy has been formulated to help Doha College comply with legal obligations to staff and visitors. The legal obligations are taken to be the UK's Regulatory Reform (Fire Safety) Order 2005 (The Order) unless these are exceeded by Qatari law or requirements.

Doha College is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, students and other persons who may be affected by its activities.

This policy addresses our obligation under The Order that requires Doha College to:

- . Develop a policy to minimise the risks associated with fire
 - a. Reduce the risk of an outbreak of fire
 - b. Reduce the risk of the spread of fire
 - c. Provide a means of escape
 - d. Demonstrate preventive action
 - e. Maintain documentation and records in respect of fire safety management

THE RESPONSIBLE PERSON

Doha College has appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto College property and of anyone not on the premises but who may be affected.

The responsible person is: Principal of Doha College

The responsible person must ensure that a competent person carries out Fire Safety Risk Assessments. The responsibility for health and safety matters relating to staff and visitors is generally carried by the Health and Safety Manager.

ROLES AND RESPONSIBILITIES OF A FIRE WARDEN

To prevent a fire from endangering the health and safety of occupants and other relevant people for whom a duty of care is held, a fire warden is a person (or people) designated by the person with responsibility for workplace activities, to assist them in implementing the necessary fire safety arrangements as identified by the head of health, safety, and security manager.

Fire Wardens are trained to respond to a fire emergency and are crucial in maintaining the workplace's continuity. Fire Wardens are an essential risk-control measure to make sure the workplace is ready should an emergent situation occur, along with the Emergency Plan developed by the Head of health, safety, and security manager.

KEY DUTIES OF A FIRE WARDEN INCLUDE

1. To support the Head of Health, safety, and security manager in establishing and enhancing efficient emergency procedures.
2. To assist in preventing emergencies by monitoring the adequacy of the fire risk control measures.
3. To inform staff and students about the potential fire risks present at school.
4. To provide guidance to staff, students, and visitors on what to do in the event of a fire emergency.
5. They must be knowledgeable with all fire emergency exits and escape routes from their work location to help the head of health, safety, and security manager during a simulated fire evacuation drill to evaluate the effectiveness of emergency plans.
6. To ensure that everyone from the school is registered during an evacuation, and.
7. In the event of an emergency, to assist everyone in the school, including those with special requirements, such as enabling someone in a wheelchair to leave.

If the fire alarm is sounded, Fire Wardens have a Duty of care to assist in the safe evacuation of all workplace occupants including visitors and to ensure that their designated area has been cleared.

DURING AN EVACUATION, FIRE WARDENS NEED TO

1. Direct everyone to leave the workplace/building using all appropriate routes and exits, (avoid inappropriate exits, such as lifts)
2. Check all accessible spaces in their area, including bathrooms and toilets, to make sure everyone has evacuated – this should be undertaken whilst exiting the area so as not to expose themselves to unnecessary risks or delays.
3. Close windows and doors behind them to isolate any spread of fire.
4. Guide everyone to the designated Fire Assembly Area and assist in confirming that everyone has arrived safely.

COMPETENT PERSON (HSSSP)

Doha College will appoint a competent person to carry out the following duties:

- a. Carry out risk assessments
- b. Advise Fire Marshals
- c. Assist with fire drills

A competent person will only be regarded as competent if they have the appropriate level of training, experience, and knowledge. Training and supervision will be provided for the nominated competent person.

DOCUMENTATION & RECORDS

Doha College documents and keeps records to prove that Doha College have acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time in Doha College:

- a. This fire safety policy which will also be available online
- b. Fire evacuation procedures
- c. Copies of all risk assessments
- d. Records of all fire training
- e. A record of all fire drills (at least two per year) listing all attendees, evacuation times and any comments.
- f. Records of weekly tests of fire alarms, final fire exits.
- g. Record of annual inspection and testing of all firefighting equipment
- h. Records of periodic tests of emergency lighting
- i. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- j. Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- k. Records of any unwanted alarm activations and action taken
- l. Plans of Doha College Buildings

DUTIES OF THE STAFF

Staff includes all employees and contractors working at Doha College.

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that Doha College may introduce as a measure to protect the safety and well-being of all staff and visitors.

COMMUNICATION

Doha College will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. A fire safety briefing will form part of the induction training for new members of staff.

We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

PROCEDURES

Doha College has introduced the following procedures to maintain high standards of fire safety:

- a. The fire evacuation procedures will be practised at least two times annually on the campus.
- b. All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any changes that may affect fire safety. All training will be provided during normal working hours as far as reasonable. It is College policy that key staff, namely canteen staff, will be trained in the use of fire extinguishers and fire blankets whether or not they have been given specific fire-fighting duties.
- c. All escape routes will be established, always kept in good working order and free from obstruction and combustible materials. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.
- d. Firefighting equipment will be provided. In general, this means fire extinguishers and hoses, but additional provision of fire blankets or hoses may be made where deemed appropriate by the findings of a risk assessment.
- e. All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of Doha College notices defective or missing equipment, they must report it to a competent person.
- f. All available technological solutions to fire prevention will be examined by Doha College and innovative practices and equipment will be adopted as appropriate advice on available equipment and solutions will be sought at regular intervals.
- g. An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- h. Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.
- i. The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of a regular maintenance schedule. All staff are required to ensure that any fire door provided always remains closed.
- j. Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g., emergency lighting, fire doors etc.
- k. Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.

- l. In the normal course of their work, housekeeping and maintenance staff will make it their business to ensure that residents, students, staff, visitors, and other users of Doha College buildings keep exits and lobbies clear of debris, furniture etc., that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.
- m. This policy will be included as part of the terms and conditions of employment. Failure to cooperate may be treated as a disciplinary matter.

RISKS ASSESSMENTS

The competent person will make, record, review and, where applicable, revise Fire Safety Risk Assessments at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use. The Fire Safety Risk Assessments must take into consideration everyone who may come onto College premises, whether they are employees, visitors, or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.

Heads of Faculties, Departments, Subjects and Years have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments.

A 'five step' approach will be taken as follows:

- Step 1: Identify potential fire hazards in the workplace.
- Step 2: Decide who might be in danger, in the event of a fire, in the workplace or while trying to escape from it and note their location.
- Step 3: Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g., by improving the fire precautions).
- Step 4: Record findings and details of the action taken as a result.
- Step 5: Keep the assessment under review and revise it when necessary.

The policy statement will be regularly reviewed and updated as necessary.

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About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

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