

Al-Noor Primary School

Fire Safety Policy

Fire Plan

1 Introduction

- 1.1 The health, safety and welfare of all people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The headteacher, the school Health and Safety Coordinator, Board of Trustees, along with the Health and Safety Executive, takes responsibility for protecting the health and safety of all school members. This policy is guided by the responsibilities set out as per the The Regulatory Reform (Fire Safety) Order 2005.

Furthermore this is a duty enshrined upon all Muslims by Allah, the Almighty through his book the Noble Quran wherein He says "Do not put yourselves in harms way", Surah Baqarah Ayah 195. Likewise the Prophet Mohammed peace be upon him said in a hadeeth "Do not cause harm or reciprocate harm". This clearly indicates the importance of a Muslim looking after themselves and ensuring the safety of those around them.

- 1.2 Under the school's Health, Safety and Welfare Policy, a Fire Safety Policy has been devised to deal with fire safety issues relating to children, staff and members of the public on the school premises.
- 1.3 The school is also aware that in October 2006 Fire Legislation changed and The Regulatory Reform (Fire & Safety) Order, came into force. The change in the law means that Fire Certificates will no longer be issued. The Regulatory Reform (Fire & Safety) Order is "self regulatory" the responsibility for fire safety is with the school.

2 Aims and Objectives

- 2.1 The objective of the Fire Safety Policy is to minimise the risk of a fire occurring through preventive measures and reducing the likely risks, to protect the safety and welfare of children, staff and members of public on the school premises.
- 2.2 The aim of the policy is to outline the procedures to prevent fire occurring, spread and evacuation from the premises.
- 2.3 The Fire Safety Policy ensures all legal requirements and procedures under Health and Safety law are implemented in the school.

3 Fire Safety

3.1 Daily Checks

- 3.1.1 All escape routes, emergency exits and passageways are checked to ensure they are clear from obstructions and combustible materials, and in a good state.
- 3.1.2 The fire alarm panel is checked to ensure it is active and operational.
- 3.1.3 All signs and notices are checked to ensure they are legible and in place.
- 3.1.4 The above checks can be carried out by a member of the administrative team.

3.2 Weekly Checks

3.2.1 The fire alarm is tested weekly to ensure it is in working condition and the fire alarm log book is filled in to confirm checks have taken place.

3.2.2 All fire extinguishers are checked to ensure they are correctly located and in working condition.

3.2.3 Any faults found must be reported immediately to the headteacher to be resolved.

3.3 Monthly Checks

3.3.1 Emergency lighting is tested monthly to ensure good working order by a senior member of staff and recorded onto the emergency lighting log book.

3.3.2 Any faults found must be reported immediately to the headteacher to be resolved.

3.4 Termly Checks

3.4.1 Twice a term a fire drill is carried out with all staff and children.

3.5 Annual Checks

3.5.1 The emergency lighting, fire extinguishers and fire alarm is tested and maintained annually by a competent person.

3.5.2 A detailed fire risk assessment is undertaken and reviewed annually.

3.6 All weekly, monthly, termly and annual checks are recorded onto a log book and undertaken by a senior member of staff.

3.7 Signs and notices

3.7.1 Signs and notices are displayed around the school in appropriate positions to help people identify escape routes, fire fighting appliances and call points.

3.7.2 Notices are also used to provide instructions on how to use the fire extinguishers and actions to be taken in the event of a fire.

3.7.3 Signs and notices are checked on a regular basis to ensure they are legible and in place.

3.8 Emergency Evacuation Procedure

3.8.1 The assembly point for everyone is outside at the far end of the playground – signposted with an FIRE ASSEMBLY POINT sign.

3.8.2 On hearing the alarm leave the building by the nearest available route, guiding your class with you, do not run and ensure the children do not run.

3.8.2 In the event of an evacuation do not stop to collect your personal belongings, waste time putting things away or by stopping to talk.

3.8.3 Teachers teaching or on duty are to act as Fire Marshals for the class and are responsible for the safe and swift evacuation of their pupils.

3.8.4 The appointed School Fire Marshal is responsible for checking the building to ensure the premises are empty.

3.8.5 Teachers must guide their children to the nearest exit and line them up at the designated assembly point and take the register to ensure all children are accounted for.

3.8.6 If there are any visitors then they must be guided to the nearest exit.

3.8.7 The Fire Marshal for administrative staff is to check the signing in log book to ensure all staff and visitors are accounted for.

3.8.8 All Fire Marshals must report to the Senior Fire Marshal at the assembly point to verify that all occupants of the school have been evacuated safely.

3.8.8 All staff must only return to the building upon instruction from the Senior Fire Marshall after the premises has been checked and deemed safe to return to.

3.8.9 Pupils with Personal Emergency Evacuation Plans (PEEP) will be evacuated according to PEEP.

4 On discovering an outbreak of fire

4.1 If there is a fire or some other emergency requiring evacuation then sound the alarm at the nearest alarm call point by breaking the glass.

4.2 If you have been trained, attack the fire if possible using the appliances provided, but without taking risks. Pick up the extinguisher, pull the pin, direct it at the centre of the fire and squeeze the handles together firmly to operate it.

4.3 The headteacher or Senior Fire Marshal should call the fire brigade.

4.4 All staff, as Fire Marshals are responsible for ensuring the children they are teaching or are on duty with, leave the building immediately and safely via the nearest available route and are escorted to the assembly point in a quiet, calm and orderly manner.

4.5 At the assembly point all staff members, children and visitors need to be accounted for. The Fire Marshal (teachers) are responsible for accounting for their class and the Fire Marshal for administrative team is responsible for accounting for the staff.

4.6 All Fire Marshals must report to the Senior Fire Marshal at the Assembly Point to verify that all occupants of the school have been evacuated safely.

4.7 No one must return to the building until told it is safe to do so by the fire authority and the Senior Fire Marshal.

4.8 The trained fire marshals are detailed below.

Fire Marshall	Role:	Qualification	Training Renewal Date
Nusrat Abdulla (Deputy Head & H&S Leader)	Senior Fire Marshal	iHASCO Fire Warden Training	2021
FAARIS JOHNSON (Caretaker)	Fire Marshal	iHASCO Fire Warden Training	Dec 2019
SOMEERA BUTT (Headteacher)	Fire Marshal	iHASCO Fire Warden Training	Dec 2019

Daniela Zerouak	Fire Marshall		28/11/2020
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5 Fire Prevention

5.1 The Role of Teachers

5.1.1 All staff must safeguard against fire.

5.1.2 There is strictly a no smoking policy, individuals are forbidden to smoke, light up or extinguish smoking materials while on school premises.

5.1.3 Ensure there is no accumulation of rubbish, wastepaper or other materials that could catch fire in the classroom, ICT room, staffroom or any room you are using.

5.1.4 Keep hot surfaces in your classroom, such as radiators clear of obstructions and combustible materials such as paper. Ensure that no material which could catch fire is left near a source of heat.

5.1.5 Make sure no flammable materials are left lying around and are stored appropriately.

5.1.6 Ensure electrical wiring, plugs and sockets are sound in your classroom, if any problems are found this must be reported immediately to the headteacher.

5.1.7 Turn off all electrical equipment when not in use.

5.1.8 All electrical equipment and machinery, such as computers, microwave must be well ventilated and regularly cleaned.

5.1.9 Any issues found which affect fire safety must be immediately reported to the headteacher.

5.1.10 Ensure means of escape in your classroom and surrounding areas are kept clear of obstructions at all times.

5.1.11 In the event of an evacuation or emergency all teachers are to act as Fire Marshals to the children they are teaching or on duty with. They are responsible for evacuating them from the nearest exit and taking them to the designated assembly point.

5.1.12 Class teachers are responsible for taking the register in an evacuation and accounting for all their pupils at the assembly point.

5.1.13 Teachers are responsible for teaching their children about the importance of fire safety within the classroom and school and what to do in an emergency.

5.2 The Role of Other Staff Members

5.2.1 The headteacher is the responsible and competent person for health, safety and welfare. Her duty is to ensure that all fire safety regulations are being adhered to within the school by all staff members.

5.2.2 The headteacher will carry out induction training with new employees, temporary staff, work experience students and anyone who will be working on the premises to

provide them with clear and relevant information on risks, fire safety within the school and evacuation procedures for their safety and welfare and that of the children.

5.2.3 Refreshment training will also be carried out with staff to inform them of any changes and to ensure competence on their part.

5.2.2 The headteacher is responsible for ensuring that an emergency fire drill is carried out once a term.

5.2.3 In the event of an emergency the headteacher or Senior Fire Marshall are responsible for calling the fire brigade.

5.2.4 Administrative staff are responsible for ensuring the fire register is kept up to date.

5.2.5 In the event of a fire drill or evacuation the Fire Marshal for administrative staff is responsible for taking the signing-in log, class registers and visitors book with them. They must hand the class registers to the relevant class Fire Marshal and check the signing in log and visitors book to ensure all staff present are accounted for.

5.2.6 The caretaker is responsible for ensuring that all classes and offices are cleared of rubbish at the end of the day.

5.2.7 The caretaker is responsible for ensuring that all cleaning products are stored safely in his room and the door is kept locked at all times.

5.2.8 The caretaker must ensure that all work areas are cleaned on a regular basis.

5.2.9 A member of the administrative staff should on a daily basis walk around the school to ensure that all escape routes, fire appliances, and all fire alarm call points are kept clear of obstructions.

5.2.10 Administrative staff should ensure that all office electrical equipment is well ventilated and cleaned on a regular basis.

5.2.11 The headteacher (or she may delegate this duty to the fire officer or others) must carry out the weekly and monthly checks on fire detecting equipment and record checks onto the relevant logs.

5.2.12 Any faults found must be reported to the headteacher who will forward it onto the relevant maintenance department.

5.3 The Role of Trustees

5.3.1 The Board of Trustees has a named Estate Manager with responsibility for health and safety. This is currently Zulfiqar Ahmed.

5.3.2 The Board of Trustees ensures that the headteacher is following procedures laid out in the policy and will work together to ensure any significant risks found are dealt with and measures are taken to reduce/control those risks which affect welfare of staff, children and visitors.

5.4 Briefing New Pupils and Staff

5.4.1 All new pupils and new staff (teaching and non-teaching) are given a briefing on the school's emergency evacuation procedures on their first day at Al-Noor Primary School.

We show them where the emergency exits and escape routes are located, show them the signs and notices around the school and walk with them to the outside assembly point.

6 Monitoring and Review

- 6.1 The Deputy Head implements the school's health, safety and welfare policy and ensures that the fire safety policy is adhered to by all staff and the welfare of children is taken care off.
- 6.2 The headteacher reports to the Education Team sub-committee half termly on health and safety issues and more frequently as situations might demand, who report to the Board of trustees.
- 6.3 The Education Team is delegated the task by the Board to evaluate the effectiveness of the school's Fire Safety procedures and policy by examining school data. Improvements will be introduced to school fire safety practises and the policy.
- 6.4 This policy will be reviewed annually in conjunction with the fire risk assessment.

Next review date: October 2020

Signed on behalf of the Board of Trustees by: _____

Signature: _____ **Date:** _____