

# Al-Khair Prep School Fire Safety Policy



<b>Approved by:</b>	GB	<b>Date:</b> Sept 2023
<b>Last reviewed on:</b>	Sept 2022	Almas Iqbal
<b>Next review due by:</b>	Sept 2024	GB

## **1. Aims and Scope**

It is the overall aim of Al Khair Prep School to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the school, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises in an emergency are in place.

## **2. Objectives**

- To ensure that risks from fire are identified and that arrangements are in place to control those risks.
- To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.
- To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- To have a means by which fire and rescue services required to enter the building during a fire, can quickly, safely and accurately navigate their way around and be fully informed of any persons not accounted for in the evacuation.
- Our primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Al Khair Prep School are designed to help our community to respond calmly and effectively in the event that fire breaks out in our building.

## **3. Guidance and responsibilities**

The School has in place procedures for carrying out fire risk assessment; preventing fires; evacuation in the event of a fire; maintaining and checking all fire detection, alarm and fighting systems.

## **4. Fire risk assessments**

The Fire Precautions Workplace Amendment Regulations 1999 came into force on 1st December 1999. This ensures that employers are responsible for ensuring appropriate fire precautions, which include:

- appropriate fire detection and fire-fighting equipment that is accessible and simple to use
- nominated employees to implement fire-fighting measures

- provision of adequate training and equipment for those appointed
- arrangements for any necessary contacts with external emergency services
- provision of adequate emergency escape facilities

## **5. Fire Risk Assessment**

- All of the School premises are subject to a fire risk assessment conducted by the premises officer.
- The fire risk assessment is reviewed / updated every year or in the event of significant changes to the building or its usage
- A copy of the fire risk assessment reports are available on site (from the office and premises officer, who has to make employees aware of any hazards found in the assessment.
- Fire hazards are eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular inspections will be made by staff and the premises officer.

## **6. Fire Detection and Alarm**

Al Khair Prep School premises has adequate means of fire detection. The detection equipment is maintained and regularly checked by competent staff and contractors. There are adequate means of raising the alarm in the event of fire. The fire alarm system is tested as part of the fire drill procedure. The fire alarm system is serviced annually by a competent contractor. Records of these tests and servicing are maintained in a fire log book held by the premises officer and school admin staff.

## **7. Fire Fighting Equipment**

The fire risk assessments will determine the minimum level of firefighting equipment which must be present in the School premises. Fire Extinguishers are in place and not tampered with. Fire escape routes are kept clear and free of flammable materials. Fire Doors are all fully self-closing or shut. Fire Escape Stairs are kept free of slipping or tripping hazards. Security against arson is maintained.

## **8. Strategy for fire prevention**

**8.1** Strategy for fire prevention may be classified as:

- everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent the occurrence of fire
- alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.

**8.2** A strategy also includes:

- planning for the actions to be taken in the event of fire;
- training of staff;
- providing instruction to pupils;

- displaying appropriate fire instruction notices;
- control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. storage, gas, electricity, contractors on site and vandalism
- checking existing structural precautions, and seeking further advice where there are indications of deficiencies
- monitoring the effectiveness of precautions, e.g. analysis of evacuation drills, annual review
- By using daily checklists

## **9. Staff training**

The issue of general fire notices to staff will take place during induction. It will be explained in detail and all staff in the premises will be trained in accordance with the requirements of the school.

The aim should be to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency. Instruction and training for all will include the following points:

- action to be taken upon discovering a fire
- action to be taken on hearing the fire alarm
- method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
- correct method of calling the fire service
- location and use of fire-fighting equipment
- knowledge of escape routes
- evacuation method for the building, location of assembly point and method of accounting for persons
- stopping machinery, activities and isolating power and fuel supplies where appropriate
  - appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

## **10. Pupils**

Pupils should be instructed at the start of their attendance at the school to enable them to:

- identify the fire alarm
- know the action they should take on hearing the alarm
- know the location of the assembly points
- know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

## **11. Fire drills**

Fire drills will be carried out at least once every term. The exercise will include a simulated evacuation drill with the assumption that one escape route is not available. Each exercise will be started by a predetermined signal, such as activating the fire alarm. This fire drill can be combined with the instruction given to staff. When a fire drill is held, it will be recorded in the staff training record book, held by the admin staff. All staff and pupils must participate in at least two drills per year.

## **12. Testing of fire alarm systems**

The fire alarm system will be tested weekly by the premises officer. A different call point for each test will be used and recorded in the log book. The fire alarm systems will be serviced twice a year.

## **13. Emergency lighting**

The emergency lighting is to be examined weekly by the premises officer. The log book will be completed indicating any defects and these will be brought to the attention of the Headteacher immediately. This lighting will also be checked by the maintenance contractor twice annually.

## **14. Emergency exits**

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

## **15. Fire alarms**

Electrical fire alarm operated by breaking a glass release button. The fire alarm is to be raised no matter how small the fire.

## **16. Fire extinguishers**

There should be the correct type of fire extinguisher at each fire point, dependent upon the location.

## **17. Fire instruction notices**

Printed notices should be conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

## **18. Fire prevention checks**

Regular fire prevention checks should be carried out. Checks are to include the following.

- Unnecessary lights and electrical appliances (smart boards, computers, microwave ovens, etc) are to be switched off and, where possible, unplugged.

- Ensuring convector heaters are not used in school. All other electric fires must be regularly tested and maintained.
- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose.
- Waste paper bins are to be emptied and the contents removed from the building.
- All parts of the school are to be inspected by the premises officer at the end of the day. He or she is also to ensure that computers have been closed down and television sets have been disconnected and that all doors are closed.
- Windows are to be left free from obstruction. To facilitate detection of a fire from outside, prior to vacating rooms or premises at the end of the day, all the curtains should be drawn apart, other than when security requirements dictate otherwise.

## **19. Housekeeping**

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for disposal.

Paint materials are subject to spontaneous ignition. Such items should be removed to a safe external location on cessation of work. The storage or accumulation of combustible materials in roof voids, under stairs and similar spaces is forbidden.

## **20. Electrical appliances**

When using electrical appliances, the following rules should be observed.

- They are to be switched off and unplugged when not in use.
- The use of multi-plug adapters is prohibited.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Temporary wiring and extensions are not to be used.
- Electrical faults are to be reported immediately to the premises officer.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
- Personal portable electrical appliances must be PAT tested. Such items must not be used without the appropriate testing and prior authorisation of the Headteacher.

## **21. Disabled persons**

Special precautions may be required when disabled persons have access to the

building. Where possible they should be located where they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor.

## **22. Vandalism and damage limitation**

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of pupils' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and internal doors are properly secured when the building is unoccupied. Combustible materials should not be left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

## **23. Curtains, furnishings, art displays and decorations**

Care should be taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Displays should not be placed on escape routes or block exits.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
- In corridors or on staircases, wall displays made from combustible material should be limited to 20 per cent of the available overall surface.

## **24. Fire routine**

The purpose of the fire routine is to establish what action is to be carried out in the event of a fire. It should be in the form of a written notice and cover the basic facts below:

- what to do if you discover a fire
- what to do when you hear the alarm of fire
- evacuation
- assembly
- roll call
- calling the fire service
- special needs of cleaners, disabled, etc.

## **25. Advice on the procedure in the event of fire**

### 25.1 At time of emergency:

- If you discover a fire – or one is reported to you – operate the nearest fire alarm call point by breaking the glass.
- If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.
- Ensure that the fire service is called by dialling 999.

### 25.2 After the event, follow the procedure described below:

- Do not re-enter the premises until advised to do so by the senior fire service officer present.
- If the fire has been extinguished by school staff, do not disturb any evidence that could indicate the cause of the fire, except for ensuring that the fire is out.
- Ensure that the premises are in safe working order before re-occupying: fire doors satisfactory, fire alarm operating, extinguishers re-charged.
- Statistics have shown that any publicity given to a school fire can result in a second fire. Members of staff are not to talk to the media unless authorised by the headteacher.
- The fire officer is to analyse the procedures followed during the fire to determine whether changes are required.

## 26. Fire records

The safety of a building's occupants cannot be assured by design alone. Any building can quickly become dangerous unless there is foresight in the activities carried out there, and care in the maintenance of it. The following fire records are to be maintained:

- persons with special responsibilities
- fire alarm call point locations and checks
- weekly fire alarm tests
- fire alarm fault records
- fire alarm maintenance inspection
- emergency lighting maintenance inspection
- fire-fighting equipment routine monthly checks
- fire drills
- fire-fighting equipment tests and maintenance by contractors
- training records (quarterly and on induction)
- visits and inspections by the fire service

## 27, School Fire Evacuation procedures

### The Fire Marshals are:

- Ms [Amina DeBruin](#)
- Ms Sadiya Vohra
- Mr Sufyan Malik
- Ms Sufaira Vohra



- Ms Seloua Izeboudjene
- Ms Azuma Haque
- Ms Shabana Iqbal

## **28. Responsibilities:**

- Supervisor of evacuation/evaluation of procedures – Head teacher/assistant head
- Sweep of building – Fire Warden and Fire marshalls Admin staff.
- Distribution of registers (pupil, staff and visitors) – School Administrator
- First Aid Kit and fire grab bags- School Administrator
- Pupil Roll call – Teachers
- Staff and Visitor Roll call - Headteacher
- Return of registers and First Aid kit – collected by School Administrator

## **29. Fire Tests and Checks Daily**

- Exits and routes to remain unobstructed (on arrival)
- exit doors Unlocked (on arrival)
- Electrical equipment not in use either disconnected or switched off (on leaving)
- Exit and windows adequately secured (on leaving)
- All fire doors closed (on leaving)
- Check door closers all in order

These checks are the responsibility of the health and safety officer

### **29.1 Weekly**

- Test fire alarm systems (recorded in fire log book)

### **29.2 Monthly**

- Check extinguishers are in the correct place and in appropriate order
- Check emergency lighting
- Fire door checks

These checks are the responsibility of the health and safety officer

### **29.3 Termly**

- Fire drill (Head teacher/assistant head) – on occasions this will include lunchtime evacuation and/or removal of an escape route to check that procedures work effectively. (logged in fire log folder)

### **29.4 Bi-Yearly**

- Fire panel checking ( certificate kept in fire log book)

### **29.5 Yearly**

- Fire extinguisher servicing
- Fire risk assessment review
- Fire training

## **30. Staff Development**

As part of their induction, new staff will be made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

## **31. Linked Policies**

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection and Safeguarding Policy
- Healthy and Safety Policy

## **Emergency Evacuation Procedures**

**On discovering fire: Raise the alarm** by operating the nearest 'break glass call point'

**On hearing the fire alarm (continuous siren):** all staff and pupils must **stop what you are doing and prepare to evacuate**. Do not stop to gather personal belongings or other items.

Teachers must:

- lead pupils out by the **nearest fire exit** and **proceed to the fire assembly point** located in the **FRONT PLAYGROUND**.
- If this Assembly point in the front playground is not accessible, then to make your way to the underpass under the bridge across from the main school by using the zebra crossing and to wait there until further instruction.
- remind pupils to evacuate in an orderly fashion – **NEVER RUN**.
- **complete a 'Roll Call'** using the register (registers will be distributed & collected by the school administrator) **(Please 'raise' your register up when complete)**.

Pupils must:

- **listen** to the teacher's instructions.
- **not collect** their belongings.
- **form a single line** and remain silent.
- **leave the building** by the **nearest fire exit**.
- in the front playground **remain in line** with their class.
- **not panic**.
- **wait quietly** and follow instructions.

You must not re-enter the school until authorized by the Fire marshals

# EMERGENCY EVACUATION PLAN

# FIRST FLOOR



36 Pitlake, Croydon CR0 3RA



LEGEND : Exit Stair Down Assembly Point Escape Route

### IN CASE OF A FIRE

- R** REMOVE ALL NON-ESSENTIAL PERSONNEL FROM IMMEDIATE DANGER
- A** ALERT FIRE BRIGADE AND NEARBY STAFF
- C** CONFINE FIRE & SMOKE IF PRACTICABLE - CLOSE WINDOWS & DOORS
- E** EXTINGUISH OR CONTROL FIRE - BUT DO NOT TAKE UNNECESSARY RISKS

In case of fire or an emergency leave through the nearest EXIT & assemble at the ASSEMBLY POINT



### ASSEMBLY POINT



In an emergency dial



# EMERGENCY EVACUATION PLAN

# GROUND FLOOR



36 Pitlake, Croydon CR0 3RA



LEGEND : Exit Assembly Point Escape Route

### IN CASE OF A FIRE

- R** REMOVE ALL NON-ESSENTIAL PERSONNEL FROM IMMEDIATE DANGER
- A** ALERT FIRE BRIGADE AND NEARBY STAFF
- C** CONFINE FIRE & SMOKE IF PRACTICABLE - CLOSE WINDOWS & DOORS
- E** EXTINGUISH OR CONTROL FIRE - BUT DO NOT TAKE UNNECESSARY RISKS

In case of fire or an emergency leave through the nearest EXIT & assemble at the ASSEMBLY POINT



### ASSEMBLY POINT



In an emergency dial

