ALAMEEN
PRIMARY SCHOOL

FIRE SAFETY

POLICY

IN THE FOOTSTEPS OF MUHAMMAD

Approved by: Mohammed Rahman (Head Teacher)

Date effective from: September 2026

Next review due by: September 2027

Signed: M A Rahman

In the name of Allah, The Beneficent, The Merciful

1. Fire safety management policy

The Regulatory Reform (Fire Safety) Order 2005 specifically requires a Fire Risk Assessment to be carried out and for this to be suitably reviewed. This is reviewed annually or when there is a significant change, whichever occurs first.

In addition it is expected that the school will put in place a management system / policy and procedures to deal with fire safety and prevention. The Fire Safety policy sets out the objectives in respect of fire prevention emphasises the school's commitment to fire safety.

The school aims to have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics and other relevant factors.

We have formulated this policy to help us comply with the following:

- The Regulatory Reform (Fire Safety) Order 2005
- The Education (Independent School Standards) Regulations 2014 (SI 2014/3283), as amended, applicable to Fire Safety

As part of its general duties under the Regulatory Reform (Fire Safety) Order 2005, the school records fire safety information, maintains evacuation plans, checks fire doors quarterly, and shares relevant information with the fire and rescue authority. Records of these activities are kept in the Fire Safety Logbook and are reviewed termly by the Headteacher. (The Fire Safety (England) Regulations 2022 impose additional duties on high-rise, multi-occupied residential buildings; as a single-site day school with no residential accommodation, these do not apply to Al Ameen.)

2. Fire safety statement

The primary focus of Al Ameen Primary School is for the safety of its children, employees and visitors, to that end the fire safety management of the school is based around "life safety". It is the overall aim to minimise risk 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. The school has put procedures in place to protect records but this is not the primary focus.

The school aims to provide an environment which is safe and which promotes fire prevention at all times. To suitably manage the fire risk within the school environment the management has designated responsible people with specific tasks.

The school Governors and Headteacher are ultimately the recognised responsible people. In practice responsibility for fire safety is delegated to the Headteacher who manages the school and its fire safety on a day to day basis. The Headteacher has specific areas of responsibility but has delegated defined duties to support staff.

3. Fire management system

There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The leadership of the school identify any alternative protection and management measures that will be required as a result and ensures that they are implemented.

The staffing level provided is specifically appropriate to the fire safety requirements of the school. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

The training ensures that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment (and media), so as to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

Planning

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where budget restraints delay implementation, risk management strategies will be put in place to reduce the risk.

The planning system is proactive and takes into account a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of week, time of year (holidays, etc.) and traffic related issues, as well as scenarios such as power failures or floods.

Organisation

- The Headteacher is responsible for ensuring that all control measures identified in the Fire Risk Assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- The Headteacher has delegated responsibilities for the completion of each improvement action.
- The health and safety team complete fire management tasks. This includes maintenance and testing of fire safety systems. Some of these duties are contracted to suitably qualified engineers.
- Fire wardens have been designated and are suitably trained in their fire evacuation duties. Fire drills are completed once every half term. All staff receive fire safety awareness training annually.

Fire Safety Monitoring and Audit

The school maintains a Fire Logbook recording all tests, drills, maintenance, training, and FRA updates.
The Headteacher and H&S Lead review the log termly to identify recurring issues or required improvements.
An annual Fire Safety Audit is carried out alongside the FRA, and outcomes are reported to governors.

4. Fire management responsibilities

The school communications system is able to ensure that all of those involved, or potentially involved, in an incident are informed rapidly and effectively, of relevant information. In addition the systems make use of alternative formats as necessary, with contingency plans for when systems fail.

The following are the defined responsibilities for those working within the school who have been assigned specific duties.

4.1 Headteacher

The Headteacher is empowered to ensure that legislative requirements are met; and that testing, maintenance or repairs are initiated as required. Such powers are supported by the necessary, sufficient and appropriate resources, including funds. The Headteacher may delegate these responsibilities.

The Headteacher is responsible for ensuring:

The school has a Fire Safety Policy and that such a policy is reviewed annually.

That a Fire Risk Assessment is completed and reviewed annually.

Staff are notified of the significant findings of the Fire Risk Assessment.

Recommended actions derived from the Fire Risk Assessment are completed.

The maintenance / testing of all firefighting systems and equipment are completed and recorded in the fire log book.

That the school emergency plan and evacuation procedures are regularly reviewed.

The school has a major incident evacuation plan which may include agreements with local providers and additional training for staff.

All pupils, employees, visitors and others who use the building are made aware of the fire safety precautions and the fire evacuation procedures.

The provision of fire awareness training to all staff.

The provision of fire warden training for designated staff.

That an emergency fire drill is undertaken every half term.

The preparation of specific personal emergency evacuation plans for staff and/or pupils with special needs and or disability.

The provision of suitable fire safety systems i.e. fire alarm, automatic detection and emergency lighting.

The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.

Any fire prevention officer's recommendations and or enforcement notices are complied with.

All PEEPs are reviewed at least annually, or whenever there is a change to the individual's needs, room allocation, or staffing. The Headteacher ensures that adequate support staff are trained to assist during evacuation drills.

4.2 Lead fire warden

The lead fire warden is responsible for:

- Collecting all of the area and classroom information from Teachers and Fire Wardens
- Controlling the assembly point
- Ensuring that fire and rescue service access gates are opened
- Following a practice completing a Fire Drill Reflection Log, noting escape times and providing observations for improvement.
- Liaising with the fire and rescue service to ensure that all relevant information is communicated effectively

- Providing the fire and rescue service with a detailed (laminated) plan of the building
- Ensuring that no one re-enters the building until deemed safe to do so by the fire and rescue service
- Implementing the major incident site evacuation plan if required.

4.3 H&S Team

The H&S Team are responsible for controlling work, maintaining safety systems and maintenance. A system has been developed proactively with clear lines of responsibility; a permit system; logging and audit processes and routine checking and supervision.

The maintenance system is one where there is dynamic monitoring of the fire safety systems, and the equipment is kept fully functional at all times when the building is in use.

Regular inspections of fire safety equipment, exit routes etc. will be carried out in accordance with the details in the Health and Safety / Fire Precautions log book,. Any defects or shortcomings should be brought to the attention of the Head who will ensure the arrangements for replacement or replenishment.

The H&S Manager and headteacher, who are responsible for Health and Safety in the school, will complete a Fire Risk Assessment and review this annually. Fire alarm tests will take place weekly. A fire drill will take place at least once a half term and as soon as possible after any new intake of students is admitted to the school. A record of the results of the fire drill is kept for these tests.

Members of the Senior Leadership Team and staff responsible for Health and Safety will be told beforehand of the drill and will act as observers.

The H&S Manager or a delegated responsible person will undertake a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger-grip if they have been tampered with.

Daily visual checks will be carried out by the H&S management team or a nominated person as follows:–

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.
- Reporting all defects to the Headteacher or other nominated persons who will ensure that any remedial action is taken.

The H&S Team are responsible for:

- Formal maintenance and regular testing of the fire alarm every week.
- The formal maintenance and regular testing of the emergency lighting every week.
- The maintenance and inspection of the firefighting equipment
- The maintenance of exit/escape routes and signage
- The completion and upkeep of the school fire log.
- Supervision of contractors undertaking hot work and cold work.
- Ensuring that fire compartmentation is sound and that any fire engineering solutions are suitably maintained.
- Reporting any hazards (which cannot be dealt with) to the Headteacher.
- Ensuring that access can be gained at all times to the electric and gas shut off devices

- Ensuring that fire critical plant such as gas boilers are annually serviced in line with the schools planned preventative maintenance regime.
- Ensuring that electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the schools planned preventative maintenance regime.
- Ensuring that fire fighter equipment is maintained and accessible i.e. fire hydrants and dry risers.

4.4 The operations team

- Calling the fire and rescue service to ensure that they have been notified of the alarm.
- Ensuring that classroom registers are always available and are taken to the assembly point in the event of an evacuation.
- Ensuring that visitors and contractors are signed in to the building and are notified as to the evacuation procedures.
- Where appropriate escorting visitors and contractors from the building.
- Collecting information such as contact details of parents.
- Taking such information to the assembly point for use in a major incident / site evacuation.

4.5 Teachers

Teachers are responsible for:

- Acting as fire wardens when evacuating their class from the school.
- Ensuring that their particular classrooms are kept free of hazards which may block escape routes.
- Ensuring that all electrical equipment used within the classroom have been suitably maintained.
- Reporting any hazards (which cannot be dealt with) to the Facilities Team.
- Ensuring that new pupils are suitably trained in evacuation procedures.
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a Personal Emergency Evacuation Plan is put in place.
- Following school evacuation procedures including reporting to the Head fire warden with the results of the register check.
- Controlling their class at the assembly point, ensuring that no pupil re-enters the building until the Head fire warden announces that the school is safe.
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the school to a safe site.
- Taking part in any fire safety training provided by the school

4.6 Fire wardens

Fire Wardens are responsible for:

- Ensuring that their designated areas are clear before leaving the building.
- Closing all fire doors (not on automatic closers) before leaving their area.
- Taking an active day to day role in fire prevention and hazard spotting
- Reporting fire safety issues such as missing fire extinguishers.

- Ensuring that fire escape routes/stairs and fire exits are not blocked.
- Reporting any hazards (which cannot be dealt with) to the Facilities Team.
- Reporting to the Head fire warden at the assembly point to notify them of the occupancy status of their area.
- Assisting the Head fire warden in securing the building and ensuring that no one re-enters the Facilities until it is deemed safe to do so by the fire and rescue service.

5. Out of hours use

During Open evenings, performances, awards ceremonies and any activities taking place outside the normal school day school staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. Visitors will be made aware of the evacuation procedure and the means of escape from the buildings in use at the time.

Competent attendants will be provided by the School to ensure a satisfactory level of safety is maintained during all events. These attendants will:

- Be identifiable
- Ensure no overcrowding
- Keep exits and gangways clear
- Be aware of the needs of the disabled

The School operates a strict NO SMOKING policy at all times, including when there is use of the School during an event or under a lettings agreement.

Hirers and Extended School Providers

All hirers and contracted users of the Facilities will receive written details of the fire procedure as part of the hire arrangements. Hirers of the building are required to adhere to the fire procedures at all times and take such measures as are necessary to ensure the safety of those children/persons for whom they have responsibility. Only those parts of the School in use during letting are unlocked. Users must be aware of means of escape available to them at any time.

Any electrical equipment bought onto school premises must comply with current safety requirements and must only be used by competent people. A copy of this policy will be provided as part of the information provided to each letting.

Before any external lettings or contractor work, the Headteacher or H&S Lead ensures that a written exchange of fire safety information occurs, including evacuation routes, assembly points, and supervision responsibilities. A brief induction is provided for visiting contractors and organisers, and records are retained in the Fire Safety Logbook.

6. Fire alarm system

The Fire Alarm is serviced annually by UK Fire.

Daily Indicator Panel Checks

To ascertain that the panel indicates normal operation and if not that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

Weekly Test by the User

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this it is suggested that all manual call points in the relevant building are numbered.

Quarterly and Annual Inspection and Test

The test and check sequence should be carried out in accordance with the current British Standard (BS 5839-1) by the manufacturer, supplier or contractor, or by an employee who has received special training with the manufacturer, supplier or installer.

7. Further information and specifics

Fire Extinguishers

All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturer's requirements and the relevant British Standard (BS 5306-3).

It is also advisable that a nominated person inspects all firefighting equipment once per week to ensure that they are not obstructed and are readily available.

Fire Extinguishers are serviced annually by UK Fire

Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months

Emergency Lighting

The emergency lighting should be tested in accordance with the relevant British Standard (BS 5266-1) and Manufacturer's instructions. Emergency Lights are inspected annually by UK Fire

Extinguishing Fires

Anyone discovering a fire should without hesitation activate the nearest fire alarm break glass call point. Children should be taught to report to a member of staff.

Extinguishing a fire should **NOT** be attempted if there is a risk of injury to the person using the extinguisher. Staff should only consider fighting a fire after they have evacuated any students in their charge and raised the alarm. They must if possible inform another adult of their intention to fight the fire.

Fire Prevention in Specific Areas

Appropriate risk assessments should be in place for any activity that may pose a fire risk including the use of machinery. These should be regularly reviewed and all staff involved will have read and understood the Risk Assessments.

All equipment is checked prior to use and the Facilities/ H&S Manager is responsible for ensuring all appropriate annual testing and inspection of machinery and equipment takes place by a qualified and competent engineers, and records are kept.

The Facilities Manager is responsible for ensuring the testing and inspection of fixed gas installations and pipework. The Facilities Manager is also responsible for the equipment/appliance servicing and maintenance for specialist high risk areas

Flammable substances are stored appropriately in a lockable, flammables cupboard which is clearly labelled. All Gas and Oil fired appliances are serviced annually.

This Fire Safety Policy forms part of the school's overall Health and Safety Policy and links to the Safeguarding and Risk Assessment policies. All staff must understand that fire safety is an integral aspect of pupil welfare and site safeguarding.

Approved by:	Mohammed Rahman (Head Teacher)
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