



## FIRE SAFETY POLICY AND PROCEDURE

### Policy Statement

Everybody working and studying at AL-ISLAH GIRLS' HIGH SCHOOL should be confident that their safety and general well-being are in the best interests of the school.

The purpose of this policy is to ensure that every possible measure is taken to create and maintain fire safety for everybody that enters school premises, and to:

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures amongst staff and pupils
- Formulate effective emergency procedures in case of fire and for evacuating the school premises
- Inform members of staff of the procedures in place to maintain fire safety, and the procedures they should follow in case of an emergency

### Responsibility

The overall responsibility for fire safety lies with the appointed Fire Officer(s), although a number of people may have some responsibilities, i.e. any person who has some level of authority/control must take reasonable steps to reduce risk from fire and make sure people can safely escape if there is a fire.

With assistance from the SMT, the Fire Officer(s) must

- Manage any general fire procedures on our premises and make sure that all fire precautions and maintenance routines are kept.
- Create and implement procedures to deal with possible fire emergencies, including an emergency evacuation procedure
- Ensure that everyone on premises, or nearby, can escape safely if there is a fire, including employees, pupils, visitors and members of the public
- Arrange regular evacuation drills (at least once a term) to familiarise staff and pupils with the evacuation procedure, and record the results
- Carry out regular fire risk assessments identifying any possible dangers and risks, considering who may be especially at risk, and record findings
- Eliminate or reduce the risk from fire as far as is reasonably possible, and provide general fire precautions to deal with remaining risks
- Carry out fire safety inductions for new staff, covering the school's fire safety policies, procedures, and any relevant safety guidelines
- Arrange fire safety courses and refreshers for all staff
- Maintain a record of any incidents and review findings when necessary

## **Fire checks and records**

1. Daily checks – fire control panels, means of escape routes, fire safety signs. Records kept if defect found.
2. Weekly checks – break glasses, emergency lighting, fire doors, smoke detectors, sounders. Records kept of every check.
3. Monthly checks – fire-fighting equipment (fire blankets, fire extinguishers, hose reels), fire exits, room doors. Records kept.
4. Fire risk assessment – carried out and reviewed annually. Findings recorded.
5. Evacuation drills – for staff and pupils. Record kept.
6. Staff training – by Fire Officer and external providers. Records kept.
7. Annual servicing of fire system – certificate issued by qualified technician.
8. Electrical appliances checked annually by qualified electrician.

## **Fire safety induction for new staff**

As part of our induction process, all new staffs are provided a briefing on the following points:

- Conducted tour of place of work
- Fire hazards specific to job or place of work
- No Smoking policy
- Fire warning system explained
- Locations of break glass call points
- Locations of fire fighting equipment
- Need for corridor, exits etc. to be kept clear
- Fire doors and their importance
- Keep Locked Shut signs
- Action on discovering a fire
- Action on hearing fire alarm
- Evacuation routes
- Fire assembly point(s)

## **Fire procedure for staff**

- Any member of staff discovering any incident of fire should sound the alarm at any of the break glass alarm points (actuation points).
- If any member of staff feels confident about tackling the fire they should do so, otherwise they should leave the building closing all doors behind them.
- If you attempt to tackle the fire, ensure you stay between the fire and an escape route.
- Ensure you have the correct extinguisher for the fire.
- Stay low and move slowly towards the fire.
- Aim nozzle of extinguisher at base of fire.
- Ensure the fire is completely extinguished before you leave it.

- Office personnel are responsible for calling the fire service.

### Evacuation procedure

- On hearing the alarm, all staff should stop work immediately, switch off any machinery where possible and safe to do so, and evacuate the building by the nearest emergency exit.
- All staff should ensure that they are familiar with the exit routes.
- Staff should direct students and visitors to the fire assembly point by the quickest route.
- All staff and students should report to the evacuation controller on arrival at the assembly point.
- All staff and students should leave in an orderly fashion closing all fire doors.
- Any member of staff who is not responsible for registration should assist in maintaining a calm and quiet atmosphere.
- **DO NOT** ...Put yourself or anyone else in any sort of danger  
 ...Run  
 ...Stop to collect belongings  
 ...Re-enter the building until the fire service give the all clear
- After the all-clear is given, form tutors will lead their form groups back into the building

Assembly point: Masjid car park

### Classification of fire and types of extinguishers

There are 5 types of fire extinguishers that you may come across. The extinguisher used will depend on the class of the fire.

EXTINGUISHING AGENT (and colour code)	FIRE TYPE					
	Class A: Solids e.g. wood, paper, textiles, cardboard (anything organic)	Class B: Flammable liquids e.g. petrol, oils, paints	Class C: Flammable gases e.g. propane	Class D: Metals e.g. aluminium, magnesium, titanium	Class E: Live electrical equipment	Class F: Cooking oils and fats
Water	✓	✗	✗	✗	✗	✗
Foam	✓	✓	✗	✗	✗	✗
CO <sub>2</sub>	✗	✓	✗	✗	✓	✗
Powder	✓	✓	✓	✗	✓	✗
Wet Chemical	✓	✗	✗	✗	✗	✓
Metal Powder	✗	✗	✗	✓	✗	✗

**Hose Reel Equipment:** Usually 30m long and taking into account the length of the water jet, it can provide approximately 36m coverage. **Do not use on electrical equipment.**

### **Fire action: information for pupils**

#### **What should you do if you discover a fire?**

1. Never attempt to tackle the fire, no matter how small it may appear to be. You could risk injuring yourself and others around you.
2. Close the door of the room where the fire has started if it is safe to do so (this will help delay the spread of the fire and smoke).
3. Activate the fire alarms so that others are aware of the fire by smashing the nearest fire break glass.
4. Leave the building using the shortest and quickest escape route, making your way to the fire assembly point (car park)
5. Do not walk along a whole corridor when it would have been quicker and safer to use stairs leading to a nearer fire exit.
6. Never waste valuable time and put yourself at risk by stopping to get personal belongings, find friends etc.
7. As you leave the building, do not run, shout or panic. Instead, walk quickly and behave in a calm manner.
8. When you reach the assembly point, line up with your form group and do as your form tutor asks of you.
9. Remain silent so that teachers can be heard and everybody is quickly accounted for.
10. The register will be taken, so listen out for your name and respond clearly and loudly.
11. You must remain with your form group until you are instructed by your form tutor to return indoors.

#### **The Action to be taken on hearing the Fire Alarm:**

- Follow steps 4-10 above
- You must never assume that the alarm is faulty (unless this has been communicated to you by a member of staff shortly after the alarm is heard)
- You must never assume that there is no fire
- You must not assume that it is just a mock fire drill
- Just leave the building!

## Duties of Fire Marshall:

Make sure that a fire-risk assessment is carried out and findings are filed.

The responsible person, either on their own or with any other

S/he must as far as is reasonably practical make sure that **everyone** on the premises, or nearby, can escape safely if there is a fire. (Everyone who might be on our premises, whether they are employees, visitors or members of the public)

S/he must manage any fire-risk in our premises and make sure that all fire precautions and maintenance routines are kept.

1. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
2. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines (and information issued by the Authority);
3. Provide adequate instructions, information and training in safe working methods and recommend 'off the job' training

## Five Steps Guideline:

### Step 1 – Identify the hazards within our premises

We need to identify:

- ✚ sources of ignition such as naked flames, heaters or some commercial processes;
- ✚ sources of fuel such as built-up waste, display materials, textiles or overstocked products; and
- ✚ sources of oxygen such as air conditioning or medicinal or commercial oxygen supplies.

### Step 2 – Identify people at risk

We need to identify those people who may be especially at risk such as:

- People working near to fire dangers;
- People working alone or in isolated areas (such as in kitchen)

### Step 3 – Evaluate, remove, reduce and protect from risk:

The best way to save a life is to prevent a fire happening in the first place, this can be achieved by:

- ✚ Evaluate the level of risk in our premises. We should remove or reduce any fire hazards where possible and reduce any risks you have identified. For example, you should:
- ✚ replace highly flammable materials with less flammable ones;
- ✚ make sure we separate flammable materials from sources of ignition; and
- ✚ Have a safe-smoking policy.
- ✚ When you have reduced the risk as far as possible, you must assess any risk that is left and decide whether there are any further measures you need to take to make sure you provide a reasonable level of fire safety.