



## AAB FIRE SAFETY POLICY

Year 2018/2019

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|--------------------------------------|---------------|
| <i>Fire safety coordinator</i>       | The Principal |
| <i>Site Officer</i>                  | Fareda Ansar  |
| <i>Lead governor for Fire Safety</i> | Sakib Mirza   |

SIGNED ON BEHALF OF THE TRUSTEES OF BRISTOL ISLAMIC SCHOOLS TRUST  
(BIST)

NAME: G. F. Nounu

DATE: 30 August 2018

REVIEW DATE: 30 August 2019

# **FIRE POLICY STATEMENT**

## **1. Objectives**

One of the greatest hazards which can affect persons at work is fire. The primary purpose of statutory requirements for fire protection of a workplace is to safeguard life in order to:

- minimise the risk to staff and pupils;
- minimise fire damage to premises; and
- ensure the efficient evacuation of the building in the event of a fire or imminent serious danger through organisation, protection equipment, maintenance, training procedures and emergency drill practice.

All staff are responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials or sources of ignition. At the end of the working day, it is essential that staff check their own individual place of work to ensure that nothing is left in such a way as to be a potential source of ignition.

## **2. Fire risk assessment**

The fire risk assessment process will be used to identify hazards, measure the level of risk and formulate control measures to eliminate or minimise the risk. It is the site officer's responsibility to ensure a fire risk assessment is carried out on an annual basis by an accredited health and safety official and, subsequent to this, control measures are identified and implemented immediately. This is in addition to the risk assessments that get carried out every term. Risk assessments are saved on the school's IT network and a hard copy placed in the school office.

The organisation and arrangements for fire safety – defined as a result of the fire risk assessment - are to be reviewed annually or when a material change in the premises, staff or activities has taken place, e.g.:

- An increase in pupil numbers or addition of premises to the main building;
- Removal or addition of partitions which could affect travel distances;
- Recruitment or admission of staff or pupils who have additional access needs;
- Use of flammable materials or substances; and
- When maintenance, building projects or decoration is being carried out

## **3. Fire Log Book**

Records of all checks, inspections and training undertaken must be kept in the Fire Log Book, and kept available for inspection by the Site Officer or other interested parties, e.g. HSE or OFSTED.

The Fire Log Book, containing details of all tests and certification, is to be updated and maintained by the site officer.

#### 4. Control measures for fire safety

**I) Fire Alarms** – Fire alarms should be tested weekly. This will be a full test to ensure that the system is working. Each time a different call point should be used on a rotational basis to ensure they are fully functional.

Key points to note:

- During testing, staff should be informed and advised to treat it as a real emergency if the bell rings for more than one minute.
- Any faults should be reported immediately to the Fire Safety Coordinator or site officer who is to contact the responsible engineer for the fire alarm.
- Full system checks must be carried out regularly by a competent contractor in accordance with the manufacturer's recommendations – this is usually a six-monthly light touch inspection with an annual full inspection of all devices and systems.

**II) Emergency fire-fighting equipment** - Suitable and sufficient emergency fire-fighting equipment (e.g. fire extinguishers) is to be provided in all parts of the school to put out minor fires in their initial stages if it is safe to do so by trained operators. However, priority should always be given to the evacuation of pupils and staff from the building to a place of safety and the calling of the fire brigade.

The number, type and location of fire-fighting equipment will be determined by the fire risk assessment, depending upon the fire risks within a particular building.

Extinguishers must be hung on brackets on the wall or be located on purpose-plinths so they are not likely to be knocked over. They must never be used as doorstops or be left on the floor.

Members of staff are responsible for checking fire-fighting equipment within their areas of control on a weekly basis. Any defects, evidence of tampering (pins removed or seals broken) or discharges should be reported to the site officer immediately. Each piece of equipment must be tested annually and labelled with the date of its last inspection by the contractor.

**III) Emergency Lighting** - Emergency lighting is provided to assist evacuation from the premises in cases of power failure and darkness, and tested regularly to ensure all lights are operating. Frequency of testing is a light touch inspection every six months and a full annual inspection. The site officer should check on a weekly basis that the functional indicator light is on at all times.

**IV) Fire Detection** - Smoke detectors are fitted throughout the building. These should be tested through a light touch six-monthly inspection and a full annual inspection.

**V) Fire Doors / evacuation points** - Lobbies, stairs and passageways that form the means of escape from the building must be kept clear of obstructions at all times. Internal self-closing fire doors must never be locked shut or wedged open

**VI)** All external escape routes should not be obstructed and all fire exit signs must be clearly displayed. It is important that final exit doors and all doors leading to them must be checked at the start of each working day to ensure they can be easily opened.

All means of escape and fire doors should be checked weekly for defects, obstructions etc. and recorded in the Fire Log Book.

**VII) Fire Notices** - Blue and white "What to do in case of fire" notices are to be prominently displayed at fire equipment and alarm call points and every teaching space. A plan indicating the escape route from the building should be prominently displayed on each floor by the fire exits and in each teaching area.

**VIII) Fire Evacuation Drills** - A timed fire evacuation drill must be carried out at least once every term without warning and by operation of the fire alarm system at a different point each time. A de-briefing of staff should take place after the drill to resolve any problems encountered.

## **5. Training and accessibility**

All staff are to receive general fire awareness training, including their responsibilities for preventing fires and what to do in the event of a fire occurring. Such training should take place annually within the first term of the academic year.

All staff must ensure rubbish and waste materials are not allowed to accumulate in classrooms, by windows/lighting areas/electrical equipment. Where printers and photocopiers are placed, all staff must keep these free of clutter irrespective of who has made that area untidy.

Staff should also ensure that there is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms). All staff should be aware of the fire exits, where fire extinguishers are

Should additional briefing be required for new employees and volunteers then it is the responsibility of the site officer to oversee this within a month of them starting their tenure at the school. The site officer will discuss with the Fire Safety Coordinator any additional training that may be required by staff and volunteers to ensure effective implementation of the policy.

The Site Officer, with support from the school caretaker, should do the following on a daily basis:

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