



DARUL ULOOM BIRMINGHAM

FIRE SAFETY POLICY

**Next review: August 2017
(Reviewed: August 2016)**

SAFETY EMERGENCY PLAN

INFORMATION FOR ALL MEMBERS OF STAFF and PUPILS

PLEASE RETAIN IN STAFF FILE

The Board of Trustees of Darul Uloom Islamic High School is totally committed to minimising the risk to life and to reducing the risk of injury by maintaining the physical fire safety of the school. The Fire Safety Policy, procedures and Risk Assessments at Darul Uloom Islamic High School are designed to help the school community to respond calmly and effectively in the event that fire breaks out in one of the school buildings. Darul Uloom complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

(a) An emergency evacuation drill will be carried out at least once a term, usually within the first half-term, in order to familiarise all staff, pupils and visitors with the procedures.

(b) On discovering a fire, or hearing the alarm, staffs are required to:-

Sound the alarm by pressing the pad at the nearest alarm point. (Unless alarm is already sounding.)

(ii) Evacuate the premises in a quiet and orderly fashion with the pupils in their care, turning off all power to appliances and shutting doors and windows - if possible. Use the shortest available route to exit the building. Proceed to the designated Assembly Point in the playground.

(iii) Registers will normally be situated in the ground floor school office (and will be brought to the Assembly Point by the school secretary. (Staff are responsible to bring their own registers if, for any reason, they still have them in the classroom.) All staff are required to check for absentees and report any pupils/other staff members who are unaccounted for to the School Fire Marshall. During the school holiday periods when and if the building is operating, in the absence of the Fire Marshall, the head teacher or, in his absence, the deputy head teacher, will fulfil the functions of the School Fire Marshall in an emergency evacuation.

(iv) A visitors'/contractors' "sign-in/sign-out" book will be kept in the school office and brought to the Assembly Point by a member of the office staff in order to account for any other people who may be on the premises.

(v) The Fire Marshall, or in his absence, the Head teacher or, in his absence the office will be responsible to liaise with the emergency services, as appropriate.

(vi) The Fire Marshall will be responsible to communicate details of any persons unaccounted for, to the Emergency Services upon arrival.

(vii) In all drills and emergencies, the aim will be for a 'Total Evacuation Time' of less than two minutes. Any unnecessary delay will be investigated and measures taken to address the reason for the delay as soon as possible. A record will be kept of all Fire Drills and any problems investigated.

(viii) Following an emergency evacuation, once the premises have been investigated and declared safe again to use by the Fire Services attending, the Fire Marshall will silence the alarm and reset the alarm panel.

(ix) In the event of a real fire occurring during school holiday periods then the Fire Marshall must be informed at the earliest opportunity.

If the fire discovered is a relatively small blaze, then it may be appropriate to tackle it, after the evacuation procedures outlined above have been carried out (i.e. all other staff and pupils must first be alerted and evacuated from the buildings). Tackling a fire should always be done by a minimum of two staff members working together. The following items of equipment are available within the building for tackling a small blaze.

Portable Fire Extinguishers

It is important to select the correct type of fire extinguisher for tackling the blaze. A colour coding system is used. Older extinguishers are entirely coloured according to the code - more modern ones are red with an additional colour code panel to indicate type.

Fire extinguishers are located at FIRE POINTS (clearly labelled) appropriately situated throughout the buildings. They are fixed to the wall - approximately 1 meter from floor level.

Fire extinguishers will be regularly checked by the school Fire Marshall to ensure that they are fully charged. They are serviced annually by the extinguisher maintenance company.

Fire Blankets

Fire blankets are used for smothering small fires which involve cooking fat or other flammable liquids and also for smothering the flames on people whose clothing has caught fire. They will be provided when the school deems it necessary.

Staff Training

Staff will receive training periodically in the use of fire fighting equipment.

Fire Alarm Test

The fire alarms will be tested. This test will be undertaken by the maintenance staff. The purpose of this test is to ensure that the alarms can be heard from all areas in the school and that each of the activation points are working correctly.

When the alarm is tested all staff and children should remain in the classrooms or place of work and should NOT evacuate the building unless the alarm bell rings continuously.

Fire Risk Assessment

The Health and Safety Officer will undertake a Fire Risk Assessment annually. This will determine any hazards that exist within the school, identify those at risk from the hazards and determine the action to be taken to reduce the risk or remove the hazard. Hazards include dangerous substances. A record of Fire Risk Assessments is kept in the Office.

All members of staff have a responsibility to advise the Health and Safety Officer immediately of any potential hazard in the school.