

### **Aims**

Azhar Academy Girls School (AAGS) aims 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.
- Comply with the Regulatory Reform (Fire Safety) Order 2005.

The above 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.

### **Legislation**

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.

### **Roles and responsibilities**

#### **School Fire Safety Manager**

The designated Fire Safety Manager at Azhar Academy Girls School is Mrs Rookshana Adam and Ms Tania Haque. The Fire Safety Managers are responsible for ensuring that:

- The fire safety policy is shared with the school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of fire training given to new and existing staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons are learned, procedures are reviewed, staff are advised of new arrangements if any.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed as necessary.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

#### **Staff**

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the emergency evacuation procedure. They shall ensure that fire windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are informed of the school fire procedure.

## **Appointment & Responsibilities of Fire Warden**

Key staff have received fire warden training. In the event of an emergency evacuation, these employees have the responsibility for ensuring that all areas of the school have been evacuated.

## **Fire Risk Assessment**

The Fire Safety Managers shall ensure that a fire risk assessment is carried out annually, or earlier if required (e.g., following significant changes to the premises, an incident or notification from an appropriate authority).

The fire risk assessment shall be conducted by a competent person, as detailed in the Regulatory Reform (Fire Safety) Order 2005, the findings acted upon by the Fire Safety Manager and a copy kept on file.

The Fire Risk Assessment is carried out by 3BM surveyors.

## **The School Fire Procedure**

Notices displaying the School Fire Procedure and escape route maps are displayed clearly around the school

## **Fire Precautions**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing takes place every Tuesday evening after 8 pm.

Staff receive annual Fire Warden/fire awareness training via SSSCPD, and all staff and pupils are made aware of any new fire risks. New staff are briefed on Fire Safety procedures and protocol during induction. They will also complete an online fire awareness training course as will volunteers.

## **Maintenance of Fire Safety Equipment & Systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professionally qualified consultants:

<b>Testing Safety</b>	<b><u>System</u></b>	<b><u>Frequency</u></b>	<b><u>Provider</u></b>	<b>of Fire</b>
	Fire Fighting Equipment	Annual	Delta Tech Fire Services Ltd (020 8523 3513)	
	Fire Alarm System	6 Monthly	PA Systems Ltd (07901 676 955)	

## **Equipment & Systems**

The School Fire Safety Manager shall carry out the following tests on the systems and precautions between maintenance visits, recording and acting upon the findings:

<b><u>System</u></b>	<b><u>Frequency</u></b>	<b><u>Method of Test</u></b>
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Corridors, Escape Routes and Fire Exit Doors	Daily	Check that fire exit doors are unlocked; escape routes are free of obstruction.
Fire Alarm	Daily	Visual check of panel for fault indications.
Fire Alarm Call Points	Weekly	Test key operation of different call point each week in rotation.
Fire Extinguishers, Hose Reels, Fire Blankets etc...	Weekly	Check that seals are intact; equipment has not been removed or tampered with and that the annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, free of any damage.
Fire Exit Doors	Weekly	Check that the doors are opening freely and that emergency exit fittings are operating.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that lights illuminate.

## **Fire Control/ Prevention Measures - Escape Routes and Emergency Exits**

The following fire control/ prevention measures are in place at Azhar Academy Girls School:

- There are three escape routes in the building.
- Fire notices and evacuation signs are displayed throughout the building.
- Fire extinguishers (of the appropriate type), smoke/ heat detectors, are in building in accordance with the Regulatory Reform (Fire Safety) Order 2005. These can be manually activated by pressing the button and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm systems is located near the main entrance door of building and are fully addressable and show the activation point.
- Keeping fire routes and exits clear at all times.
- Monthly checks of fire doors, emergency lighting.
- Six monthly professional checks on fire detection and warning equipment.
- An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the school office.
- The lift will not be used in the case of an emergency evacuation.

## **Raising the Alarm**

In the event of a fire the alarm will be raised immediately by whoever discovers the fire and emergency services are automatically contacted once alarm is activated. Evacuation procedures will also begin immediately.

A grab box is kept in the office containing school keys for all doors and a floor plan of the school. This will be handed to the Fire Brigade on their arrival.

Staff and pupils will congregate at the assembly points. This is on Norwich Road. Right hand side of the school building.

Class teachers will do a headcount of pupils, which will then be checked against the attendance register of that day.

Administration staff will take the staff, volunteer & visitor register.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

## Meeting the Fire Brigade

The office staff are responsible for meeting or ensuring that a member of staff is available to meet, the fire brigade on arrival. The grab box and register of pupils and staff will be handed over to the brigade if/when requested.

No one can re-enter the building unless deemed safe by the Fire and Rescue Service.

## Events Out of School Hours

Where events are organized outside of normal school hours, it is the responsibility of the member of staff organising the event to ensure that the Fire Safety Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Fire Safety Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

## Records

All service records to be stored safely. The Fire Safety Manager is responsible for maintaining the following records:

Record Type	Information to be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	Date of test, list of all fire exit doors checked and results of tests.
Emergency Evacuation Drill	Date of drill, time taken to evacuate and details of any lessons learnt / areas for improvement.
Fire Safety Training	Date of training, nature of training, duration of training, names of trainees and name of instructor.
Fire Risk Assessment	Date of assessment, name of assessor, reason for assessment, findings of assessment and details of any recommendations.

## **22. Monitoring**

This policy will be reviewed **annually**.

At every review, the policy will be approved by the **School Committee**.

## **23. Links with other policies**

This health and safety policy links to the following policies:

- Safeguarding
- Risk assessment
- Accessibility plan
- Health & Safety

Date Reviewed:**January 2021**

Next review date: **January 2022**