

Islamiyah Girls High School



Fire Safety Policy

Document Control:

This document has been approved for operation for:	Islamiyah Girls High school
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Review Period	1 years
Owner	Islamiyah Girls High School
Approved by	Governing Body:

Policy Statement:

Islamiyah School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997, The Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to staff, students, visitors, contractors and others who may be affected by the activities of the organisation.

Aims/Objectives:

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

Responsibilities:

- The Headteacher will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- The Headteacher will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.
- The Fire Marshall will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.
- The Fire Marshall will ensure that an appropriate system for carrying out fire risk assessments is in place.
- The Fire Marshall will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises.
- The Fire Marshall will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- The Fire Marshall will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.
- The Fire Marshall will ensure that audits are carried out periodically to ensure the effectiveness of control measures.
- Staff, students, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

Arrangements:

- Assessments will be recorded on standard Fire Risk Assessment documentation.
- Records of the assessments will be held by the School, in the area to which they apply. Assessment records will be made available to staff for information.

The Headteacher will liaise with the appropriate departments/agencies when planning structural alterations or the introduction or amendment of control measures in relation to fire safety.

Fire Risk Assessment Procedure

1. Introduction

There are two main items of legislation relating to fire precautions in work premises. These are: The Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997 (as amended).

- Fire precautions legislation deals with the following general requirements:
- Means of detection and giving warning in case of fire.
- The provision of means of escape from premises.
- Means of firefighting.
- Training of employees and others in relation to fire safety.

In 1997, the Fire Precautions (Workplace) Regulations were introduced, which require employers to undertake an assessment of the fire risks within their premises. This requirement is reinforced in the Management of Health and Safety at Work Regulations, whereby employers must assess fire risks and put in place appropriate control measures.

Together, the above regulations require employers to:

- Carry out fire risk assessments of workplaces and take into consideration staff, pupils, visitors, and contractors, members of the public and others who may be affected by activities carried out within their premises.
- Identify significant findings of the fire risk assessment and record the findings.
- Implement and maintain suitable control measures for controlling the risk from fire.
- Provide information, instruction and training to employees and others about fire precautions in the workplace.

The following procedure has been developed to comply with legislative requirements and for carrying out fire risk assessments.

2. Fire Risk Assessment

The following procedure should be followed:

- a) Person responsible for carrying out the risk assessment will carry out fire risk assessments on behalf of the Head teacher.

- b)** The following documents will form the fire risk assessment:
- Fire assessment checklist. This form will be used to gather general information about the hazards that may exist within a premise or as part of activities carried out.
 - Fire risk assessment form. This form will be used to assess the risk from the hazards identified previously.
 - Action plan. The action plan will be used to identify control measures that are required to control risk to a reasonably practicable standard.
 - Fire evacuation procedure. This document will identify the evacuation procedures for a specific premise and the evacuation procedures for specific people with individual needs.
- c)** Once the fire risk assessment has been carried out, the documents will be forwarded to the Head teacher, together with a copy to the Governing Body. The Head teacher and Governing Body will regularly meet to discuss the findings of the fire risk assessment.
- d)** The Head teacher will be responsible for implementing control measures as detailed within the action plan and for implementing evacuation procedures.

Completed fire risk assessments and action plans should be made available for inspection.

3. Fire Inspections

In order to ensure that fire precautions are maintained in an effective manner, the Health & Safety Officer and the Fire Marshall should ensure that quarterly fire inspections are carried out. Inspections should be recorded quarterly.

Any action found necessary should be implemented as soon as is reasonably practicable.

The Governing Body will review this policy every year and assess its implementation and effectiveness.

Approved by:

Mrs. Yaasmin Mubarak
Headteacher

Date: September, 2023

Mubarak Patel
Chair of Governing Body
September, 2023