



FIRE AND EMERGENCY PROCEDURES POLICY AND ARRANGEMENTS

Al-Falah Primary School

Reviewed on:	Oct 2022
Next review:	Oct 2024

Rationale:

This document details the fire and emergency procedures for the premises of Alfalah Primary School. Staff should ensure they are familiar with these procedures and act upon the requirements.

Aims:

It is the overall aim of Alfalah Primary School to minimise the risks to staff, pupils and visitors which may arise from a fire or other emergency. This will be achieved by ensuring 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, or for evacuating where necessary, are in place.

Roles and Responsibilities

The Responsible Person – *Mohammed Sharif Uddin*, who has the overall responsibility for fire safety management at the schools. The responsible person can delegate operational management to the 'Competent Person'.

The Competent Person – *Shah Jafar Abdullah* is appointed as the Fire Safety Manager for the school and has overall responsibility for fire safety matters. Coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

Fire Marshals – The school appointed Shah Jafar Abdullah and Ali Ahmad as Fire Wardens, one of which will be appointed as Senior Fire Warden. In the event of an emergency evacuation, these employees have the responsibility for ensuring that all areas of the School have been evacuated

Site Safety – 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.

Fire Risk Assessment

The Responsible Person shall ensure that a fire risk assessment is carried out every 12 months 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 and a copy kept on file.

Fire Drill Procedures and Exit and Assembly Points:

In each classroom there is guidance on the fire drill procedures (Appendix A) and a plan of the school showing the fire exit and assembly points

Designated Fire Assembly Point:

Nightingale Estate
(Located to the left hand side of the school near the bus stand)

Evacuation Routes:

Evacuation routes will be kept free of obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places.

Responsibility of all Staff:

All school staff (including consultants, contractors, peripatetic teachers, and others working on the school site) 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 fire evacuation procedures (displayed in every room, set out in visitor handbook, and set out in Appendix A of this policy)
- that door vision panels, and fire exits are kept clear and fire alarm call points and firefighting equipment are not obstructed.
- that the presence of inflammable materials is kept at a reasonable level and that inflammable materials are stored appropriately
- that the pupils for whom they are responsible are made aware of the fire evacuation procedure
- that classroom doors are shut when classrooms are not in use unless on door-guards.

Fire Marshals:

All staff will act as fire marshals. Teachers are responsible for ensuring children leave the classroom quickly and safely.

Shah Jafar Abdullah is responsible for sweeping the toilets (checking individual cubicles) and group areas before following the teachers outside.

Office staff are responsible for collecting the registers (if they have been sent to the office), the visitor and pupil signing in/out books, the medication, and the grab bag, and for sweeping the office area, staffroom, toilets, and Junior changing rooms.

If staff encounter any other persons, they should be instructed to evacuate immediately. All visitors and members of the public should be ushered via an exit to the assembly point.

Shah Jafar Abdullah and S M Uddin have the responsibility for checking the safety of the site including keeping escape routes clear, completing visual checks around the school site, dealing with hazards either identified by them, or reported by another member of staff or pupil.

Staff Absences:

If staff leave the school premises for any reason during the school day (other than going home at the end of their working day) – for example to attend a meeting elsewhere or going out at lunchtime they should let a member of staff in the school office know that they will be off site, and also check in again on their return.

Should any member of teaching staff be absent, their duties in evacuating the pupils in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

Action when the fire alarm sounds:

- Teachers to check all pupils exit the classroom, cloakroom and any other areas used for group work.
- Pupils should form a line and leave quietly and calmly by the nearest exit and assemble behind their class spot on the relevant playground (Junior pupils will line up in register order)
- Pupils and staff should not stop to collect belongings.
- All windows and doors to be closed.

Lunch/Break Time:

If the fire alarm sounds at lunchtime, then Shah Jafar Abdullah and S M Uddin are responsible for ensuring evacuation of pupils and checking registers at the assembly point. Other staff on the premises but on lunch break will gather at their usual assembly point to be accounted for.

Disabled Persons:

Pupils with disabilities will leave the building with their support assistant. Individual risk assessments will take place if a child's disability would require additional support and a Personal Emergency Evacuation Plan (PEEP) will be prepared – see Appendix B for template.

If a member of staff is employed who requires support to evacuate the building quickly, then another member of staff will be named to provide this support.

In the event of a visitor needing support the teaching and/or support staff working with this individual will provide support.

All these groups will need to make their way via the nearest safe exit to the relevant assembly point.

Action on discovering a fire:

- Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm break glass point. Inform the school office of the location of the fire if they are not already aware (location of call point activated will be displayed on the fire alarm control panel in the reception lobby)
- School office to call the fire brigade.
- Report directly to the relevant assembly area as set out above, ensuring that you sweep any areas you move through for anyone who may still be inside.
- It is the schools' policy that all staff and pupils leave the school immediately without attempting to fight the fire. Firefighting equipment should only be used when the fire is blocking your only means of exit.
- Upon arrival of the fire brigade, the Headteacher, (or in their absence a senior member of staff) will liaise with them and hand over any relevant information, any person unaccounted for, location of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, etc), location of the nearest water supply (which is in the road outside the school) and access points into the buildings

- If there is no risk of injury, mains services such as gas or electricity should be turned off. Keys for access are kept in the grab bags and in the office:
- 1. The mains isolator for electricity can be found inside boiler Room (main reception).
 2. The Gas mains can be found in inside boiler Room (main reception).

Roll call:

At the assembly points children will line up in classes. Each teacher will call out their register and double check numbers to ensure that no pupil is unaccounted for. Staff and visitors will be checked by the office staff.

Fire Drills:

Fire drills are carried out at least three times per year and logged in the fire logbook.

Visitors and Contractors:

All visitors and contractors should report to the office and sign in and out using the visitors' book. Contractors working on the premises should be made aware of the fire and emergency procedures that apply.

Fire Training:

Onsite training will be provided regularly for all school staff in fire safety and the school fire procedure. All staff will have the fire procedure explained to them, together with information on the location of the fire alarm call points and the location of the escape routes and alternatives, exits and assembly point. Fire safety training will be an element of the induction of new staff.

Fire Logbook and other records:

The Fire Logbook is stored in the office and records of evacuations, issues and their resolution and training are logged as they arise.

Records of regular testing of fire exits, alarms and visual inspection of fire extinguishers carried out by the site team are recorded by the site team in the Fire Logbook.

Records of firefighting equipment checks, emergency lighting tests and 5-year electrical fixed wire tests and PAT tests are kept in the compliance files

Equipment testing:

- Fire alarm test: the site manager will carry out a daily visual check of the panel for fault indicators. The fire alarms are tested on a weekly basis with a new fire call point tested each week. The outcome of these tests is recorded weekly in the Fire Logbook. The fire alarm system is maintained by KIS.
- Fire exit doors: daily check by site manager to ensure doors are opening and closing freely and that they are free from obstruction. This is recorded in the Fire Logbook.
- Firefighting equipment: a monthly visual inspection of firefighting equipment is carried out by the site manager, and this is recorded in the Fire Logbook. The equipment is tested annually by Waterhouse and records are kept in the compliance folder.
- Emergency Lighting: emergency lighting is visually inspected and annually serviced and records are kept in the compliance folder.
- Electrical testing: fixed wire testing is completed every 5 years, and PAT testing every year. Records are kept in the compliance folder.

APPENDIX A



Fire Regulations

1. The fire alarm is a continuous alarm bell.
2. On hearing the bell, immediately vacate the buildings and do not attempt to bring any personal belongings.
3. Class teacher to ensure, where possible, that all windows are closed, and the door is closed upon exit.
4. Walk in single file to the fire drill assembly point (see school plan).
5. Class teacher to make the Headteacher (or the most senior member of staff present) aware when the register has taken place.
6. All administration staff to evacuate immediately and assemble at assembly point, ensuring that windows and doors are closed.
7. Administration staff to do a sweep before leaving of commonly used areas (staff room, offices, adult toilets, pupils' toilets, etc)
8. Signing out books to be taken by administrative staff to the assembly points so that any pupils who may have gone home and staff and visitors can be checked.

Notes:

1. Ensure that all stairways and fire exits are clear at all times.
2. Ensure that all external classroom doors are always unlocked and free from obstruction.
3. Supply teachers should be made aware of the fire regulations.
4. Regular fire drills will occur throughout the year at a range of times during the day (lunchtime and class time)
5. The fire alarm will be tested weekly, using different call points. All fire drills and checks to be logged by Shah Jafar Abdullah.

APPENDIX B

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Name:

Location:

Alternative working locations (if applicable):

Awareness of procedure

I have been informed of the evacuation procedure in the following format:

(E.g. Braille, large print, it has been explained in BSL or shown evacuation routes)

Alarm system

I am informed of the emergency by (please indicate e.g. tick):

- The existing alarm system
- Visual alarm system
- Members of my work team (who have been informed of this requirement)
- The fire wardens on my floor (who have been informed of this requirement)
- Another method which is:

Getting out: I require_person(s) to assist me, and the following people have agreed

to help: Names:

Reserves:

(Each of the people above has a copy of this personal evacuation plan).

The following is a record of my evacuation plan (please refer to below for an example):

The following is an example of an evacuation plan record:

- *My agreed helpers will meet me at my desk.*
- *They will help me by preparing the evacuation chair for use, helping me into the chair and fastening/ adjusting the safety belts.*
- *We will move to the nearest escape route and wait in the space at the head of the stairs for other people to evacuate first.*
- *When it is safe to do so, Helper 1 will position themselves in front of the evacuation chair and Helper 2 will control the chair. We will move slowly down the stairs and out of the building.*
- *Meanwhile the Fire Warden for our area will report to the Fire Safety Co-ordinator, informing them of our exit route.*
- *Once safely out of the building, one of my helpers will report to the Fire Safety Co-ordinator.*
- *If we are still evacuating when the Fire and Rescue Service arrive, the Fire Safety Co-ordinator will advise them which route we are taking.*

The specialist equipment to assist my escape is:

My practice diary is (e.g. as per existing fire drills):

Name of person(s) completing this plan:

Date:

Evacuation Drill Report



48 Kenninghall Road
Clapton
London, E5 8BY
T: 020 8985 1059
E: info@alfalahschool.org.uk
www.alfalahschool.org.uk

AL-FALAH PRIMARY SCHOOL

Building Name: AL FALAH PRIMARY SCHOOL
Building Number: 48. Kennighall Road. Clapton. E5 8BY
Date of Drill: _____
Time evacuation started: _____ **Ended:** _____

Total time: _____

Obstructed		Unobstructed	
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Type of drill: _____

Number of participants (approximately): _____

- Did occupants immediately begin to evacuate the building when the alarm sounded?
Yes/No
- Did building staff check restrooms and confined areas?
Yes/No
- Was building staff aware of handicapped person(s) and provide assistance?
Yes/No
- Were doors closed to contain smoke/fire?
Yes/No
- Did everyone evacuate the building?
Yes/No
- Did everyone remain outside the building and wait for further instructions?
Yes/No
- Are the building staffs knowledgeable in their assigned duties?
Yes/No
- Was the drill conducted in an orderly manner?
Yes/No

Drill Rating:

EXCELLENT		GOOD		POOR	
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Comments:

Observed/Rated By: _____

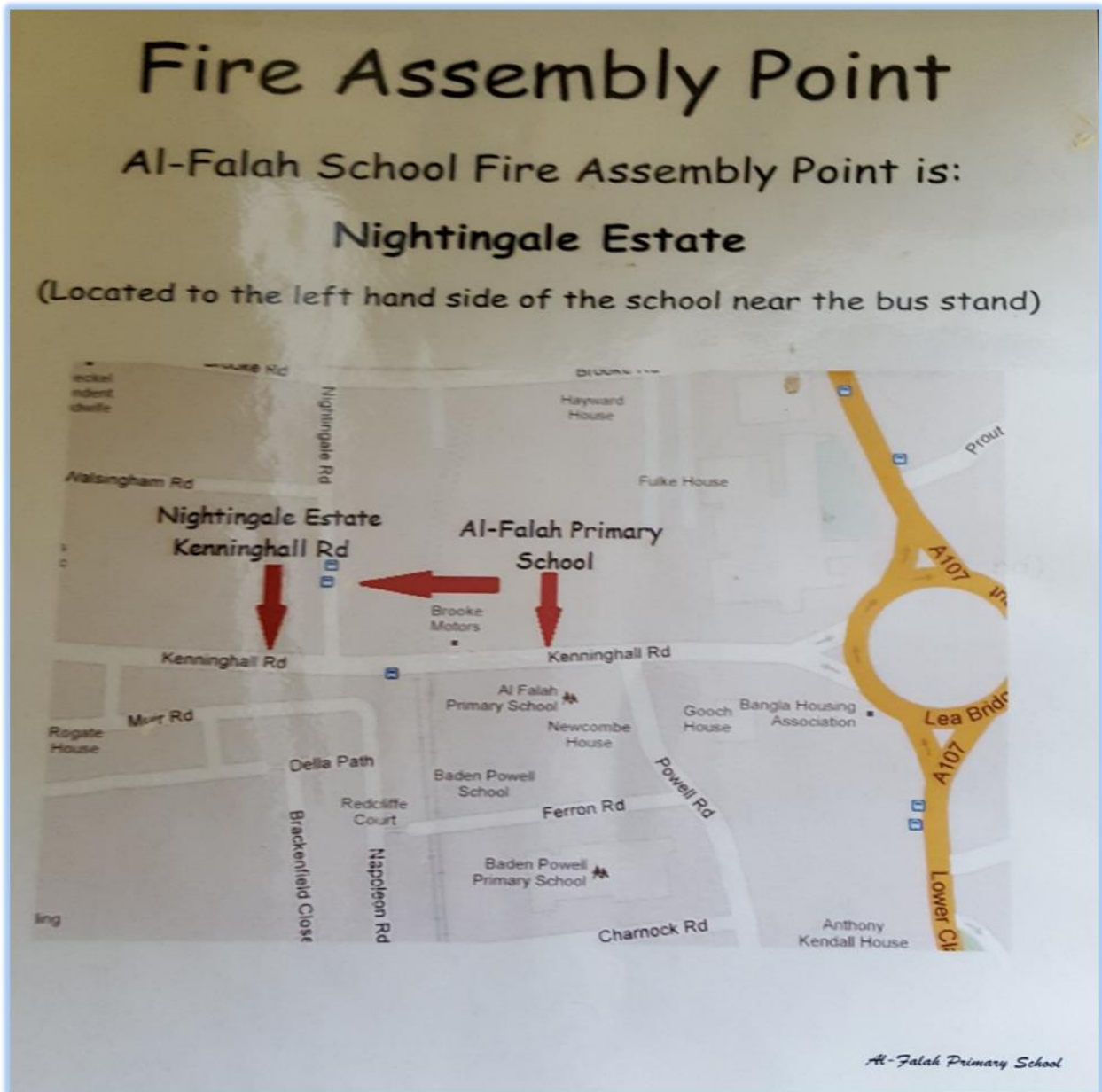
Building Proctor/Person in Charge: _____

Signature: _____

Date: _____

Fire Assembly point and emergency escape route plan

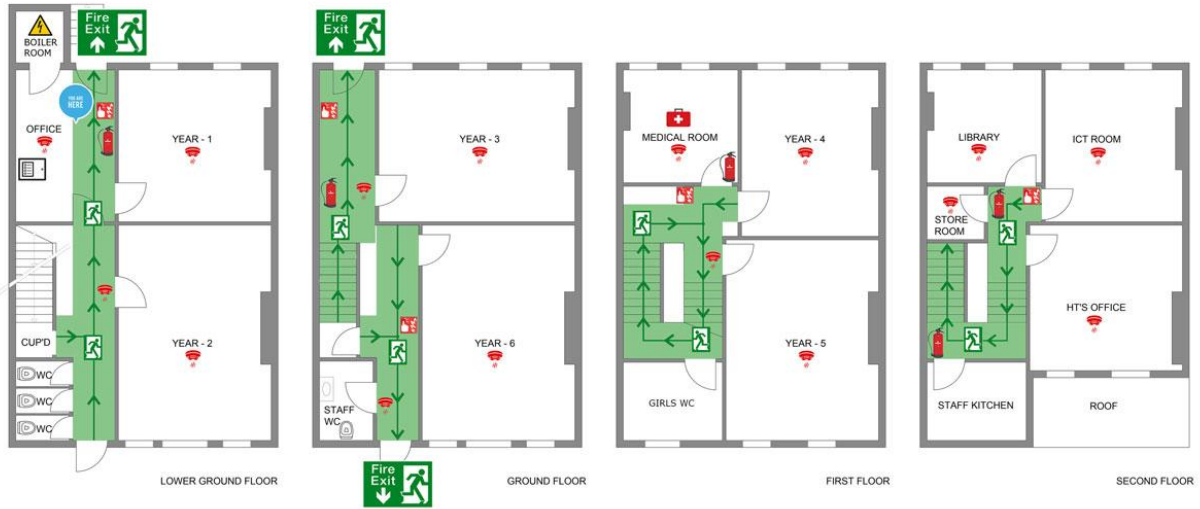
It is essential that you leave the building QUICKLY and CALMLY. You must line up outside in silence because this enables staff to check quickly to see if anyone is missing. Any time lost at this stage could result in loss of life.





EMERGENCY ESCAPE ROUTE PLAN

AL-FALAH PRIMARY SCHOOL



Fire action
If you discover a fire

- Operate nearest fire alarm point.
- Call the Fire Brigade by telephoning 999
- Leave the building by the nearest exit.
- Do not stop to collect personal belongings
- Do not return to the building until authorised to do so
- You are HERE
- Report to your assembly point at Front of building Main Gate



LEGEND			
	FIRE EXIT		FIRE EXTINGUISHER
	EMERGENCY EXIT ROUTE		FIRE ALARM PANEL
	FIRE ALARM CALL POINT		SMOKE DETECTOR
	BOILER		FIRST AID



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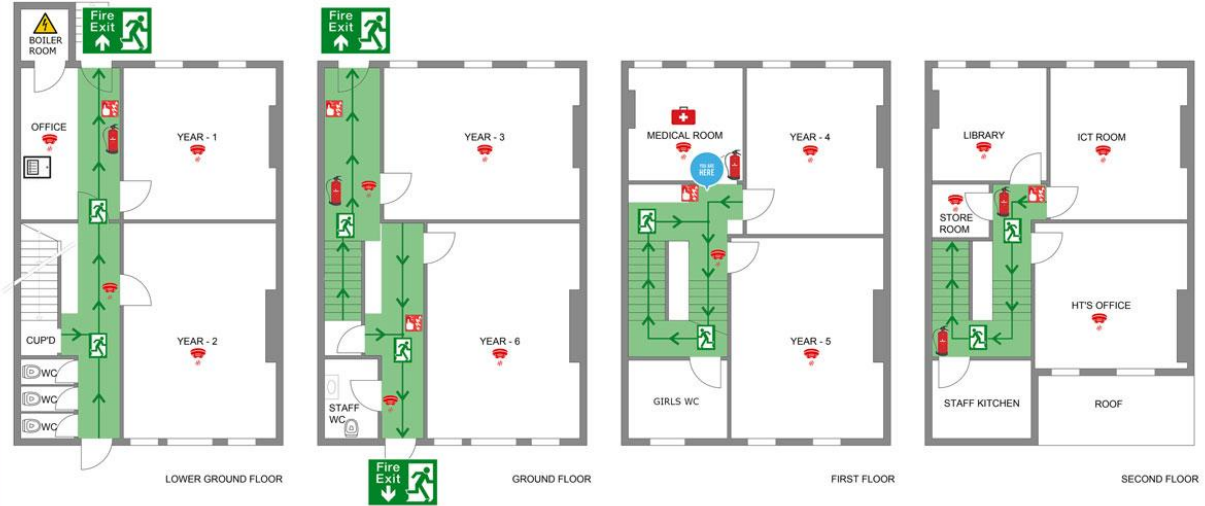


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	BOILER		FIRST AID

Al Falah Contact Personnel

Name	Mobile	Title
Shah Jafar Abdullah	02089851059/07735043807	Health and safety officer, Fire Marshal
Syedul Alam	02089851059	Deputy head teacher
M Abu Hussain	02089851059/07985177282	Head Teacher
Ali Ahmad	02089851059	Fire Marshal