



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Fire Safety and Emergency Evacuation Policy

Document Control

This policy has been approved for operation within	Manchester Muslim Preparatory School
Date of last review	September 2024
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Review period	Yearly
Owner	MMPS

Fire Safety and Emergency Evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as the local Fire Officer, or Fire Safety Consultant.

Procedures

The basis of fire safety is Risk Assessment. This are carried out by a 'competent person'.

The Health and Safety Co-ordinator is **Saima Chaudhri**.

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and fire fighting appliances that conform to BSEN standards are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- Clearly displayed in the premises;
- explained to new members of staff, volunteers and parents; and
- practised regularly once a term.
- Records are kept of fire drills and the servicing of fire safety equipment and PAT testing.

Actions when the fire alarm sounds:

- Leave by the nearest fire exit, taking any visitors with you
- Admin staff will take the EMERGENCY BOX/REGISTERS to the fire assembly point
- Do not delay your exit to collect belongings
- Close windows and doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all-clear is given

Any staff, helpers and pupils in any other part of the building are to use the nearest exit to them. All fire exits are clearly marked.

Every Term we practice our fire drill and make a record of:

- Child and staff attendance (can identify individuals that have not practised).
- Date and time of drill.
- How long it took.
- Any problems or notable factors that may of helped or hindered the drill.
- Any further action taken to improve the drill procedure.

Assembly Area Assembly point is located in the lower playground. Next to staff car park

Disabled Persons

If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit.

Actions on discovering a fire:

- Raise the alarm without delay
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside.

FIRE SWEEPERS (refer to the Fire Sweepers list displayed around the school)

Upon exiting the building, thoroughly check the allocated areas to ensure that all occupants have evacuated.

Checks on toilet areas should include a check on individual cubicles

Never open a door if you suspect that there may be a fire beyond it

If in doubt, check the door with the back of your hand

If you encounter any persons present, they should be instructed to evacuate immediately.

All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one

Do not delay your own evacuation if you encounter somebody who refuses to leave.

Brief the Head Teacher, and in his/her absence the Deputy Head Teacher or H&S Co-ordinator upon your arrival at the assembly area.

STAFF ABSENCES

Should any member of staff be absent, their duties in evacuating the children 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.

VISITORS AND CONTRACTORS

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- . Action to be taken on hearing the fire alarm or discovering a fire
- . Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- . The location of fire fighting equipment and fire alarm call points in relation to the area of their work.

FIRE ALARM TEST

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book.

FIRE DOORS/EXTINGUISHERS

Fire doors are checked on a monthly basis (see diligence record folder)

Fire extinguishers are checked on a weekly basis (see diligence record folder)

FIRE RISK ASSESSMENT/FIRE FIGHTING EQUIPMENT

Fire Risk Assessment will be conducted once a year

Fire fighting equipment will be examined and tested at least once a year by a competent service engineer.

SUMMONING THE FIRE & RESCUE SERVICE

Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Deputy Head Teacher, H&S officer will do so or be instructed to do so from the assembly point.

Upon their arrival, the Head Teacher, Deputy Head Teacher, H&S Co-ordinator or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building.

ROLL-CALL

Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff arrived on the playground.

Immediate Evacuation

If an immediate evacuation of the school is required, the fire evacuation procedure will be put into operation for pupils and staff to congregate on the Assembly point. If the evacuation is as a result of a bomb threat etc. then the Head Teacher/Assistant Head Teacher will make a decision instead of the fire alarm to give staff and pupils instructions to congregate away from the school grounds. Admin staff will contact parents or emergency contacts to collect the children from a safe location.

Meeting the service

The person in charge of the roll call must identify him/herself to the Fire service on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Services.

Information the Fire Services will want to know:

- Is everyone accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? / (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, liquefied Petroleum Gas or Acetylene Cylinders etc)

Rationale

The purpose of this plan is to minimise the impact of crises on pupils, parent/carers, governors and our community in the event of an emergency.

It aims to deal with the school's response to all forms of emergency. This will enable all of our community to move into action proactively in making decisions, clarifying the emergency and communicating with relevant and appropriate bodies.

Emergency/Disaster contingency planning and guidance

Schools should be in a position to respond immediately to potential critical incidents. Health and Safety checks through our policies and procedures, combined with relevant, up-to-date and tested evacuation procedures assist the school in responding to particular situations. Potential critical incidents can be covered by:

- Bad weather
- Death of any member of the school community
- Intentional destruction or vandalism of part of the site
- Hostage taking of any member of the school community
- Natural disaster in the school, immediate or national community
- Death or injuries on school journeys
- Civil disturbances and terrorism
- Fire or bomb threat

Evacuation procedure:

FIRE EXIT ROUTE PLAN

FIFTH FLOOR

ROOMS 507-512 (physics LABS & ART ROOM)

USE **STAIRCASE 01** → TURNING RIGHT INTO MAIN RECEPTION AREA ON GROUND FLOOR. → EXIT THROUGH THE FRONT EXIT OF THE BUILDING → WALK THROUGH THE ELECTRONIC GREEN GATE → WALK DOWN THE DRIVEWAY THROUGH THE CARPARK TO THE ASSEMBLY POINT IN THE PLAYGROUND

ROOMS 502-506 (chemistry/physics LABS & FOOD TECHNOLOGY)

USE STAIRCASE **02** TO GROUND FLOOR → TURN LEFT TO THE COURTYARD → WALK DOWN THE STEPS TO THE PLAYGROUND → ASSEMBLY POINT

FOURTH FLOOR

ROOMS 407-412 (maths)

USE STAIRCASE **01** → TURNING RIGHT INTO MAIN RECEPTION AREA ON GROUND FLOOR. → EXIT THROUGH THE FRONT EXIT OF THE BUILDING → WALK THROUGH THE ELECTRONIC GREEN → WALK DOWN THE DRIVEWAY THROUGH THE CARPARK TO THE ASSEMBLY POINT IN THE PLAYGROUND

ROOMS 402-406 (LIBRARY, RS,)

USE STAIRCASE **02** TO GROUND FLOOR → TURN LEFT TO THE COURTYARD → WALK DOWN THE STEPS TO THE PLAYGROUND → ASSEMBLY POINT

THIRD FLOOR

ROOMS 308-313

USE STAIRCASE **01** → TURNING RIGHT INTO MAIN RECEPTION AREA ON GROUND FLOOR. → EXIT THROUGH THE FRONT EXIT OF THE BUILDING → WALK THROUGH THE ELECTRONIC GREEN → WALK DOWN THE DRIVEWAY THROUGH THE CARPARK TO THE ASSEMBLY POINT IN THE PLAYGROUND

ROOMS 302-307

USE STAIRCASE **02** TO GROUND FLOOR → TURN LEFT TO THE COURTYARD → WALK DOWN THE STEPS TO THE PLAYGROUND → ASSEMBLY POINT

SECOND FLOOR

ROOMS 207-213

USE STAIRCASE **01** → TURNING RIGHT INTO MAIN RECEPTION AREA ON GROUND FLOOR. → EXIT THROUGH THE FRONT EXIT OF THE

BUILDING → WALK THROUGH THE ELECTRONIC GREEN → WALK DOWN THE DRIVEWAY THROUGH THE CARPARK TO THE ASSEMBLY POINT IN THE PLAYGROUND

ROOMS 202-206

USE STAIRCASE **02** TO GROUND FLOOR → TURN LEFT TO THE COURTYARD → WALK DOWN THE STEPS TO THE PLAYGROUND → ASSEMBLY POINT

FIRST FLOOR

ROOMS 108-113

USE STAIRCASE **01** TO GROUND FLOOR → EXIT THROUGH RECEPTION CLASSROOM → THROUGH THE FIRE EXIT → TURN RIGHT AND ROUND THE BUILDING TO COURTYARD → WALK DOWN TO THE PLAYGROUND ASSEMBLY POINT

ROOMS 102-107

USE STAIRCASE **02** EXITING AT THE BOTTOM TURNING LEFT AND THEN THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE PLAYGROUND TO ASSEMBLY POINT

GROUND FLOOR

YEAR 1 & 2 & OFFICE STAFF/HEADTEACHER

WALK THROUGH YEAR 2 FIRE EXIT → WALK THROUGH THE ELECTRONIC GREEN GATE → WALK DOWN THE DRIVEWAY THROUGH THE CARPARK TO THE ASSEMBLY POINT → THE PLAYGROUND

RECEPTION & NURSERY CLASSES

EXIT THROUGH FIRE EXIT IN OWN CLASSROOMS → TURN RIGHT AND WALK ROUND THE BUILDING TO COURTYARD → THEN WALK DOWN TO THE PLAYGROUND → ASSEMBLY POINT

TRUSTEES

EXIT THROUGH TRUST FIRE EXIT THROUGH THE ELECTRONIC GREEN GATE → WALK DOWN THE DRIVEWAY THROUGH THE CARPARK TO THE ASSEMBLY POINT → THE PLAYGROUND

DINING ROOM

EXIT THROUGH SIDE DOORS AND WALK DOWN TO THE PLAYGROUND ASSEMBLY POINT

GYM

EXIT AT REAR AND WALK DOWN TO PLAYGROUND ASSEMBLY POINT

We hope never to put the major incident plan in force, but we feel you should be reassured that the safety of your child is our first priority.

This document should be brought to the attention of staff and any temporary workers at the Manchester Muslim Preparatory School.