



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

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# **Fire Safety and Emergency Evacuation Policy**

## Document Control

<b>This policy has been approved for operation within</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	April 2026
<b>Date of next review</b>	April 2027
<b>Review period</b>	Yearly
<b>Owner</b>	MMPS

### Key Staff:

**Health and Safety Lead** – Hilary Stear

**Strategic Oversight (Headteacher)** – D. Ghafori-Kanno

## **Policy Statement**

Manchester Muslim Preparatory School is committed to ensuring that the premises present no risk of fire so far as is reasonably practicable. We maintain the highest standards of fire prevention, preparedness and response to safeguard pupils, staff, visitors and the wider community.

All staff are familiar with current fire safety legislation and guidance. Where required, the school seeks advice from competent professionals, including the Fire and Rescue Service and qualified fire safety consultants.

Fire safety forms part of the school's wider safeguarding duty, ensuring the protection and wellbeing of all pupils at all times.

## **Fire Risk Assessment**

Fire safety is underpinned by a suitable and sufficient fire risk assessment, carried out by a competent person.

The fire risk assessment is:

- reviewed at least annually
- updated following any significant change to the building, staffing or use of spaces

## **Fire Prevention Measures**

- Fire doors are clearly marked, unobstructed and easily opened from the inside
- Fire detection and alarm systems conform to relevant British Standards and are appropriately located
- Firefighting equipment is provided and maintained in accordance with regulations
- Escape routes and exits are clearly signed and kept clear at all times

## **Testing and Maintenance**

- Fire alarm systems are tested weekly, with a different call point tested each time
- All tests are recorded and signed in the fire log book
- Fire extinguishers are visually checked weekly and serviced annually by a competent engineer
- Fire doors are checked monthly
- Full fire safety equipment servicing is carried out annually

## **Fire Drills**

Fire evacuation drills are:

- carried out at least once per term
- inclusive of at least one unannounced drill each academic year

Records of each drill include:

- date and time
- duration of evacuation
- attendance of pupils and staff
- any issues identified
- actions taken to improve procedures

## **Emergency Evacuation Procedures**

Evacuation procedures are:

- clearly displayed throughout the premises
- explained to all staff, volunteers and visitors
- reinforced regularly through training and drills

## **Actions When the Fire Alarm Sounds**

- Leave immediately via the nearest safe exit
- Take any visitors with you
- Do not collect personal belongings
- Close doors behind you where possible
- Proceed directly to the assembly point
- Report to your designated group leader for roll call
- Do not re-enter the building until authorised

Admin staff will take the emergency registers and emergency contact information to the assembly point.

## **Actions on Discovering a Fire**

- Raise the alarm immediately
- If trained and safe to do so, attempt to extinguish the fire
- Evacuate immediately and proceed to the assembly point
- Inform a senior member of staff

## **Assembly Point**

The assembly point is located on the lower playground next to the staff car park.

## **Roll Call**

- Registers are taken at the assembly point
- Teachers account for all pupils in their care
- Office staff confirm all staff are present
- Any missing persons are reported immediately to the person in charge

## **Fire Sweepers**

Designated staff (see displayed Fire Sweepers list) will:

- Check allocated areas during evacuation
- Check toilets, including individual cubicles
- Ensure all occupants are directed to exits
- Report any concerns immediately at the assembly point

Staff must not put themselves at risk when carrying out these checks.

## **Disabled Persons (PEEPs)**

Personal Emergency Evacuation Plans (PEEPs) are in place for any pupil, staff member or visitor who may require assistance.

Staff are responsible for:

- being aware of relevant PEEP's
- supporting safe evacuation in line with those plans

## **Staff Absence**

In the absence of a staff member:

- responsibility transfers to the adult in charge of the group
- supply staff must follow all evacuation procedures and assist in ensuring areas are clear

### **Visitors and Contractors**

- All visitors and contractors must sign in on arrival
- They must be informed of fire procedures and evacuation routes
- The hosting staff member is responsible for ensuring visitors evacuate safely

### **Summoning Emergency Services**

The priority is always evacuation.

Emergency services will be contacted:

- by office staff where safe to do so
- or by the Headteacher, Deputy Headteacher or Health and Safety Lead

On arrival, the senior member of staff will liaise with the Fire and Rescue Service and provide:

- confirmation of roll call status
- location and nature of the fire (if known)
- information on hazards

### **Immediate Evacuation (Non-Fire Emergency)**

In the event of other emergencies (e.g. bomb threat):

- evacuation procedures will be adapted as directed by senior leadership
- pupils and staff may be moved to an alternative safe location
- parents/carers will be contacted where necessary

### **Critical Incident Preparedness**

The school is prepared to respond to a range of emergencies, including:

- fire
- severe weather
- site damage or vandalism
- serious incidents involving members of the school community
- civil disturbances or security threats

### **Evacuation Routes**

Detailed evacuation routes are:

- displayed clearly in all rooms and corridors
- specific to each area of the building
- reinforced through regular drills

Staff must follow the nearest safe exit as indicated on displayed fire evacuation plans.

### **Monitoring and Review**

This policy is reviewed annually or sooner if:

- there is a change in staffing (e.g. Health and Safety Lead)
- building layout changes
- legislation or guidance is updated

### **Rationale**

The purpose of this policy is to minimise risk and ensure a safe, calm and effective response to emergencies. It supports the school's duty of care to pupils, staff, parents and the wider community, ensuring that safety remains the highest priority at all times.