



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Fire Safety and Emergency Evacuation Policy

Last reviewed on: August 2026

Next review due by: August 2027

1. Policy Statement

Manchester Muslim Preparatory School is committed to taking all reasonably practicable measures to prevent fire and to protect pupils, staff, visitors, contractors and others who may be affected by fire on the School premises.

The School will maintain effective arrangements to:

- identify and assess fire risks
- prevent or reduce the likelihood of fire
- reduce the risk of fire and smoke spreading
- provide appropriate means for detecting and giving warning of fire
- maintain safe and effective means of escape
- ensure that appropriate firefighting equipment and other fire-safety measures are provided and maintained
- provide appropriate information, instruction and training
- ensure that pupils, staff, visitors and others can evacuate safely in an emergency
- make appropriate arrangements for persons who may require assistance to evacuate
- monitor, record and review fire-safety arrangements and address identified deficiencies promptly.

Fire safety is managed as part of the School's wider health, safety and welfare arrangements and is underpinned by a suitable and sufficient fire risk assessment.

2. Scope and Legal Framework

This policy applies to the School premises and to pupils, staff, visitors, contractors and other persons who may be affected by the School's fire-safety arrangements.

The School's fire-safety arrangements are governed principally by:

- the Regulatory Reform (Fire Safety) Order 2005, as amended
- the Education (Independent School Standards) Regulations 2014, in particular paragraph 12 of Part 3
- relevant provisions of the Building Safety Act 2022 which amend the Fire Safety Order
- applicable fire-safety guidance issued under Article 50 of the Fire Safety Order
- current government guidance for educational premises
- other relevant legislation, standards and competent professional advice where applicable.

The proprietor will ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and that appropriate fire precautions, information, training, equipment, maintenance and evacuation arrangements are implemented effectively.

Detailed operational information concerning evacuation routes, assembly arrangements, staff deployment and other site-specific emergency procedures is maintained separately and communicated to those who need it.

The School also maintains separate internal arrangements for emergencies where evacuation from the premises may not be the safest response. Detailed evacuation and security procedures are not reproduced in this policy.

3. Roles and Responsibilities

3.1 Registered Proprietor and Responsible Person

Manchester Islamic Educational Trust Ltd (MIET), as the employer and registered proprietor, is the Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005 in relation to the School premises to the extent that they are under its control.

The board of trustees, acting on behalf of the registered proprietor, will ensure that appropriate arrangements are in place to comply with the Fire Safety Order and the applicable Independent School Standards.

The registered proprietor will ensure that:

- a suitable and sufficient fire risk assessment is completed and kept under review
- the fire risk assessment is recorded in full, including all findings, and the School's fire-safety arrangements are recorded
- appropriate preventive and protective fire-safety measures are implemented and maintained
- actions arising from fire risk assessments, inspections, servicing or other fire-safety reviews are addressed appropriately
- appropriate emergency routes, exits, detection, warning, emergency lighting and firefighting arrangements are provided and maintained
- suitable arrangements are in place for the safe evacuation of pupils, staff, visitors and others
- appropriate arrangements are made for persons who may require assistance to evacuate
- staff receive appropriate fire-safety information, instruction and training
- appropriate fire-safety records are maintained
- one or more competent persons are appointed to assist with the preventive and protective measures required under the Fire Safety Order
- appropriate resources are available to manage fire safety effectively
- significant fire-safety concerns are acted upon promptly
- appropriate assurance regarding fire safety is provided to the board of trustees.

Where another person or organisation also has responsibility or control in relation to the premises, the Responsible Person will take reasonable steps to identify them and will co-operate and co-ordinate with them as required by the Fire Safety Order.

3.2 Headteacher

The Headteacher has responsibility for the day-to-day implementation and monitoring of the School's fire-safety arrangements.

The Headteacher will:

- ensure that this policy and associated fire-safety procedures are implemented
- ensure that the fire risk assessment is available and that identified actions relevant to the School are appropriately followed up
- ensure that staff understand their fire-safety responsibilities
- ensure that appropriate fire-safety information and training are provided
- ensure that evacuation arrangements are communicated and practised
- ensure that suitable arrangements are made for pupils, staff or visitors who may require assistance to evacuate
- ensure that fire-safety defects or concerns are reported and addressed

- ensure that appropriate records of drills, training, checks, testing, servicing and remedial action are maintained
- ensure that changes to activities, staffing or use of the premises which may materially affect fire risk are considered
- seek competent fire-safety advice where necessary
- report significant fire-safety concerns to MIET and the board of trustees as appropriate
- ensure that day-to-day responsibilities are appropriately delegated during any period of absence.

3.3 MIET Health and Safety Lead and Competent Fire-Safety Advice

The MIET Health and Safety Lead supports the Headteacher and registered proprietor in monitoring and managing fire-safety arrangements.

This may include:

- providing advice and support on fire-safety matters
- supporting the monitoring of actions arising from the fire risk assessment
- supporting fire-safety inspections and audits
- supporting the review of incidents, drills and identified concerns
- assisting with liaison with competent contractors, fire-risk assessors and other specialist advisers
- advising on relevant changes to legislation, guidance and recognised practice
- supporting the review of fire-safety records and arrangements.

Where specialist fire-safety knowledge or competence is required, the registered proprietor will appoint or engage an appropriately competent person.

The appointment of a competent adviser does not transfer the Responsible Person's legal responsibilities.

3.4 Caretaker

The Caretaker will support the day-to-day operation of fire-safety arrangements within the scope of their role and as directed by the Headteacher.

This includes, as appropriate:

- undertaking routine visual fire-safety checks
- monitoring escape routes, exits and fire doors for obvious defects or obstruction
- reporting fire-safety defects or concerns promptly
- supporting routine testing and maintenance arrangements
- maintaining relevant records where allocated
- providing contractors with relevant site information
- ensuring that fire-safety precautions are considered during maintenance activities
- taking appropriate immediate action, within their competence, where an identified defect presents a significant risk.

The Caretaker must not undertake specialist testing, servicing or repair unless appropriately competent and authorised to do so.

3.5 Fire Sweepers and Other Designated Staff

The School will designate appropriately instructed members of staff to undertake specific functions within the emergency evacuation arrangements.

These functions may include fire-sweeping responsibilities, supporting evacuation, assisting with accounting for persons and other duties identified within the School's operational evacuation procedures.

Designated staff will:

- understand the duties allocated to them
- receive appropriate information, instruction and training
- carry out their duties only where it is safe to do so
- not delay their own evacuation or place themselves at unreasonable risk
- report relevant information promptly to the person co-ordinating the evacuation.

Detailed areas of responsibility and individual staff deployment are contained within the School's internal operational evacuation arrangements rather than this policy.

3.6 All Staff

All staff must:

- take reasonable care for their own safety and that of others who may be affected by their actions
- comply with the School's fire-safety arrangements
- familiarise themselves with the action to take on discovering a fire and on hearing the fire alarm
- be familiar with the appropriate escape routes from areas in which they work
- maintain appropriate supervision of pupils during evacuation
- ensure that escape routes, exits and fire doors are not obstructed or compromised
- report fire hazards, defects or concerns promptly
- participate in required fire-safety training and evacuation drills
- follow any specific responsibilities allocated to them within the School's emergency arrangements
- not interfere with or misuse fire-detection, warning, firefighting or other fire-safety equipment
- not place themselves at unreasonable risk when responding to a fire or emergency.

3.7 Pupils

Pupils will receive age-appropriate information and instruction about fire safety and emergency evacuation.

Pupils are expected to:

- follow staff instructions promptly
- respond appropriately when the fire alarm sounds
- evacuate calmly by the route directed by staff
- not interfere with fire-safety equipment
- report any fire-safety concern to a member of staff
- remain at the designated place of safety until instructed otherwise.

3.8 Visitors and Contractors

Visitors and contractors must comply with the School's fire-safety and emergency arrangements.

They will be provided with appropriate information relevant to their presence on the premises, including how to respond to a fire alarm and evacuate safely.

Contractors must:

- take appropriate account of fire risks arising from their work

- provide relevant risk assessments, method statements or other information where required
- comply with any applicable permit-to-work or hot-work arrangements
- ensure that their activities do not compromise fire doors, escape routes, detection systems or other fire precautions
- report any fire-safety hazard, defect or incident promptly.

4. Fire Risk Assessment

Fire safety at MMPS will be underpinned by a suitable and sufficient fire risk assessment covering the School premises.

The fire risk assessment will be undertaken or reviewed by a person who is competent to do so. Where an external fire-risk assessor or other specialist is engaged, the School will record the assessor's name and, where applicable, their organisation.

The fire risk assessment will:

- identify potential sources of ignition, fuel and other fire hazards
- identify the persons who may be at risk, including pupils, staff, visitors, contractors and others using the premises
- take particular account of persons who may require additional assistance in an emergency, including young children and persons with disabilities or temporary mobility difficulties
- evaluate the likelihood and potential consequences of fire
- identify measures required to eliminate or reduce fire risks so far as reasonably practicable
- consider appropriate fire detection and warning arrangements
- consider the adequacy of escape routes, exits, emergency lighting and signage
- consider fire-resisting construction, compartmentation and fire doors where relevant
- consider the provision and suitability of firefighting equipment
- consider risks associated with electrical equipment, heating, cooking, combustible materials, hazardous substances, maintenance and contractor activities
- consider the arrangements for evacuation and accounting for persons
- identify any further preventive or protective measures required
- identify actions, priorities and timescales where improvements are necessary.

4.1 Recording the Fire Risk Assessment and Fire-Safety Arrangements

The Responsible Person will ensure that:

- the fire risk assessment is recorded in full
- all findings of the assessment are recorded
- the School's fire-safety arrangements are recorded
- the identity of any person or organisation engaged to undertake or assist with the fire risk assessment is recorded
- actions arising from the assessment are documented
- responsibility for required actions is appropriately allocated
- completion of significant remedial actions is monitored and recorded
- relevant records are available for inspection and review.

4.2 Review of the Fire Risk Assessment

The fire risk assessment will be kept under regular review.

MMPS will arrange a formal review at least annually and sooner where there is reason to believe that the assessment may no longer be valid or where circumstances have changed significantly.

A review will be considered following, for example:

- alterations to the building, layout or means of escape
- changes in the use of rooms or areas
- significant changes in pupil, staffing or occupancy levels
- the introduction of new equipment, processes or activities which may affect fire risk
- significant changes in the storage or use of combustible or hazardous materials
- changes affecting persons who may require assistance to evacuate
- significant changes to fire-detection, alarm, emergency-lighting or other fire-safety systems
- failure or deterioration of an existing fire precaution
- significant findings from inspections, servicing, audits or fire drills
- a fire, suspected fire or significant fire-related near miss
- relevant changes in legislation or fire-safety guidance.

Where a review identifies that the existing assessment is no longer suitable and sufficient, it will be revised and any additional control measures implemented.

4.3 Fire Risk Assessment Actions

Actions arising from the fire risk assessment will be prioritised according to risk and addressed within appropriate timescales.

Where an identified deficiency presents an immediate or significant risk, interim control measures will be implemented where necessary until permanent remedial action is completed.

The Headteacher, supported by the MIET Health and Safety Lead, will monitor relevant actions and escalate significant or unresolved matters to the registered proprietor as appropriate.

5. Fire Prevention and Risk Reduction

The School will take reasonable and proportionate measures to prevent fire and reduce the likelihood of fire occurring.

Fire-prevention arrangements will be informed by the fire risk assessment and will take account of foreseeable sources of ignition, combustible materials and activities which may increase fire risk.

The School will:

- maintain good standards of housekeeping and prevent unnecessary accumulation of combustible materials and waste
- keep combustible materials appropriately separated from sources of heat or ignition
- ensure that electrical equipment and installations are appropriately used, inspected and maintained
- ensure that damaged, defective or potentially unsafe electrical equipment is taken out of use and reported

- ensure that heating and cooking equipment is used and maintained appropriately
- control the storage and use of flammable or otherwise dangerous substances in accordance with relevant risk assessments and COSHH arrangements
- ensure that combustible waste and refuse are stored and disposed of appropriately
- take reasonable precautions to reduce the risk of deliberate fire-setting or arson, including appropriate site-security arrangements
- ensure that smoking, vaping and heated tobacco products are prohibited in accordance with the School's Health and Safety Policy
- ensure that naked flames or other significant ignition sources are not introduced or used unless appropriately authorised and risk assessed
- manage fire risks arising from contractors, maintenance, refurbishment or building work
- ensure that any hot work presenting a significant fire risk is subject to appropriate controls and, where necessary, a permit-to-work arrangement
- ensure that fire-safety precautions are considered when rooms, displays, furniture, equipment or storage arrangements are changed
- ensure that fire doors, escape routes, corridors and stairways are not compromised by storage, combustible materials or inappropriate alterations
- take prompt action where a fire hazard or unsafe practice is identified.

5.1 Electrical and Charging Equipment

Electrical equipment must be used in accordance with the School's Health and Safety Policy and relevant manufacturer instructions.

Staff must:

- report damaged plugs, cables, sockets, chargers or electrical equipment promptly
- stop using equipment which appears damaged or unsafe
- avoid overloading sockets or using inappropriate adaptors or extension arrangements
- ensure that equipment requiring ventilation is not covered or obstructed
- use charging equipment appropriate to the device
- avoid charging damaged equipment or batteries
- not bring unauthorised electrical appliances onto the premises for use without appropriate approval.

5.2 Contractors and Hot Work

Contractors undertaking work which may introduce additional fire risk must comply with the School's fire-safety arrangements and provide appropriate risk assessments and method statements where required.

Activities involving significant heat, sparks or naked flames, including welding, cutting or similar hot work, will be appropriately controlled.

Where required by the nature of the work or the fire risk assessment:

- a hot-work permit or equivalent control system will be used
- combustible materials will be removed or appropriately protected
- suitable firefighting equipment will be readily available
- the affected area will be appropriately monitored during and following the work
- fire-detection arrangements will not be disabled without appropriate authorisation, controls and reinstatement arrangements
- escape routes and fire precautions will remain effective throughout the work.

6. Fire Detection, Warning, Escape and Fire Protection Measures

The School will provide and maintain appropriate fire-detection, warning, escape and fire-protection measures, taking account of the fire risk assessment, the characteristics of the premises and competent professional advice.

Fire-safety systems and equipment will be maintained in an efficient state, efficient working order and good repair.

6.1 Fire Detection and Alarm System

The School will maintain an appropriate fire-detection and alarm system capable of providing suitable warning to persons throughout the occupied premises.

The School will ensure that:

- the fire alarm system and manual call points are kept accessible and in effective working order
- the alarm can be heard, or otherwise appropriately perceived, throughout relevant occupied areas
- defects or faults are reported and addressed promptly
- temporary measures are introduced where necessary if the effectiveness of the system is impaired
- testing, inspection, servicing and maintenance are undertaken at appropriate intervals
- work requiring specialist competence is undertaken by an appropriately competent person
- appropriate records are maintained in the fire log book.

6.2 Escape Routes and Emergency Exits

The School will maintain sufficient and suitable means of escape to enable persons to evacuate safely.

The School will ensure that:

- escape routes and emergency exits are kept clear and available for immediate use
- final exit doors can be opened readily from the inside without unnecessary delay
- escape routes are appropriately identified by fire-safety signage
- corridors, stairways and escape routes are not obstructed by furniture, equipment, storage or combustible materials
- external escape routes are maintained so that they can be used safely
- arrangements for security do not compromise emergency escape
- defects affecting an escape route or emergency exit are reported and addressed promptly
- alternative arrangements are introduced where necessary if a normal escape route becomes unavailable.

The detailed routes to be followed are contained within the School's internal evacuation arrangements and displayed fire-action information rather than this publicly available policy.

6.3 Fire Doors and Compartmentation

Fire doors and other elements of fire-resisting construction will be maintained so that they continue to perform their intended function.

The School will ensure, as applicable, that:

- fire doors are not wedged or propped open unless an approved automatic hold-open device is fitted
- self-closing devices operate effectively
- doors, frames, glazing, intumescent strips and smoke seals are kept in appropriate condition
- fire doors close correctly into their frames
- relevant fire-door signage remains in place
- obvious damage or defects are reported promptly
- identified defects are repaired by an appropriately competent person
- work to the building does not compromise fire compartmentation without appropriate assessment and remedial action.

6.4 Emergency Lighting

Emergency lighting will be provided and maintained where required to support safe evacuation if normal lighting fails.

The School will ensure that:

- emergency lighting is kept in effective working order
- appropriate functional checks are undertaken
- periodic inspection and testing are undertaken by a competent person
- defects are reported and remedied promptly
- records of testing, servicing and remedial action are maintained.

6.5 Firefighting Equipment

Suitable firefighting equipment will be provided according to the fire risk assessment.

The School will ensure that:

- firefighting equipment is appropriately located and readily accessible
- equipment is not obstructed, tampered with or misused
- appropriate routine visual checks are undertaken
- extinguishers and other firefighting equipment are inspected and serviced by a competent person at least annually, where applicable
- defects, discharge or damage are reported promptly and affected equipment is replaced or restored as necessary
- appropriate records of inspection and servicing are maintained.

Firefighting equipment is principally provided to support safe fire precautions and should only be used where it is safe and appropriate to do so.

6.6 Testing, Inspection and Maintenance

The School will maintain a planned system for the testing, inspection, servicing and maintenance of fire-safety systems and equipment.

At MMPS:

- the fire alarm system will be function-tested weekly, with different manual call points used in rotation where appropriate
- fire doors will be subject to routine checks, including a documented check at least monthly
- firefighting equipment will be routinely visually checked and professionally serviced at least annually
- emergency lighting will be tested and maintained at appropriate intervals in accordance with the fire risk assessment, system requirements and competent advice
- specialist fire-detection, alarm, emergency-lighting and other installed fire-safety systems will be inspected, serviced and maintained at appropriate intervals by competent persons.

Records of testing, inspection, servicing, identified defects and remedial action will be maintained in the fire log book or associated fire-safety records.

Where a defect compromises a significant fire precaution, the risk will be assessed promptly and appropriate interim measures introduced until the defect has been rectified.

7. Fire Drills and Emergency Evacuation

The School will maintain effective arrangements for the safe evacuation of all persons from the premises in the event of fire.

Detailed site-specific evacuation arrangements, including evacuation routes, assembly arrangements, staff deployment and responsibilities, are maintained separately and communicated to those who need to know them.

A fire evacuation notice is displayed prominently in each classroom, office and other regularly occupied room, clearly indicating the appropriate emergency exit route and action to be taken in the event of fire.

7.1 Fire Drills

Fire evacuation drills will be carried out at least once each term and additionally where the fire risk assessment, changes to the premises or other circumstances indicate that this is appropriate.

Drills will be planned and conducted so that they provide a meaningful test of the School's evacuation arrangements while taking appropriate account of the age and needs of pupils and the safety of all participants.

Fire drills will be used to:

- familiarise pupils and staff with evacuation arrangements
- test whether occupants respond appropriately to the alarm
- test the effectiveness of evacuation routes and procedures
- test staff understanding of their allocated responsibilities
- test arrangements for accounting for pupils, staff, visitors and contractors
- test arrangements for persons who may require assistance to evacuate
- identify delays, weaknesses or other matters requiring improvement
- inform subsequent training, procedures and fire risk assessment reviews.

Where appropriate and risk assessed, a drill may test an alternative evacuation route or simulate the unavailability of a normal route.

The timing and nature of each drill will be determined according to the purpose of the exercise, the needs of pupils and staff and the findings of the fire risk assessment.

7.2 Recording and Reviewing Fire Drills

A record will be maintained of each fire drill, including as appropriate:

- the date and time
- the nature or purpose of the drill
- the time taken to evacuate and account for occupants
- any relevant observations
- difficulties or delays identified
- issues affecting evacuation routes, staff responsibilities or accounting procedures

- any issues concerning persons requiring assistance
- actions required
- responsibility for any follow-up action
- confirmation that significant actions have been addressed.

The effectiveness of each drill will be reviewed and any significant findings will be considered when reviewing evacuation procedures, staff training and the fire risk assessment.

7.3 Action on Discovering a Fire

Any person discovering or suspecting a fire must raise the alarm immediately using the nearest appropriate means and follow the School's emergency evacuation arrangements.

The priority is to warn others and evacuate safely.

Staff must not put themselves or others at unreasonable risk in attempting to investigate or fight a fire.

Firefighting equipment should only be used by a person who has received appropriate instruction or training and only where:

- it is safe to do so
- the fire is small and contained
- a safe means of escape remains available
- evacuation is not delayed.

No person is expected to fight a fire.

7.4 Action on Hearing the Fire Alarm

When the fire alarm sounds, occupants must follow the School's evacuation arrangements immediately.

Staff will:

- direct pupils and other persons towards the appropriate safe exit
- maintain appropriate supervision of pupils
- ensure that evacuation is calm and prompt
- follow alternative routes where the normal route is unsafe or unavailable
- carry out any specifically allocated emergency duties where it is safe to do so
- not delay evacuation to collect personal possessions
- proceed to the designated place of safety
- support the process for accounting for persons
- report any relevant information promptly to the person co-ordinating the evacuation.

Doors should be closed where practicable and safe to do so in order to help restrict the spread of fire and smoke.

No person should re-enter the premises until authorised to do so.

7.5 Accounting for Pupils, Staff, Visitors and Contractors

The School will maintain arrangements to account for persons on the premises following an evacuation.

These arrangements will include appropriate systems for accounting for:

- pupils
- staff
- visitors

- contractors
- other persons known to be using the premises.

Registers and other necessary information will be made available at the designated place of safety in accordance with the School's operational evacuation arrangements.

Any person who cannot be accounted for will be reported immediately to the person co-ordinating the evacuation and, where emergency services are in attendance, to the Fire and Rescue Service.

Staff must not re-enter the building to search for a missing person.

7.6 Assembly Arrangements

Following evacuation, pupils, staff and other persons will proceed to the designated assembly point or other place of safety specified within the School's operational evacuation arrangements.

The assembly location will:

- be appropriate to the circumstances
- allow occupants to move sufficiently away from the affected building
- support effective supervision and accounting
- avoid unnecessary obstruction of emergency-service access
- be changed where necessary if the normal assembly location is unsafe or unsuitable.

7.7 Summoning and Liaising with the Emergency Services

Arrangements will be in place to ensure that the Fire and Rescue Service is summoned promptly where required.

The person making the emergency call should provide relevant information requested by the emergency service, including the location of the premises and the nature of the emergency so far as it is known.

On arrival, the Fire and Rescue Service will be provided with relevant information, which may include:

- whether all persons have been accounted for
- details of any person believed to remain in the building
- the location and nature of the fire, where known
- significant hazards known to be present
- relevant information concerning the premises or fire-safety arrangements.

Staff must comply with instructions given by the emergency services.

7.8 Re-entry

No pupil, member of staff, visitor or contractor may re-enter the premises following a fire alarm or evacuation until it has been confirmed that it is safe to do so by the Fire and Rescue Service where they are in attendance, or by the appropriately authorised person where the incident does not require Fire and Rescue Service attendance.

8. Persons Requiring Assistance and Personal Emergency Evacuation Plans

The School will ensure that appropriate arrangements are in place for any person who may require assistance to evacuate safely in the event of fire.

The need for assistance may arise from a permanent or temporary circumstance and will be considered as part of the fire risk assessment and emergency evacuation arrangements.

This may include persons with mobility, sensory, cognitive or other needs, persons temporarily affected by injury or illness and any other person whose ability to recognise an alarm or evacuate promptly may be affected.

Where appropriate, the School will prepare a Personal Emergency Evacuation Plan (PEEP).

8.1 Personal Emergency Evacuation Plans

A PEEP will be developed where an individual pupil, member of staff or other regular user of the premises requires specific arrangements to evacuate safely.

The PEEP will:

- be based on the individual's actual needs and the characteristics of the premises
- be developed in consultation with the individual and, for pupils where appropriate, their parents/carers and relevant staff
- identify the assistance, equipment, communication or other arrangements required
- identify appropriately trained or instructed staff where assistance is required
- take account of the routes and areas of the premises normally used by the individual
- provide suitable alternative arrangements where necessary
- not rely on the Fire and Rescue Service being available to complete the person's evacuation
- be communicated to staff who need to know the arrangements
- be treated appropriately where it contains personal information
- be reviewed periodically and whenever the individual's needs, location or relevant evacuation arrangements change.

8.2 Pupils

The School will take particular account of the age and needs of pupils when planning evacuation.

Where a pupil requires specific assistance, the arrangements will be clearly identified and relevant staff will understand their responsibilities.

Pupils will not be expected to undertake evacuation arrangements which are inappropriate to their age, understanding or individual needs.

8.3 Visitors and Contractors Requiring Assistance

Visitors and contractors will be given an appropriate opportunity to identify any assistance they may require in an emergency.

Where a visitor requires assistance, suitable arrangements will be made based on the circumstances and information available.

For regular visitors who require specific assistance, an individual PEEP may be prepared where appropriate.

8.4 Temporary Needs

Where a pupil or member of staff develops a temporary condition which may affect their ability to evacuate safely, such as an injury affecting mobility, the School will consider whether temporary evacuation arrangements or a temporary PEEP are required.

The arrangements will remain under review for as long as the need continues.

8.5 Practice and Review

PEEP arrangements will be considered when planning fire drills.

Where it would be unsafe, unreasonable or inappropriate to carry out every element of a PEEP physically during a drill, the relevant arrangements may be simulated or discussed instead.

Any significant issue identified through a drill, incident or review will be addressed and the PEEP amended where necessary.

9. Fire Safety Information, Instruction and Training

The School will ensure that staff and other relevant persons receive appropriate fire-safety information, instruction and training so that they understand the fire risks relevant to them and the action they must take in the event of fire.

Training and information will take account of:

- the findings of the fire risk assessment
- the School's emergency evacuation arrangements
- the age and needs of pupils
- the individual responsibilities allocated to members of staff
- any new or changed fire risks
- the needs of persons who may require assistance to evacuate.

9.1 Staff Fire-Safety Training

All staff, including part-time and temporary staff, will receive appropriate fire-safety training as part of their induction.

Refresher training will be provided at least annually and additionally where necessary, including where:

- there are significant changes to the premises or evacuation arrangements
- an employee's role or fire-safety responsibilities change
- new or increased fire risks are identified
- equipment, working practices or systems affecting fire safety change
- a drill, incident or review identifies a need for further training.

Fire-safety training required under the Fire Safety Order will take place during working hours.

Training will cover, as appropriate:

- basic fire-prevention measures
- action to take on discovering or suspecting a fire
- how to raise the alarm

- action to take when the fire alarm sounds
- evacuation routes and emergency exits
- the importance of fire doors and keeping escape routes clear
- arrangements for supervising and evacuating pupils
- arrangements for accounting for persons following evacuation
- the designated assembly arrangements
- arrangements for persons requiring assistance
- how to report fire hazards, defects or concerns
- the limitations on attempting to fight a fire
- the location and basic purpose of firefighting equipment where relevant
- any individual fire-safety responsibilities allocated to the member of staff.

9.2 Staff with Specific Fire-Safety Responsibilities

Members of staff allocated specific responsibilities, including fire sweepers or staff supporting PEEPs, will receive additional information, instruction or training appropriate to those duties.

This will include, where relevant:

- the areas or functions allocated to them
- how their role fits within the wider evacuation arrangements
- the limits of their responsibilities
- how to report the outcome of their duties
- the importance of not delaying their own evacuation or placing themselves at unreasonable risk
- arrangements for cover where the normally designated person is absent.

Any member of staff expected to use firefighting equipment as part of an allocated role will receive appropriate training.

9.3 Pupils

Pupils will receive age-appropriate fire-safety information and instruction.

This will include, as appropriate:

- recognising and responding appropriately to the fire alarm
- following staff instructions promptly
- evacuating calmly
- understanding the importance of fire doors and emergency exits
- not interfering with fire alarms, call points or firefighting equipment
- proceeding to the designated place of safety
- remaining with their class or designated group until instructed otherwise.

Fire drills will form an important part of pupils' practical familiarisation with the School's evacuation arrangements.

9.4 Supply Staff, Volunteers and Other Temporary Workers

Supply staff, volunteers and other temporary workers will receive appropriate fire-safety information before or when they begin their duties.

This will include sufficient information for them to understand:

- what the fire alarm signifies
- how to evacuate safely
- where relevant fire evacuation notices and routes are displayed
- how pupils are supervised during evacuation
- where to report following evacuation
- any specific emergency responsibility allocated to them.

They must not be assumed to know the School's arrangements because they have worked in other schools.

9.5 Visitors and Contractors

Visitors and contractors will be provided with appropriate fire-safety information relevant to their presence on the premises.

This may include:

- action to take if the fire alarm sounds
- evacuation arrangements
- how to identify the appropriate escape route
- the requirement to proceed to the designated place of safety
- any significant fire risks which may affect them
- relevant arrangements for persons requiring assistance.

Contractors whose work creates or may be affected by significant fire risks will receive additional information as necessary.

9.6 Training Records

The School will maintain appropriate records of fire-safety training.

Records will include, as appropriate:

- the date of training
- the nature or content of the training
- the persons or groups receiving the training
- the person or organisation providing it
- any role-specific training provided
- any actions or further training identified.

Training records will be retained in accordance with the School's records-retention arrangements and made available for inspection where appropriate.

10. Visitors, Contractors, Shared Use and Out-of-Hours Arrangements

The School will ensure that appropriate fire-safety arrangements apply to visitors, contractors and other persons using the premises, including during activities taking place outside normal School hours.

Fire-safety arrangements will take account of the nature of the activity, the persons present and any additional risks arising from the use of the premises.

10.1 Visitors

Visitors will be provided with fire-safety information appropriate to the nature and duration of their visit.

Arrangements will ensure, as appropriate, that visitors:

- sign in and out in accordance with the School's visitor arrangements
- are made aware of the action to take if the fire alarm sounds
- can identify the appropriate means of escape
- follow the instructions of School staff during an evacuation
- proceed to the designated place of safety
- are accounted for following an evacuation
- identify, where appropriate, any assistance they may require to evacuate safely.

The member of staff hosting or responsible for a visitor will take reasonable steps to ensure that the visitor complies with the School's evacuation arrangements.

10.2 Contractors

Contractors must comply with the School's fire-safety arrangements while working on the premises.

Before work begins, the School will consider whether the work:

- introduces additional sources of ignition or combustible materials
- affects fire doors, compartmentation or means of escape
- requires any fire-safety system to be temporarily isolated or impaired
- affects access for the Fire and Rescue Service
- involves hot work
- introduces hazardous or flammable substances
- otherwise materially alters the existing fire risk.

Where appropriate:

- relevant risk assessments and method statements will be reviewed
- contractors will be informed of relevant fire risks and emergency procedures
- appropriate permits-to-work or other control systems will be used
- additional or temporary fire precautions will be introduced
- any impairment of a fire-safety system will be authorised, controlled and restored as soon as practicable
- the area will be checked following completion of work
- any change affecting the fire risk assessment will be considered.

Contractors must report any fire-safety defect, incident or concern identified during their work.

10.3 Shared Use of the Premises

Where another organisation or person exercises control over part of the premises or undertakes an activity which gives rise to fire-safety responsibilities, the relevant Responsible Persons will co-operate and co-ordinate as required.

This may include:

- exchanging relevant information about fire risks
- ensuring that emergency arrangements are compatible
- clarifying responsibility for fire precautions during the period of use
- ensuring that occupants receive appropriate fire-safety information
- ensuring that escape routes, fire doors and fire-safety equipment remain effective
- ensuring that appropriate arrangements exist for persons who may require assistance
- ensuring that the Fire and Rescue Service can be summoned where necessary.

10.4 Out-of-Hours Events and Functions

Where the premises are used for an event, function or other authorised activity outside normal School hours, appropriate fire-safety arrangements will be confirmed before the activity takes place.

The arrangements will take account of:

- the number and nature of persons expected to attend
- the areas of the premises being used
- the availability of suitable escape routes and exits
- arrangements for raising the alarm
- arrangements for summoning the emergency services
- arrangements for accounting for persons

- the provision of appropriately informed persons to manage an evacuation
- any persons who may require assistance
- any additional fire hazards arising from the activity
- any changes to the normal fire-safety arrangements.

The person or organisation responsible for the activity will be given appropriate information about the relevant fire-safety and emergency arrangements.

Where MIET authorises or arranges use of the premises outside normal School activities, responsibilities for fire safety during that use will be appropriately identified and co-ordinated.

10.5 Reduced Occupancy and Out-of-Hours Working

Where staff, contractors or other authorised persons are present when the School is otherwise closed or operating with reduced occupancy, they must have sufficient information to evacuate safely and summon assistance in an emergency. Fire-safety arrangements must not depend solely on persons or staff who are not present at that time.

Any significant change to normal access, escape routes, alarm arrangements or other fire precautions must be considered before the activity begins.

11. Fire Safety Records, Monitoring and Review

The School will maintain appropriate records to demonstrate the effective implementation and monitoring of its fire-safety arrangements.

Fire-safety records will be kept in an organised and accessible form and will be available to the Responsible Person, relevant School leaders, competent advisers and enforcing or inspecting authorities where appropriate.

11.1 Fire Safety Records

The School will maintain, as applicable, records of:

- the current fire risk assessment and previous relevant assessments
- the School's recorded fire-safety arrangements
- the identity of persons or organisations engaged to undertake or assist with fire risk assessments
- actions arising from fire risk assessments and evidence of completion
- fire alarm tests, inspections, servicing, faults and remedial work
- emergency-lighting tests, inspections, servicing, faults and remedial work
- fire-door and escape-route checks, identified defects and remedial work
- inspection and servicing of firefighting equipment
- inspection, testing and maintenance of other fire-protection systems where applicable
- fire evacuation drills, observations and follow-up actions
- staff fire-safety training, including induction, refresher and role-specific training
- relevant PEEP arrangements and reviews, subject to appropriate confidentiality
- significant fire-safety inspections and audits
- fire-related incidents, suspected fires and significant near misses
- false alarms where relevant

- temporary impairments to significant fire-safety systems and the control measures implemented
- relevant information exchanged with other Responsible Persons where applicable
- significant contractor or maintenance activities affecting fire safety
- other records identified as necessary through the fire risk assessment.

11.2 Fire Log Book

The School will maintain a fire log book and associated fire-safety records. The fire log book will provide an appropriate record of routine fire-safety checks, tests, drills, servicing, defects and other relevant matters.

Where records are maintained electronically or within separate specialist documentation, they do not need to be duplicated unnecessarily within the fire log book, provided that they are readily identifiable and accessible when required.

11.3 Monitoring and Routine Inspection

Fire-safety arrangements will be monitored routinely to ensure that the precautions identified by the fire risk assessment remain effective.

Monitoring will include, as appropriate:

- escape routes and emergency exits
- fire doors
- fire-detection and alarm systems
- emergency lighting
- firefighting equipment
- fire-safety signage and notices
- housekeeping and combustible-material controls
- access for the Fire and Rescue Service
- arrangements for persons requiring assistance
- implementation of actions arising from the fire risk assessment
- completion of required testing, servicing and remedial work.

Any significant defect or failure will be reported promptly and appropriate action taken.

Where a defect cannot be corrected immediately, the risk will be considered and suitable temporary precautions implemented where necessary.

11.4 Fire Incidents and Significant Near Misses

Any fire, suspected fire or significant fire-related near miss will be reviewed.

The review will consider, as appropriate:

- how the incident arose
- whether existing fire precautions operated as intended
- the effectiveness of the alarm and evacuation arrangements
- whether anyone was placed at additional risk
- whether fire-safety systems or procedures failed or were inadequate
- whether further investigation or competent advice is required
- whether the fire risk assessment requires review
- whether procedures, training or other control measures require amendment
- whether any external notification or reporting obligation applies.

Actions identified following the review will be recorded and monitored to completion.

11.5 Oversight by the Registered Proprietor

The Headteacher will provide the registered proprietor and board of trustees with appropriate information regarding fire safety so that they can exercise effective oversight.

This will include significant matters such as:

- the status and review of the fire risk assessment
- significant outstanding actions
- significant fire-safety defects or concerns
- relevant findings from inspections or audits
- significant incidents
- assurance regarding testing, servicing and maintenance
- any matter requiring significant expenditure, strategic action or escalation.

The level and frequency of reporting will be proportionate to the risks and matters identified.

11.6 Records Retention

Fire-safety records will be retained in accordance with the School's Records Retention Schedule and any applicable legal, insurance or evidential requirements. Records relating to an incident, claim, significant defect or enforcement matter may be retained for longer where appropriate.

11.7 Policy and Arrangements Review

This policy will be reviewed at least annually and sooner where appropriate, including following:

- significant changes to fire-safety legislation or guidance
- significant changes to the premises or their use
- significant changes to fire-safety arrangements
- a significant fire, near miss or evacuation issue
- material findings from a fire risk assessment, audit or inspection
- evidence that existing arrangements may no longer be effective.

The Headteacher will coordinate the review with support from the MIET Health and Safety Lead and competent fire-safety advisers where required.

The policy will be approved in accordance with the School's policy-approval arrangements.

12. Linked Policies, Procedures and Records

This policy should be read alongside the School's relevant policies, procedures and fire-safety records, including:

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Accessibility Plan and relevant SEND arrangements
- Data Protection Policy
- Records Retention Schedule
- internal fire emergency evacuation arrangements, including evacuation routes, assembly arrangements, staff deployment and roll-call procedures
- internal Invacuation Policy and associated security/emergency procedures
- Fire Risk Assessment
- fire log book

- fire alarm, emergency-lighting, fire-door and firefighting-equipment testing, inspection and servicing records
- fire-drill records and associated action records
- fire-safety training records
- Personal Emergency Evacuation Plans (PEEPs), where applicable
- contractor risk assessments, method statements and hot-work or permit-to-work records, where applicable
- relevant premises, maintenance and fire-safety inspection records.