

**IMAM ZAKARIYA ACADEMY PRIMARY SCHOOL**

**EMERGENCY EVACUATION/ FIRE  
SAFETY POLICY**

**Date reviewed: 19<sup>TH</sup> NOVEMBER 2017**

**Next review date: 19<sup>TH</sup> NOVEMEBR 2018**

## **1.0 Fire Safety:**

The priority of IZA School is to minimise the risk to life and to reduce injury by maintaining the fire safety integrity of all school premises.

The fire safety policy, fire evacuation procedures and risk assessments at IZA School have been designed in such a manner as to help all members of the school community, and our visitors, to respond calmly and effectively in the event that a fire occurs.

## **2.0 Role of the School Fire Officers: Ms.Faiza, Mufti Tufayel, Mufti Shoiab**

- The Property Surveyor is the designated School Fire Officer who has overall responsibility for ensuring that:
- This Fire Safety Policy is kept under regular review by the Governors and the senior leadership Team.
- The information contained within the Fire Safety policy is made available to all members of the School community.
- Clear, written instructions on the course of action to take in the event of an emergency are displayed in all areas of the school, with additional information being given when large numbers of visitors are on site, i.e. for concerts, play performances etc.
- Clear, written instructions are freely available for all visitors to the school and these instructions contain full information on the course of action to be taken in the event of an emergency.
- Contractors working for the school will be given written documentation detailing the procedures that they should follow whilst working on the school campus, and also informing them of the school's procedures in an emergency situation.

- Basic fire training is given to all employees at least annually and the School's admin. Department include Fire Training in the induction sessions given to all new employees upon commencing work at the school.
- Emergency evacuations and fire practices are carried out.
- The IZA School Fire Risk Assessment and assessments undertaken for individual buildings are regularly reviewed incorporating any alterations to the layout, systems installed or operational use of the premises.
- The integrity of all fire prevention systems and equipment in place is maintained in good working order.

### **Staff Responsibilities and Training**

Information and training will be provided by the school to **all** members of staff on the action necessary when a fire is discovered, (new staff will receive training as part of the induction process):

- Raising the alarm;
- Action to be taken on hearing the alarm
- The exit routes available to staff at various points in the building
- The practical use and location of portable fire-fighting equipment
- The assembly points around the building and roll-call procedures
- The procedure for re-entry to the building
- Good housekeeping practices

Refresher training will be given to staff once every year unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Note: All staff will effectively be considered 'Fire Marshals' during the course of an evacuation

### **3.0 Emergency 'In case of Fire' notice:**

'In case of fire' notices, adapted specifically for each building and backed up by compliant fire signage will be used to facilitate the safe evacuation of all buildings.

The 'In case of fire' notice will be displayed in prominent positions throughout buildings and will follow the following format:

- The actions to be taken upon discovery of a fire.

- The actions to be taken to reach the assembly point safely with special regard to the needs of any disabled person(s).
- The actions to be taken upon reaching the assembly point.

#### **4.0 Briefing of new members of staff and pupils, contractors and visitors to the school:**

IZA School recognises the importance of making sure all those on the school premises are aware of how they should respond in an emergency situation.

All new members of staff (teaching and support alike) and all new pupils will be given a briefing on the school's emergency procedures on their first day at IZA School.

This briefing will include:

- The importance of ensuring that individuals are familiar with the routes of escape and emergency exits in the buildings in which they will work/live.
- Familiarisation with the systems in place, i.e. how to operate a 'Break Glass' point, location of the defined assembly point.
- The importance of adhering to the evacuation procedures and how the safe evacuation of everyone is the first priority and that protecting property comes second.
- The importance of 'good housekeeping' in all buildings and the systems in place to draw to the attention of the School Fire Officer any issue that may be of concern.

For Open Days, assembly, plays etc. when there will be a large number of visitors to the school the organiser of the function will undertake to ensure that a brief safety announcement is made prior to the start of any performance, detailing the location of emergency exits and the action to

Be taken in the event of an alarm sounding. Where deemed necessary, the organiser of the event will need to arrange for stewards to be on duty for the duration of the performance. (Guidance on this matter must be sought from the School Fire Officer and the SLT), if the organiser has any doubts on the level of provision required.)

Contractors to the school will be given detailed Health & Safety documentation upon being awarded the contract and this will include specific information on the course of action to be taken by their operatives in the event of an emergency situation developing whilst they are on site. Contractors will also be required to ensure that their work processes do not compromise any aspect of any fire safety system in place.

Groups or other organisations making use of the school's facilities (i.e. summer holiday lettings, sports courses, training evenings etc.) are provided with detailed information with regards to the school's fire safety systems. A caretaker or other competent member of staff is on duty for events such as bazaars etc. That operates or out of normal working hours in holiday periods. On such occasions the individual on duty must not be involved with any other aspect of the event.

Disabled staff, pupils and visitors (even if only temporarily disabled) should be given one to one instruction on the school's fire safety procedures by their host, and adjustments agreed with all parties.

### **5.0 Training:**

- All employees of the school receive will receive basic fire training annually. Due to the proximity of the school to the Fire & Rescue Services and assembly points. Headquarters this will emphasise the importance of fire prevention and the safe evacuation of a building rather than on how to actually 'fight' a fire.
- Specific employees, i.e. Works Department, Grounds, Science Technicians, will be given additional training in basic firefighting techniques. Additional training of individuals will be given as necessary and as determined by risk assessment.
- Housemasters are the designated 'Building Managers' of their respective premises and should liaise closely with the School Fire Officer to ensure the actions/operations of their House/Faculty does not, at any time or in any way compromise the integrity of the fire safety of the building they occupy.

### **6.0 Fire Prevention Measures:**

The following fire prevention measures are in place at IZA School:

Escape routes in all school buildings are kept clear and unobstructed.

Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.

Fire extinguishers are located in all school buildings and are maintained in a good working condition by a professional company contracted by the school. The location of such equipment is as defined by visiting Fire Officers from Local Authority Fire & Rescue, from our professional advisors or by Building Regulations.

Automatic fire detection systems are in place to an L1 standard and the majority of buildings have systems installed. In recent new build and refurbished buildings the

systems can include beacons as well as sounders. A few, low risk areas are without any permanent automatic fire detection system and the installation of a system where necessary be determined by risk assessment. A competent contractor services all installed systems every six months. Service records are maintained in the Office.

All installed fire detection systems trigger sounders located throughout the building and in some areas visual beacons are also activated.

All magnetic holdback devices to corridor and fire escape route doors that are held open during normal day time activities are linked to the fire control panel in the building and close when the system is activated.

Emergency lighting systems are installed to all emergency exits and escape routes and these are regularly tested.

All installed fire systems are tested fortnightly by the caretaker and logged in individual log books held in the office.

The Property Surveyor undertakes periodic room by room 'walk about' in all school buildings to monitor any defects in any systems and all employees can submit a work request to the Maintenance Department if they notice anything of concern. The maintenance of the fire safety integrity of a building is given priority over other works that may be in progress.

Comprehensive information is kept by the Estates Department with regards to the location of emergency gas & electric shut off points, hydrants etc. The individual fire risk assessments undertaken for the main school buildings contain detailed information of services and utilities.

The School is an accredited conforming body under NICEIC and all remedial or installation work undertaken by the school electricians is to the 17th IEE Regulations. The electrical team is inspected annually by NICEIC to ensure that the work undertaken is to standard.

Minor works certificates and/or electrical installation certificates are required for all electrical work undertaken by outside contractors.

The school undertakes fixed electrical installation tests to all buildings on a rolling programme.

The school undertakes all portable appliance testing 'in house' with two qualified technicians undertaking the work.

Pressurised gas cylinders kept on site are stored in specific locations. Solvent cupboards have been provided for areas that hold small amounts of solvents (i.e. painters' stores) whilst a purpose built flammable store has been fitted out for the Science Faculty.

Flammable rubbish is not allowed to accumulate in buildings and the central processing of the general waste and storage of recycled goods is away from buildings.

The Maintenance Team operates a 24/7 emergency call out for emergency situations.

## **7.0 Fire Risk Assessments:**

A generic Fire Risk Assessment has been undertaken for the whole school site as well as more detailed assessments for individual buildings.

Assessments will be reviewed by the Property Surveyor as and when any alteration (structural or operational) is made. All employees have a duty to inform the Property Surveyor, as the designated Fire Officer, of any such intended changes in their classroom, before implementing them.

In the normal course of events, Fire Risk Assessments for the building will be reviewed at least annually on a rolling programme.

All Fire Risk Assessments are held by the Office.

All employees should read those that apply to them and any comments on how to improve them are always welcome.

## **8.0 Record keeping:**

All records relating to Fire Safety are retained in the office and are available to view during normal office hours.

Records retained include those in relation to:

- Gas safety, Certificates etc.
- Fire system testing
- Firefighting appliances service records
- Electrical installation testing
- Fire practices
- Training records

\*\* This policy will be reviewed annually or when any changes come in as to be in line with new legislations

### **Related Policies**

- Health & Safety
- Risk Assessment

- Safeguarding

Signature:..... Name:..... Date:.....

Signature:..... Chair of Governors:..... Date:.....