

# DAWAT E ISLAMI UK



## FIRE SAFETY POLICY

**Prepared by:** Dr Zeerak Nasim, Health & safety Lead

**Status of Policy:** Final

**Ratified by:** Trustees

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## **AIMS**

It is the overall aim of Dawat e Islami UK to minimise the risks to staff, pupils, visitors and members of the public in the immediate vicinity of the building, which may arise from fire, and to comply with the Regulatory Reform (Fire Safety) Order 2005.

This will be achieved by conducting, recording and acting upon regular fire risk assessments, ensuring suitable 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 in an emergency are in place.

## **OVERALL RESPONSIBILITY FOR FIRE SAFETY MATTERS**

A member of the staff is appointed as the Fire Safety Manager for the building and has overall responsibility for fire safety matters. They shall coordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained.

The Fire Safety Manager shall also ensure that an emergency evacuation drill is undertaken twice a year, that fire action notices are kept up to date and that suitably qualified persons maintain fire safety equipment to the authorised schedule.

## **RESPONSIBILITY OF ALL BUILDING STAFF**

All building 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 (**Appendix A**). 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 building fire procedure.

## **APPOINTMENT & RESPONSIBILITIES OF FIRE MARSHALS**

The building shall appoint suitable number of employees as Fire Marshals, one of which will be appointed as Fire Safety Manager. In the event of an emergency evacuation, these employees have the responsibility for ensuring that all areas of the Building have been evacuated and that this is reported to the Evacuation Manager (or their deputy) (see Appendix A).

During an emergency evacuation, Fire Marshals shall wear hi-visibility tabards to enable them to be clearly identifiable.

## **FIRE RISK ASSESSMENT**

The Fire Safety Manager shall ensure that a fire risk assessment is in place and carried out on annual basis 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 by the Fire Safety Manager and a copy kept on file.

## **THE BUILDING FIRE PROCEDURE**

Notices displaying the Building Fire Procedure are displayed at each fire alarm call point and shall be of the approved format and the current issue.

## **FIRE TRAINING & EMERGENCY EVACUATION DRILLS**

Training will be provided at least every three years for all permanent building staff in fire safety and the building fire procedure, including training in the practical use of fire extinguishers.

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points.

It is the responsibility of the Fire Safety Manager to ensure this instruction is given in accordance with the Checklist (Appendix B). The Fire Safety Manager shall also ensure that all fire safety and training records are maintained and are available for inspection by any enforcement authority or the health and safety lead.

## **MAINTENANCE OF FIRE SAFETY EQUIPMENT & SYSTEMS**

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a local contract administered by professionally qualified consultants:

| <b>System</b>             | <b>Frequency</b> | <b>Provider</b> |
|---------------------------|------------------|-----------------|
| Fire Fighting Equipment   | Annual           |                 |
| Fire Alarm System         | 6 Monthly        |                 |
| Emergency Lighting System | Annual           |                 |

## **TESTING OF FIRE SAFETY EQUIPMENT & SYSTEMS**

The Building Fire Safety Manager shall carry out the Daily, weekly and monthly tests on the systems and precautions between maintenance visits, recording appropriately in the health & safety folder and acting upon the findings.

## **RAISING THE ALARM**

Upon discovering a fire, the alarm shall be raised by immediate activation of the closest fire alarm call point.

## **CALLING THE FIRE BRIGADE**

It is building policy that the fire brigade will be called upon any suspected outbreak of fire. The person discovering the fire is responsible for activating the nearest call point and calling the fire brigade. Where the alarm is raised by the building's automatic smoke detection system, the Fire Safety Manager (or their deputy) will call the fire brigade if a fire is suspected, or within 60 seconds of the alarm being raised if a false alarm is not confirmed.

## **DESIGNATED ASSEMBLY POINTS FOR ALL STAFF, PUPILS & VISITORS**

- Each building will designate at least two different Fire Assembly points, which must be a safe distance away from the building and not place the individuals at any additional risks i.e. crossing the road etc.
- If fire blocks access to one assembly point, then all staff should redirect everyone to the alternative Assembly point.
- All Fire Assembly points will be clearly marked
- Pathways leading to the Fire Assembly Points must be cleared at all times without any debris (as chances are people will be barefoot when evacuating).

## **EVACUATION OF MADRASSAH PUPILS**

When the fire alarm sounds

- Keep a calm composure.
- Tell pupils to leave their bag, books, coats and shoes where they are.
- Responsible staff member to direct all pupils to line up at the door.
- Responsible staff member to lead pupils to the nearest fire exit and out to the fire assembly point.
- If the exit route to the assembly point blocked then use an alternative safe route to the alternative assembly point.
- Once at the assembly point carry out a head count.
- If any pupil is unaccounted for read down the register and call out names.
- Stay at the assembly point until the Evacuation Manager gives the all clear.
- In the event of a fire preventing persons from exiting the classroom, the responsible staff member must keep a calm composure, ensure the classroom fire door is closed and await further instructions from the emergency services or a Fire Marshal.

## **MEETING THE FIRE BRIGADE**

The Fire Safety Manager is responsible for meeting, or ensuring that a member of staff is available to meet, the fire brigade on arrival.

## **EVENTS OUT OF BUILDING & EXTERNAL LETTINGS**

Where events are organised outside of normal building hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade, are in place.

The Fire Safety Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

Instruction in Appendix C must be followed.

## **NOTICES**

Clear signs, meeting relevant legislation, indicate all fire escape routes, fire exits, fire doors, fire fighting equipment and assembly points.

## **RECORDS**

All service records to be recorded in the health & safety folder, which must be kept in a fireproof office cabinet. The Fire Safety Manager is responsible for maintaining the relevant records as detailed in the Health & Safety Folder.

## APPENDIX A

| Emergency Fire Evacuation Plan   |    |
|----------------------------------|----|
| Name of Building:                |    |
| Address:                         |    |
| Manager:                         |    |
| Fire Marshals/Trained Staff:     | 1- |
|                                  | 2- |
|                                  | 3- |
|                                  | 4- |
| Location of Fire Alarm Panel:    |    |
| Location of Mains Fuse Box:      |    |
| Location of Gas Supply Shut off: |    |
| Location of Assembly Point:      |    |

### 1. Fire Safety

- 1.1. In the interest of your own safety and that of all staff, you are always expected to take reasonable steps in the prevention of fire.
- 1.2. All staff and visitors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.
- 1.3. All staff and visitors are expected to cooperate fully with the management, in complying with any procedures that may be introduced, as a measure to protect the safety and wellbeing of the employees, clients and visitors.

### 2. Fire Prevention

- 2.1. Everyone must ensure that there is no build-up of combustible materials around sources of ignition (heat, electrical points, flammable liquids etc.)
- 2.2. Gas appliances, portable heaters and other appliances generating significant heat must not be left unattended. When finished with such appliances, switch them off and isolate.
- 2.3. During an evacuation, if safe to do so, isolate all gas appliances, eliminate ignition sources and close-down ventilation systems.

### 3. Actions on discovering a fire

- 3.1. All staff and visitors should familiarize themselves on how to identify and sound the fire alarm. If in doubt, please consult the management.
- 3.2. On discovering a fire, it is the duty of everyone to:
  - 3.2.1. **OPERATE THE NEAREST FIRE ALARM CALL POINT IMMEDIATELY**
  - 3.2.2. **CALL THE FIRE SERVICE 999:**
    - 3.2.2.1. **STATE YOUR NAME** \_\_\_\_\_
    - 3.2.2.2. **BUILDING NAME** \_\_\_\_\_
    - 3.2.2.3. **FULL ADDRESS** \_\_\_\_\_

- 3.2.3. **FIGHT THE FIRE IF TRAINED AND SAFE TO DO SO**
- 3.2.4. **LEAVE THE BUILDING BY NEAREST AVAILABLE EXIT (SIGN POSTED)**
- 3.2.5. **REPORT TO THE ASSEMBLY POINT**
- 3.2.6. **DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO**

#### **4. General Evacuation Procedures**

- 4.1. When you hear the alarm, leave the building immediately via the nearest available exit.
- 4.2. Close all doors behind you.
- 4.3. Do not stop or return to collect personal belongings
- 4.4. Follow any instructions given by Fire Marshalls
- 4.5. Go to the Assembly Point \_\_\_\_\_
- 4.6. It is the responsibility of all staff to ensure the safety of visitors and themselves, and to report any problems immediately, upon arrival at the assembly point
- 4.7. On no account should you re-enter the building until instructed to do so by a responsible person (Fire Service or Fire Marshall)

#### **5. Roles and Responsibilities**

##### **5.1. Manager:**

- 5.1.1. Ensure that the fire service has been called
- 5.1.2. Liaise with Fire Marshalls to understand the location of the fire
- 5.1.3. Liaise with Fire Marshalls to ensure the building has been evacuated
- 5.1.4. Meet the Fire Service on arrival to:
  - 5.1.4.1. direct them to the building,
  - 5.1.4.2. explain where the fire is, and
  - 5.1.4.3. any hazards in the building
  - 5.1.4.4. notify the officer in charge of any persons unaccounted for

##### **5.2. Fire Marshalls/All trained staff**

- 5.2.1. On hearing the fire alarm, investigate and note the location of fire
- 5.2.2. Communicate with the manager:
  - 5.2.2.1. the location,
  - 5.2.2.2. nature and
  - 5.2.2.3. severity of the fire
- 5.2.3. If safe to do so, then attempt to fight the fire with the equipment
- 5.2.4. Coordinate the evacuation ensuring everyone exits safely
- 5.2.5. Assist less able users to safety/assembly point
- 5.2.6. Prevent re-entry into the building until told to do so by Fire Service

#### **6. False Alarms**

- 6.1. If fire Marshalls/trained staff cannot see a fire in the building, then they must communicate this with the manager
- 6.2. The manager should then report to the assembly point that this is a false alarm and it is now safe to re-enter the building
- 6.3. Manager should investigate the cause of any false alarm and implement remedial actions as soon as possible.

#### **7. Incident Reporting**

- 7.1. The manager must complete the incident log book (real fire or False alarm)

- 7.2. The manager must share the complete report of the incident with the Health and Safety Lead at UK Level
- 7.3. Fire Risk Assessment must be reviewed and updated to reflect any new hazards

## **APPENDIX B**

### **STAFF FIRST DAY INDUCTION FIRE SAFETY CHECKLIST**

To be followed during the first day induction for all new staff members.

To also be followed for all existing staff members following significant changes to the fire safety arrangements or when recommended following a fire risk assessment.

Take the new staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which they are responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.



## **APPENDIX C**

### **CHECKLIST FOR USE OF PREMISES OUT OF BUILDING HOURS**

To be followed when arrangements have been made for use of the building premises out of building hours.

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
- Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that they are likely to need to use, and show the operation of any push bars or exit fittings.
- Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
- Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the Building.