



MANCHESTER
ISLAMIC
GRAMMAR SCHOOL
FOR GIRLS
FAITH • LEARNING • LIFE

FIRE PREVENTION POLICY

Document Control

This policy has been approved for operation within:	Manchester Islamic Grammar School for Girls
Date of last review:	03/08/2023
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Review period:	1 years
Policy status:	Statutory
Owner:	MIGSG
Approved by:	Mr Aman Sheikh Trustee responsible for H&S

Fire Marshals:

Mrs. H Stear	Responsible for collecting all the paper registers and making sure everyone on site is accounted for. Reporting to the Fire Brigade any missing persons.
Miss. J Kossar	Responsible for ensuring that all students/staff with PEEP have been evacuated safely.
Mr. B Lopez	Responsible for ensuring gas supply is switched off in laboratories and flammable chemicals are locked away
Miss. Z Bashir	Responsible for bringing all registers to assembly point and checking fire alarm to discover zone of fire to pass to Fire Marshall.
Mrs. A Suleiman	Responsible for overseeing the Fire Assembly Point and taking over Fire Marshall Role in her absence

General Statement:

MIGSG seeks to ensure the safety of staff, students and anyone else legally on the school premises. We aim to minimize the risk to life and to reduce injury by maintaining the physical fire safety of the school by ensuring that staff, students and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

The school's Health and Safety Coordinator will also be in charge of any issue regarding fire and all associated safety procedures which are as follows:

- The Fire Risk Prevention Policy is kept under regular review by Executive Headteacher, the Trust and SLT
- The Fire Risk Prevention Policy is implemented throughout the school
- Everyone in school (including visitors and contractors) are given clear guidance of where they should go in the event of a fire, by the person they have come to visit
- Procedures and arrangements for emergency evacuation are regularly tested, lessons absorbed and practices changed in response where necessary
- Fire Risk Assessments are formally recorded by an External Contractor and are reviewed every 2 years and updated as necessary
- Records are kept of all fire drills
- Certificates for the installation and maintenance by competent persons of fire-fighting equipment are kept
- Conduct regular walks throughout the school identifying any hazards, checking equipment and taking remedial action as appropriate

Emergency Evacuation:

All new staff and students, all contractors are made aware of the following:

- If you discover a fire, break the glass in the nearest alarm call point to set off the alarm
- Leave the building by the nearest exit following the Fire Exit plans in each room
- If you are responsible for a class, make them leave quietly with you. No one should talk or run (especially on the staircases)
- Make your way to the assembly point (lower carpark near to tennis courts)
- Do NOT attempt to fight the fire unless you have had specific training in fire-fighting or it is the only way to exit the room that you are in
- **Visitors should be accompanied out by the person they have come to visit to the assembly point. They should not be left alone at any point**
- If you are teaching a class, leave the room as soon as you hear the alarm sound. Do not take anything with you (including personal possessions) and do not allow the students to take anything with them. Shut doors behind you
- **THE LIFT MUST NOT BE USED DURING AN EMERGENCY**
- The school office will respond to the alarm monitoring service, responsible for summoning the fire and emergency services if the alarm sounds
- If you have any disabled student in your class, you should assist them to evacuate immediately with the rest of the school – follow their Personal Emergency Evacuation Plan (PEEP).
- On reaching the assembly point, Form tutors should take a register which will be provided by the office staff
- On no account should anyone return to any building until given permission by the fire and emergency services
- Remain at the assembly point with your students until the all clear is given

Fire Safety Procedures:





Briefing new staff and students – all new staff (teaching and non-teaching) and all new students are given a briefing of the school's emergency evacuation procedures during their induction by the Health and Safety lead and Coordinator. They will be shown where all emergency exits and escape routes are located and accompanied to the assembly point. Fire procedures are displayed on the walls of all rooms, and we make certain that everyone knows what the notices look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire

The safe evacuation of everyone – staff and students alike – is our priority. Protecting property comes second. No one should attempt to fight a fire – including with a fire extinguisher, at the expense of their own, or anyone else's safety.

Training – MIGSG has ensure that at least one member of staff from every aspect of the school is trained as Fire Marshall. These include the following:

- SLT
- Teaching Staff
- Admin Staff
- Laboratory Technician
- Health and Safety Coordinator

Fire-fighting appliances – all new fire extinguishers are coloured red. They also usually have a panel of handle indicating the former British colour coding. Fire extinguishers are maintained on behalf of the school by an approved contractor – Amber.

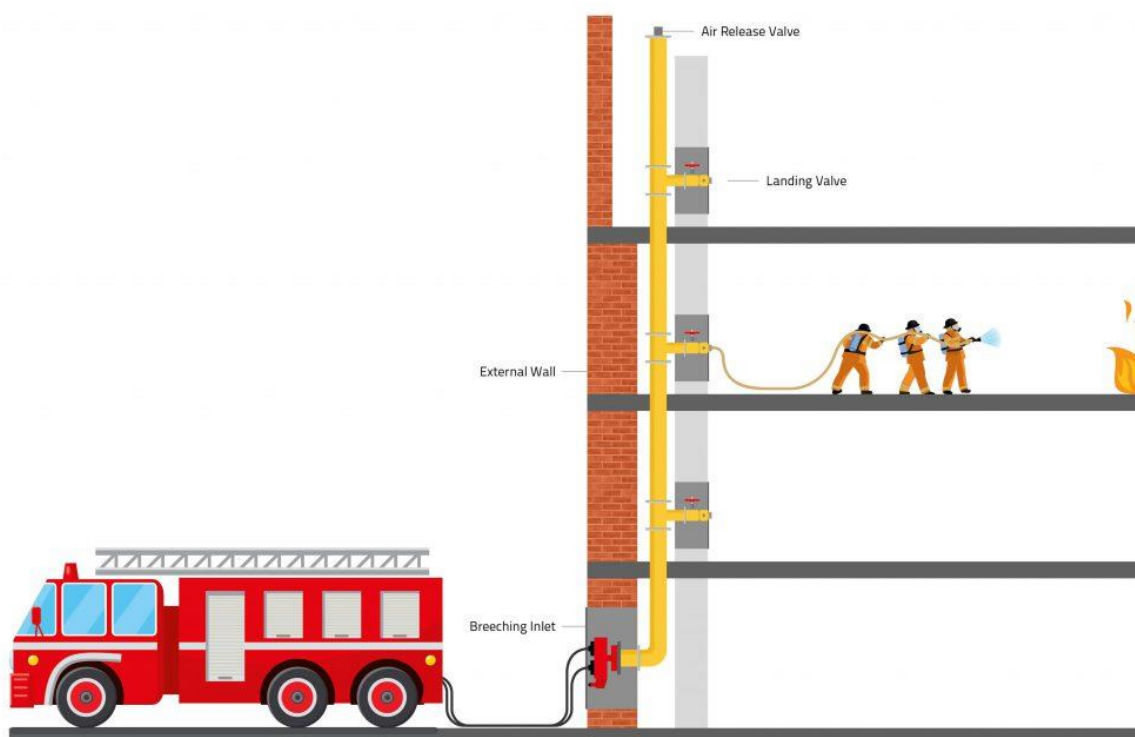
Panel colour	Contents	For use on	Location
	WATER	Wood, paper, fabric NOT ELECTRICAL	On escape routes (distance to the nearest extinguisher not more than 30m)
	CARBON DIOXIDE	Electrical equipment	Electrical switch rooms and places where live electrical equipment is present e.g. office, IT room, offices, library
	POWDER	Flammable liquids, petrol, electrical, wood	Laboratories
	FOAM	Oil and fat NOT ELECTRICAL	Boiler rooms Food technology lab In dining room close to the kitchen area

Portable fire-fighting equipment is securely fixed to the wall with the carrying handles approximately 1m from floor level or in custom-made stands in the corridors.

Persons who need to use a fire extinguisher do not have to travel more than 30m in any direction to locate one

Fire blankets are used for smothering small fires, which involve cooking fat or other flammable liquids, and for smothering flames on people whose clothing has caught fire. Fire blankets are kept in suitable containers, which are fixed to the wall open end downwards. Fire blankets can only be used once and must be replaced if they have been used in a fire.

Dry risers are situated throughout the building with outlets next to the lift shafts, disabled toilets and 2 offices (one at each end of the building). A dry riser system is an empty pipe running up the inside of a building which can be connected to by firefighters and used as a pressurised water system. The dry riser system is only for use by the fire brigade.



Fire and emergency services – the school reception is manned between 8.00am and 4.30pm during weekdays in term-time and at various times through the Executive Headteachers instruction during school holidays. The school is closed during Eid and Ramadan holidays and the Day of Arafat.

The alarm panel showing the location of all the alarm call points on the networked alarm system in the school buildings is located in the main entrance.

The school fire alarm is linked to an alarm monitoring service (Chubb) that is responsible for summoning the fire and emergency services. The monitoring service intervenes in the case of false alarms. The monitoring service is given prior warning of routine practices and alarm call point weekly tests.

In the event of the fire alarm being activated the monitoring service (Chubb) will contact MMPS caretaker or Br Tamim Estewani who are the registered keyholders to determine if there is a fire on site that requires the attendance of the fire brigade.

Visitors and contractors – all visitors and contractors are required to sign in at the school office on the Visipoint, where they will have a photograph taken with their details. All visitors and contractors are required to wear the printed out sticker whilst on the premises. This can then be scanned when the visitors and contractors leave so their departure time is logged on the visipoint database. They are made aware of an emergency evacuation by the staff they have come to visit or carry out work for. When large numbers of visitors are at the school for open days, fayres, parties etc. a brief announcement is made advising them of the locations of the emergency exits that they should use in the event of the fire alarm sounding.

Disabled staff, students or visitors – for such staff/students, inductions are carried out by Health and Safety Coordinator on a one-to-one basis for fire safety of disabled students and disabled members of staff or visitors – if a Personal Emergency Evacuation Plan (PEEP) is required, then one will be completed at this stage. PEEPs are reviewed regularly to ensure that any changes are taken into consideration. It is the responsibility of Health and Safety Coordinator to complete the PEEP form for any individual who requires one. People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user, but it could also include a student with a recent foot injury who is on crutches, someone with a visual impairment, hearing difficulties or someone that is heavily pregnant.

Responsibilities of teaching staff – teaching staff are responsible for escorting their students safely out of the building in silence and in an orderly fashion. Thereafter, form tutors would take - register on arrival at the assembly point, and ensure that the name of anyone who cannot be accounted for (and if possible, their likely location) is passed immediately to the Health and Safety Coordinator. It is the responsibility of the Health and Safety Coordinator to ensure that this information is passed to the fire and emergency service as soon as they arrive. On no account should anyone return to a burning building.

Fire Practices – we hold a minimum of one fire drill per term at MIGSG, This, combined with a programme of inducting new staff and students with emergency escape procedures helps to ensure that MIGSG can be safely evacuated in the event of a fire. Fire Marshalls have been created from the students' Health and Safety Committee and they have been trained to collect registers and report to assembly point for further instructions.

Lunchtime Fire Procedure – all lunchtime supervisors on duty in the playground/school grounds shall, on hearing the fire alarm gather all students together away from the building and ensure no students attempt to re-enter the building. Staff members on the premises shall assist the lunchtime supervisors.

Emergency Evacuation during GCSE exams – prior to the exam period and at the beginning of each exam, the candidates will be informed of the emergency evacuation procedures which are different to the normal evacuation procedures (see Exam Policy for details)

Fire Prevention Measures - we have the following fire prevention measures in place at MIGSG:

A: ESCAPE ROUTES AND EMERGENCY EXITS

- There are a number of routes from every part of all buildings
- It is the responsibility of all staff to keep fire routes and exits clear at all times
- Fire notices and evacuation signs are displayed in every room
- Fire call points are situated at every final exit door
- The appropriate fire extinguishers are located in accordance with the recommendations of our professional advisors
- The appropriate smoke/heat detectors are located in every room in accordance with the recommendations of our professional advisors
- All staircases, passageways, corridors and emergency exits are illuminated by emergency lighting
- Lift doors will open on the sounding of the fire alarm and will not work. LIFTS SHOULD NOT BE USED DURING AN EMERGENCY SITUATION
- The master panel for the alarm system is located in main reception and shows the location of any fire
- The zone map is located near the master panel for cross-referencing the location of any fire
- Alarms sound in all parts of the building and can be heard in the playground
- Fire routes and exits are kept clear at all times. The school caretaker is responsible for unlocking the buildings in the morning ensuring that all emergency exits and routes are unlocked and unobstructed
- All fire alarms are tested weekly (and all tests and defects recorded). This is the responsibility of the Health and Safety Coordinator
- An approved contractor (Chubb) carries out a 6 monthly check on fire detection and warning equipment and an annual service of alarms and smoke/heat detectors
- An approved contractor carries out annual service of emergency lights
- An approved contractor carries out annual service of fire extinguishers (Amber)
- Records of all tests and service certificates are kept
- Plans show the location of gas and electricity shut off points on the building map located in main reception



B: ELECTRICAL SAFETY

- The school has current electrical test certificates for all its buildings
- MIGSG uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations
- Regular portable appliance testing (PAT) takes place annually
- Records of all tests are kept in the Health and Safety Coordinator's office
- The relevant teachers check that all scientific equipment is switched off at the end of the school day
- Non-essential electronic equipment should be switched off at the end of the day

C: GAS SAFETY

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe registered engineers
- Records of all tests are kept in the Health and Safety Coordinator's office
- Emergency gas supply cut off taps are situated in the laboratories

D: SAFE STORAGE

- We ensure that flammable materials used in teaching or maintenance are stored away from sources of heat
- All potentially combustible/hazardous chemicals are stored in lockable cupboards in areas which are out-of-bounds for students
- COSHH assessments are in place for all chemicals (including cleaning products) and records are kept in the Health and Safety Coordinator's office

E: RUBBISH AND COMBUSTIBLE MATERIALS

- All potentially combustible/hazardous chemicals are stored in lockable cupboards in areas which are out-of-bounds for students
- Combustible materials used in teaching, maintenance, grounds and caretaking are stored away from sources of heat
- Flammable rubbish is stored away from buildings and disposed of appropriately

The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO)

Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction and removal
- The arrangements for reviewing the assessment

HOW TO EXIT THE SCHOOL

FIFTH FLOOR	<p>ROOMS 507 – 512 (LABS & ART ROOM)</p> <p>USE STAIRCASE 01 EXITING AT THE BOTTOM</p> <p>EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT</p> <p>ROOMS 502 – 506 (LABS & FOOD TECHNOLOGY)</p> <p>USE STAIRCASE 02 EXITING AT THE BOTTOM TURNING LEFT</p> <p>EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT</p>
FOURTH FLOOR	<p>ROOMS 407 – 412</p> <p>USE STAIRCASE 01 EXITING AT THE BOTTOM</p> <p>EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT</p> <p>ROOMS 402 – 406 (LIBRARY)</p> <p>USE STAIRCASE 02 EXITING AT THE BOTTOM TURNING LEFT</p> <p>EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT</p>
THIRD FLOOR	<p>ROOMS 308 – 313</p> <p>USE STAIRCASE 01 EXITING AT THE BOTTOM</p> <p>EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT</p> <p>ROOMS 302 – 307</p> <p>USE STAIRCASE 02 EXITING AT THE BOTTOM TURNING LEFT</p> <p>EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT</p>

SECOND FLOOR ROOMS 207 – 213

USE STAIRCASE 01 EXITING AT THE BOTTOM

EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT

ROOMS 202 – 206

USE STAIRCASE 02 EXITING AT THE BOTTOM TURNING LEFT

EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT

FIRST FLOOR ROOMS 108 – 113

USE STAIRCASE 01 EXITING AT THE BOTTOM

EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT

ROOMS 102 – 107

USE STAIRCASE 02 EXITING AT THE BOTTOM TURNING LEFT

EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT

GROUND FLOOR ROOMS 05-09

EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT

ROOMS 02 – 04

EXIT THROUGH THE REAR EXIT OF THE BUILDING AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT

DINING HALL EXIT THROUGH SIDE DOORS AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT

GYM EXIT AT REAR AND WALK DOWN TO THE BOTTOM CARPARK (NEAR TENNIS COURTS) TO ASSEMBLY POINT