



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:	DECEMBER 2025
Date of next review:	DECEMBER 2026
Review period:	1 years
Policy status:	Statutory
Owner:	MIGSG
Approved by: Mr Aman Sheikh (Trustee responsible for Health & Safety)	

Fire Marshals:

Mrs. H Stear (4th floor) – chief fire marshal – evacuates to ground floor to oversee evacuation and communication with emergency services if required

Mrs. R Abdul (5th floor) – responsible for ensuring all ovens are empty and switched off before leaving the room, locking the door behind her – operate evacuation chair if required

Mr. B Lopez (5th floor) – responsible for ensuring all laboratory chemicals are stored appropriately, keeping inventory of all flammable chemicals and ensuring all laboratories are locked before leaving the floor – operate evacuation chair if required

Mrs. S Abdul-Malek (4th floor) – sweep 4th floor toilets and ensure no one is in refuge area on 4th floor before evacuating area – operate evacuation chair if required

Ms. H Jameel (3rd floor) – sweep 3rd floor toilets and ensure no one is in refuge area on 3rd floor before evacuating area – operate evacuation chair if required

Mrs. A Suleiman (3rd floor) – deputize for chief fire marshal in her absence and supervise assembly point and registration process during evacuation

Mr. J Thornes (3rd floor) – sweep 2nd floor toilets and ensure no one is in refuge area on 2nd floor before evacuating area – operate evacuation chair if required

M. S Anwar (caretaker) – responsible for checking if there is a fire in the building

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 Acting 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 reception staff and the person they are visiting are responsible for their welfare whilst in school
- 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 – information is used to improve emergency evacuation procedures
- 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 – all hazards are recorded 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
- No one is expected to use a fire extinguisher, even if fully trained – priority is to evacuate the building and leave any fire fighting to the professionals
- **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 windows and doors behind you
- **THE LIFT MUST NOT BE USED DURING AN EMERGENCY- the lift will automatically descend to the ground floor where the doors will open and remain open until the alarm has been reset**
- 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
- Once the 'all clear' signal has been given, escort the students calmly and quietly back into class following the same route you took on the way out (but in reverse)

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 ensured 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 or handle indicating the former British colour coding. Fire extinguishers are maintained on behalf of the school by an approved contractor – Target.

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.

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 Acting Headteachers instruction during school holidays. The school is closed during Eid and Ramadan holidays and the Day of Arafat. Security service is provided from 7am to 7pm each day of the week and school is sometimes open later than 7pm with permission from Acting headteacher in arrangement with the cleaning provider who locks up the building at the end of the day.

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 alarm is not connected to a monitoring service. If the fire service are required a phone call must be made to emergency services as soon as possible (by calling 999). The closest fire station has been provided with the emergency code to open all the gates so that they can access the building once it has been emptied.

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 our 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. Risk assessments can be carried out at any time when required.

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 the 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 Assembly point supervisor. It is the responsibility of the Chief fire marshal 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
- Lifts will automatically descend to the ground floor upon activation of the fire alarm. Lift doors will open once the lift reaches the ground floor and they 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
- 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 and caretaker
- An approved contractor (Target) carries out a 3 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 (AI Electrical)
- An approved contractor carries out annual service of fire extinguishers (Target)
- 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

ROOMS 507 – 512 (LABS & ART ROOM)

Staircase 1 – out through the office front (main) entrance
→ electronic green gate → left to the car park → through the double gates → to the assembly point (playground)

ROOMS 502 – 506 (LABS & FOOD TECHNOLOGY)

Staircase 2 – out through the courtyard → wooden gates → steps → narrow path → to the assembly point (playground)

Fourth Floor

ROOMS 407 – 412

Staircase 1 – out through the office front (main) entrance
→ electronic green gate → left to the car park → through the double gates → to the assembly point (playground)

ROOMS 402 – 406 (LIBRARY)

Staircase 2 – out through the courtyard → wooden gates → steps → narrow path → to the assembly point (playground)

Third Floor

ROOMS 308 – 313

Staircase 1 – out through the office front (main) entrance
→ electronic green gate → left to the car park → through the double gates → to the assembly point (playground)

ROOMS 302 – 307

Staircase 2 – out through the courtyard → wooden gates → steps → narrow path → to the assembly point (playground)

Second Floor

ROOMS 207 – 213

Staircase 1 – out through the office front (main) entrance
→ electronic green gate → left to the car park → through the double gates → to the assembly point (playground)

ROOMS 202 – 206

Staircase 2 – out through the courtyard → wooden gates → steps → narrow path → to the assembly point (playground)

First Floor

ROOMS 108 – 113

Staircase 1 – out through the office front (main) entrance

→ electronic green gate → left to the car park → through the double gates → to the assembly point (playground)

ROOMS 102 – 107

Staircase 2 – out through the courtyard → wooden gates → steps → narrow path → to the assembly point (playground)

Ground Floor

ROOMS 05 - 09

Out through the courtyard → wooden gates → steps → narrow path → to the assembly point (playground)

ROOMS 02 – 04

Out through the office front (main) entrance → electronic green gate → left to the car park → through the double gates → to the assembly point (playground)

DINING HALL

Out through the courtyard → wooden gates → steps → narrow path → to the assembly point (playground)

GYM

Exit at rear → narrow path → to the assembly point (playground)

Trust exit – trust office side door – out through the electronic green gate → left to the car park → through the double gate → to the assembly point (playground)

Visitors: the host is responsible for getting them to the assembly point.–

Fire drill roles and further instruction

FK/ZB – print off student list (send to printer before leaving office and collect on way down)

FK/ZB – give out student registers and collect back

ZB - print off staff list on Visipoint

ZB – all staff to register with her

HS& SC (MMPS- Monday - Wednesday)- check fire alarm board and contact fire brigade if required once checks have been made to determine if there is a fire or not

Teachers in lessons – close your windows; get students out; close door; escort students to the fire assembly point

Teachers who are not teaching check corridors for any students who may be wandering about; escort them out of the building.

Fire Marshalls – main duty will be to make sure the premises are cleared, check the toilets and make sure there is no one left on the floor then make your way down, operate the evacuation chair if required and make their way to the assembly point

Floor 5 – **BL**, (RA in BL absence)

Floor 4 – **SM**, (SG in SM absence)

Floor 3 – **JT**, (HJ in JT absence)

Floor 2 – **NAM**, (SAS in NAM absence)

Ground floor – **KG** to observe and direct students down to the playground via courtyard or driveway depending on which staircase they exit from

SM, ALN on the playground directing students to their form assembly point. They are to line up in register order. **ALN** to stop half way down narrow path to urge students along

AT - Ensure that the fire exit shutter (sport hall) is in the up position **every morning** before any lessons take place, open the gate between the carpark and playground and direct students through the assembly point.

IM/SA – direct students down the driveway – one at the top (**SA**), the other at the end of the ramp to the carpark (**IM**)

SAS – urge students through the steps by the wooden gates then make her way to the assembly point.

MS - urge students through the narrow path leading from the steps to the playground. Then make her way to the assembly point after the last student.

DG and SA- caretaker – to open fire engine gates if needed – **notified by HS via walkie talkie**

AS: general supervision and ensure staff are in position

HS –chief fire marshal (**AS** to deputise)

Form rep: collect register and take to your form tutor and return to FK

Form tutors stay with your form and do the register. Then give the register back to the form rep to return to ZB. She will also inform ZB if you are present.

All other staff to mark register with FK (office manager)

AS to contact **HS** via walkie talkie to inform any missing persons or drill complete!

Acting headteacher: makes the decision to return to the building in consultation with the Chief Fire Marshall or their deputy in her absence.