

Dated September 2021

Islamia Girls School/Brondesbury College “The School”

Fire Safety Policy

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1. Introduction

- 1.1. The prevention of fire is of vital importance. Most fires are caused by carelessness and ignorance. A high standard of fire consciousness will prevent this. It is the responsibility of all staff and students to become conversant with these instructions.
- 1.2. Upon the outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. A member of staff's first and overriding duty is to look after the students or persons under their charge, meaning the evacuation of the building. No attempt should be made to fight the fire until their safety is assured, and then without exposing any person to risk.
- 1.3. The School has a dedicated Fire Officer. You may ask the School office for the current staff member who holds this post.

2. Fire Drills

- 2.1 Fire Drills are to be conducted regularly and at least once per term. It is anticipated that with regular and frequent practice everyone will be prepared for, and aware of, a real fire.
- 2.2 Fire Drills are run unexpectedly, possibly with at least one fire escape route disabled, so that in practice they are close to a real scenario.
- 2.3 Students must be educated to respond appropriately when hearing the Fire Alarm. This is to be done by the Form Tutors at the beginning of each term, and in the event of a new entrant to the class.
- 2.4 Supply teachers and other temporary or new staff must be made aware of the basic Fire Procedure as part of their induction.
- 2.5 All Fire Alarm Call Points should be tested on a weekly basis.
- 2.6 Fire Drill procedure:
 - 2.6.1 When you hear the fire bell/siren, leave the area as quickly as possible by the nearest fire exit and proceed IN SILENCE to the Fire Assembly Point. Students should remain silent and staff should encourage this

- 2.6.2 It is very important that Form Tutors remind their students to evacuate the building immediately when they hear the alarm and assemble at the Fire Assembly Point
- 2.6.3 Staff should make sure that the area in which they are teaching is clear. They should check that all people in rooms they pass on their way out have reacted to the alarm bell and that everyone moves quickly and quietly to the Fire Assembly Point
- 2.6.4 Everyone should assemble at the Fire Assembly Point and be checked off. Form Tutors must stay with their form class at all times until the emergency has been cleared
- 2.6.5 The School Secretary/PA is responsible for taking the Class Registers, Staff Register, Visitor's Book, Student Gate Register and the Chemicals Register to the Assembly Point
- 2.6.6 At the Fire Assembly Point, Form Tutors should collect paper registers from a member of the Office staff and pass on absences to the Head Teacher. The Head Teacher will then cross check absences against the sign-out book/gate passes handed out
- 2.6.7 Teaching staff, Admin staff and Technicians should immediately make themselves known to the Head Teacher who will then check them off the Staff Register
- 2.7 When the cause of the fire has been ascertained, a message will be sent to the Head Teacher.
- 2.8 In the event of a false alarm, a messenger will contact the assembled School and everyone should return to work as quickly as possible. Year groups will be dismissed in descending order.
- 2.9 In the event of a genuine fire or security problem, the School Admin Staff will call the Fire Brigade/Police and the School will remain at the Assembly Point until it is safe to re-enter the building on the Head Teacher/ Fire Brigade's instructions. The Fire Officer will meet the Fire Brigade on arrival.
- 2.10 The Head Teacher may direct the School Caretaker to search the building to make sure that nobody remains. They must then report their findings to the Head Teacher at the Assembly Point, who will then inform the Fire Officer/Fire Brigade of an accurate list of missing persons.
- 2.11 A written report must be produced after the Drill by the Fire Officer which specifies:
 - 2.11.1 Date and time of Drill
 - 2.11.2 Time taken to evacuate the building
 - 2.11.3 Problems, if any, encountered during the evacuation
 - 2.11.4 Any other issues raised

- 2.12 It is the responsibility of the Head Teacher to ensure that any points arising from the report are addressed appropriately.
- 2.13 All Fire Drill reports of actions taken should be filed in the Health and Safety File.

3. Instructions for Students

- 3.1 On hearing the Fire Alarm:
- 3.1.1 Listen to any instructions from your teacher
 - 3.1.2 Leave the room silently in an orderly manner via the nearest door
 - 3.1.3 If you are not in your class when the fire alarm sounds, go directly to the Fire Assembly Point or, if it is safe to do so, step into the nearest occupied classroom and make yourself known to the teacher
 - 3.1.4 Follow the Fire Exit Route shown on the map displayed in the area you are in
 - 3.1.5 DO NOT RUN OR PANIC. Walk quickly and silently to the Fire Assembly Point
 - 3.1.6 Line up with your Form Class in Register Order

4. Instructions for Staff

- 4.1 On hearing the Fire Alarm:
- 4.1.1 Clear the room as quickly as possible in silence
 - 4.1.2 Quickly check the immediate vicinity for any persons not evacuating
 - 4.1.3 Accompany your class to the Fire Assembly Point via the Fire Exit shown on the map displayed in the area you are in
 - 4.1.4 As you evacuate, close all doors behind you to limit the movement of smoke and flames
 - 4.1.5 At the Fire Assembly Point, Form Tutors must collect their Class Register from the School Secretary and perform a roll call. If there are any missing persons, you MUST inform the Head Teacher who will then take the appropriate action
 - 4.1.6 Keep a watchful eye and await further instructions

5. Fire Exits and Fire Assembly Points

- 5.1 Brondesbury College:
- 5.1.1 Fire Exits:
 - In Zone 1: Past the Art room leading to the Astroturf
 - In Zone 1: The main front doors
 - In Zone 1: On either side of the Masjid

- In Zone 1: The Head Teachers Bathroom exit
 - In Zone 2: Adjacent to the dining hall.
 - In Zone 2: Into the main playspace from the science lab
 - In Zone 2: From all ground floor classrooms directly into the playspace
- 5.1.2 Fire Assembly Point: Astroturf and any other place that is designated as a Fire Assembly Point.

5.2 Islamia Girls School:

5.2.1 Fire Exits:

- The Gym Door.
- The Main Entrance.
- The Primary Entrance, accessed by the Science labs staircase.
- The fire exit door by the ICT suite

5.2.2 Fire Assembly Point: Playground and any other place that is designated as a Fire Assembly Point.

Please refer to the Schools Internal Procedures for a more detailed instruction.

This policy should be read in conjunction with the Schools First Aid Policy and Visitors Policy.