

# Fire Safety policy

Dar ul Madinah Primary School



<b>Approved by:</b>	Directors	<b>Date:</b> 05.08.2025
<b>Last reviewed on:</b>	Aug 2025	
<b>Next review due by:</b>	Aug 2026	

At **Dar ul Madinah** we take reasonable steps to ensure the safety of children, staff and others on the school premises in the case of a fire or other emergency through our Fire safety policy and emergency evacuation procedures.

The designated fire marshal is **Asifa Essa**.

We ensure the school premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The headteacher ensures all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) is in working order and seeks advice from the local fire safety officer as necessary.

The headteacher also has overall responsibility for the fire drill and emergency evacuation procedures. These are carried out and recorded for each group of children every term or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the school. These drills are planned to occur at different times of the day and on different days of the week to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

### Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	All staff on rota basis	Weekly	
Emergency lighting	All staff on rota basis	Weekly	
Fire extinguishers and blankets	All staff on rota basis	Weekly	
Evacuation pack	All staff on rota basis	Weekly	
Smoke and/or heat alarms	All staff on rota basis	Weekly	
Fire alarms	All staff on rota basis	Weekly	
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	All staff on rota basis	Daily	

The deputy headteacher is appointed to oversee this role when the headteacher/designated fire marshal is absent.

### Registration

An accurate record of all staff and children present in the building must be kept at all times with children and staff marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records are taken out along with the register and emergency contacts list in the event of a fire.

## No smoking/vaping policy

The school operates a strict no smoking/vaping policy – please see this separate policy for details.

## Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by triggering the alarm call point
- Immediately evacuate the building under guidance from the on duty/fire marshal (collecting children's room registers, where applicable)
- Using the nearest accessible exit lead the children out, assemble at **back garden**
- Close all doors and windows behind you wherever possible
- Personal Emergency Evacuation plan will be followed for anyone who has one in place
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service and/or police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Alert the manager of your location and the identity of the children and other adults with you.

The manager is to:

- Collect the central children's register, where applicable, staff register, school mobile/phone, keys, visitor book and fire bag and/or evacuation pack
- Telephone emergency services: Dial 999 and ask for the fire service giving the name and address of Dar ul Madinah (clearly stating the entrance next to Prince Phillip House)
- In the fire assembly point area – **The back garden** - account for all children against the register
- Account for all adults - staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

## Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.