



# **FIRE RISK POLICY**

## **Document Control**

This policy has been approved for operation within Darul Madinah.

Date of last review: July 2021  
Date of next review: September 2022  
Review period: Annually  
Policy Status: Statutory  
Owner: The Board

### **DfE guidance**

Fire safety in new and existing buildings 2014  
Fire safety risk assessment -educational premises  
Health and safety: responsibilities and duties for schools 2018  
the Fire Precautions (Workplace) Regulations 1997  
Management of Health and Safety at Work Regulations 1999  
Regulatory Reform (fire safety) Order 2005

### **Link with other policies and procedures**

Child protection and safeguarding policy  
First Aid policy  
Health and Hygiene policy  
Behaviour policy  
Risk assessment policy  
Anti-bullying policy  
Employee handbook

### **Rationale**

Darul Madinah will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, the Fire Precautions (Workplace) Regulations 1997, The Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to staff, students, visitors, contractors and others who may be affected by the activities of the organisation.

### **Aims/Objectives:**

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

### **Responsibilities:**

- The nominated board member will ensure that the appropriate policies, procedures, and audit protocols are in place and reviewed from time to time.
- The nominated board member will ensure that suitable and sufficient fire risk assessments are carried out on all premises and activities within the premises.
- The nominated board member will ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- The nominated board member will ensure that audits are carried out periodically to ensure the effectiveness of control measures.
- The Manager will ensure that these policies and procedures are implemented and adhered to on a sustainable basis in their area of operational responsibility.

- The Health & Safety Officer will liaise with nominated board member for carrying out fire risk assessments is in place.
- The Health & Safety Officer will ensure that regular inspections are carried out on control measures to ensure their continued effectiveness.
- Staff, students, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

### **Arrangements:**

- Assessments will be recorded on standard Fire Risk Assessment documentation provided by the external contractor.
- Records of the assessments will be held by the Darul Madinah, in the area to which they apply. Assessment records will be made available to staff for information and other relevant organisations such as Ofsted.

The headteacher will liaise with the board member when planning structural alterations or the introduction or amendment of control measures in relation to fire safety.

### **Fire Risk Assessment Procedure**

#### **1. Introduction**

There are two main items of legislation relating to fire precautions in work premises. These are: the Regulatory Reform (Fire Safety) Order 2005 and the Fire Precautions (Workplace) Regulations 1997.

The Regulatory Reform (Fire Safety) Order 2005 ensures that any person who **has** some level of control in premises must take reasonable steps to reduce the risk from **fire** and make sure people **can** safely escape if there **is** a **fire**.

In 1997, the Fire Precautions (Workplace) Regulations were introduced, which require employers to undertake an assessment of the fire risks within their premises. This requirement is reinforced in the Management of Health and Safety at Work Regulations, whereby employers must assess fire risks and put in place appropriate control measures.

#### **Together, the above regulations require employers to:**

- Carry out fire risk assessments of workplaces and take into consideration staff, students, visitors, and contractors, members of the public and others who may be affected by activities carried out within their premises.
- Identify significant findings of the fire risk assessment and record the findings.
- Implement and maintain suitable control measures for controlling the risk from fire.
- Provide information, instruction and training to employees and others about fire precautions in the workplace.

The following procedure has been developed to comply with legislative requirements and for carrying out fire risk assessments.

#### **2. Fire Risk Assessment**

The following procedure should be followed:

a) Person responsible for carrying out risk assessment will carry out fire risk assessments on behalf of the board.

b) The following documents will form the fire risk assessment:

- Fire assessment checklist. This form will be used to gather general information about the hazards that may exist within a premise or as part of activities carried out.
- Fire risk assessment form. This form will be used to assess the risk from the hazards identified previously.
- Action plan. The action plan will be used to identify control measures that are required to control risk to a reasonably practicable standard.
- Fire evacuation procedure. This document will identify the evacuation procedures for a specific premise and the evacuation procedures for specific people with individual needs.

c) Once the fire risk assessment has been carried out, the documents will be forwarded to the Governors, together with a copy to the headteacher. The headteacher and the board will regularly meet to discuss the findings of the fire risk assessment and any actions required to meet any safety issues.

d) The board will be responsible for implementing control measures as detailed within the action plan and the headteacher for implementing evacuation procedures.

e) Completed fire risk assessments and action plans should be made available for inspection.

### **3. Fire Inspections**

In order to ensure that fire precautions are maintained in an effective manner, the Health & Safety Officer should ensure that monthly fire inspections are carried out and liaise with nominated board member for implementation. Inspections should be recorded monthly.

Any action found necessary should be implemented as soon as is reasonably practicable.

#### **Further resources for information**

The list of guidance below provides sources of further help on health and safety related risks:

- [workplace safety for teachers, pupils and visitors](#) – checklist for classrooms

#### **Monitoring and progress**

The headteacher and the board member will review this policy at least every year and assess its implementation and effectiveness.

## **Fire Drill Routine**

It is the overall aim of our nursery to minimise the risks to staff, pupils and visitors which may arise from a fire or other emergencies. This will be achieved by ensuring effective 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, are in place.

### **Fire Marshal:**

- Practitioners are responsible for ensuring children leave the classroom quickly and safely.
- Fire marshal is responsible for sweeping the toilets (checking individual cubicles) and group areas before following the teachers outside.
- Admin staff are responsible for distributing class list, the visitor and pupil signing in/out books, the first aid box, and for sweeping the office area. If staff encounter any other persons, they should be instructed to evacuate immediately.
- All visitors and members of the public should be ushered via an exit to the assembly point.
- The site team have the responsibility for checking the safety of the site including keeping escape routes clear, completing visual checks around the nursery site, dealing with hazards either identified by them, or reported by another member of staff or pupil, and liaising with compliance contractors, on fire safety maintenance.

### **Staff Absences:**

- If staff leave the nursery premises for any reason during the nursery day (other than going home at the end of their working day) – for example to attend a meeting elsewhere or going out at lunchtime they should let a member of staff in the nursery office know that they will be off site, and also check in again on their return. Should any member of teaching staff be absent, their duties in evacuating the pupils in their care from the building will be undertaken by the teacher or adult in charge of the class.
- Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

### **Action when the fire alarm sounds:**

- Practitioners / TA/key workers to check all pupils exit the classroom, and any other areas used for group work. First aid boxes must be taken by class staff

- Pupils should form a line and leave quietly and calmly by the nearest exit and assemble behind their class spot.
- Leave in an orderly manner using main nursery stairs and exit building.
- Pupils and staff should not stop to collect belongings.
- All windows and doors to be closed by staff before proceeding to assembly points. Fire marshal will recheck all rooms to ensure they are properly vacated.
- Registers to be taken outside (either by the class teacher or the office staff) and checked immediately by the teachers to ensure all pupils are present and assembled at assembly point, Head count must be made to check all pupils are present. A roll call, only if number of pupils don't tally with the total of pupils that should be present for the day.
- Visitors book to be taken outside by admin staff who will check all visitors and staff are accounted for
- Fire marshal to check classroom, toilets, and cloakroom as they leave the premises
- Staff room, office area, staff toilets and cloakrooms to be checked by fire marshal
- Fire marshal to ensure fire exits are closed once a sweep of allocated areas are complete
- Office staff to summon fire brigade (unless it is a fire drill)
- No one is to re-enter the building until all clear is given.