

## Fire Safety Statement

At Al-Islamia 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 marshals are:

### Responsible Person

Zubair Kola - Headteacher

### Office Admin

Tasneem Patel

### Pre-School

Saleha Patel - Deputy Pre-school Manager

Asma Pandor – F2 Lead

Hana Khan - Practitioner

Faeza Memon - Practitioner

Zainab Aswat - Practitioner

### Primary

Mehroon Adadavi - Pastoral

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

The RP and Admin also have overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every half 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 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 infants/toddlers and using alternative exits depending on where the fire may be situated.

We promote **IKHLAS**:

**Inspiration** – **Knowledge** – **Healthy Living**

**Leadership** – **Aspiration** – **Spirituality**

Timely checks for fire detection and control equipment and fire exits are made in line with the timescales within the checklist below.

### Fire checklist

	Who checks	How often
Fire alarm Panel (Inspection and certification)	Contractor	Annually
Fire Alarm Panel (Fault lights etc)	RP	Daily
Emergency Lights (EL - Inspection and certification)	Contractor	Annually
Emergency Lights (EL) Regular check*	RP/Admin	Monthly
Call Point Test*	Admin	Weekly
Fire drill*	Fire Marshall Rota Check fire drill & Bell testing Policy	Half term
Fire extinguishers and blankets (Inspection and certification)	Contractor	Annually
Fire extinguishers and blankets - Regular Check*	RP/Admin	Monthly
Smoke/heat alarms (Inspection and certification)	Contractor	Annually
Smoke/Heat Alarms (Regular Check)*	RP/Admin	Monthly
Fire door release magnets in working order & doors in good repair	RP/Admin	Daily
Fire doors free of obstruction and easily opened from the inside	All Staff	Daily
Escape route/fire exits free from hindrance and obstructions	All Staff	Daily
<ul style="list-style-type: none"> <li>Please check Fire Procedures Checklist document</li> </ul>		

A deputy fire marshal is appointed to overlook this role when the fire marshal is absent.

### Registration

An accurate record of all staff and children present in the building must be always kept and children/staff must be 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.

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## Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
  - Immediately evacuate the building under guidance from the class teacher.
  - Using the nearest accessible exit lead the children out, assemble in the Playground/Trafalgar Carpets
  - Close all doors behind you wherever possible
  - 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/police.

If you are unable to evacuate safely:

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

The Admin Fire Marshal is to:

- Pick up the central children's register, where applicable, staff register, school mobile/phone, keys, visitor book and leaving premises sheet. fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – **Class Teachers** to check the children against the register
- **Admin** to 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 parents and/or after a fire evacuation practice and/or fire.

This document must be read in conjunction with the Fire Evacuation Policy and Procedure 2025/26 and Fire Procedures and Checklist 2025/26.

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Date:	September 2024	Mr Z.Kola
Reviewed	October 2025	Mr Z. Kola
Review	October 2026	

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**L**eadership – **A**spiration – **S**pirituality

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