

FIRE SAFETY POLICY

MADRASSA FAIZUL ISLAM WITTON MASJID

1-8 The Broadway, Perry Barr, Birmingham, B20 3EA & 330 Witton Road, Aston, Birmingham, B66PD

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Introduction

This policy compliments the Health & Safety policy.

Statement

Madrassa Faizul Islam Witton Masjid (MFIWM) will provide a safe and healthy working environment with respect to fire safety in its establishment.

The Principal and Fire Safety Officer will be responsible for:

- › Checking all fire doors are free from obstructions and slip/trip hazards.
- › Checking all escape routes are clear.
- › Checking all fire doors can be opened quickly and easily.
- › Checking all fire resisting doors close properly.
- › Checking no fire door resisting doors are wedged or propped.
- › General housekeeping standards are adequate.
- › Building generally tidy.
- › Rubbish and waste materials are not being allowed to accumulate.
- › There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- › Waste containers stored externally in a secure compound.

Fire Safety Officers

The named Fire Safety Officers are

Principal	Atif Suleman
Fire Safety Marshall	Ansar Ahmad
Fire Safety Marshall	Nasir Mahboob

Responsibilities

Checking all areas: Principal is responsible for overall supervision.

Toilets: Principal, Teachers and Care Taker

Classrooms: Principal, Class teachers

Phoning fire service and opening gates to allow access: Fire Marshall

Registers and visitors book

All staff and volunteers have copies of evacuation plans. These are also kept in the policies and procedures file.

Fire evacuation plans are posted on visible areas of the building.

The fire alarm is tested regularly by the Fire Safety Officer and recorded in the Fire manual (a record of all fire drills and incidents), which is kept in the Madrassa office.

Systems and fire extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Officer will be responsible for the upkeep of the Fire Manual.

Evacuation Procedures

The overall aim is to save life; therefore evacuation is of paramount importance. Staff and volunteers are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term.

On hearing the alarm.

- › Direct children to walk quickly and quietly in a single file to nearest exit and then to the assembly points.
- › Children will line up in register order.
- › Ensure that the classroom is empty before leaving.
- › Everyone on site, children and adults, must leave by the nearest exit.
- › Fire Safety officer will call the Fire Brigade.
- › Two designated members of staff will check the toilets are empty.
- › The admin staff will issue registers and check signing in book for register- call by class teachers at the assembly points.
- › The Principal or appointed member of staff will check that all adults and children are accounted for.
- › Classes should stand still and quiet until asked to re-enter the building.

Note : As the attendance register reflects the true number of children in Madrassa at the start, it is important that it is completed quickly and accurately then returned to Madrassa office.

Please ensure that any children arriving after resignation go to the Madrassa office.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

Fire Safety Policy will be reviewed annually.

Trustee Acceptance Form

As a Trustee of Madrassa Faizul Islam Witton Masjid, I have read and approve the Fire Safety Policy, Version 1 as published on 10th January 2021.

Trustee Name	Signature	Date

Document Control

Version	Date	Notes
Version 1.0	10th January 21	
Version 1.1	17 th June 21	