



Darul Madinah will nurture our learners into model citizens that exemplify the Inherent values of Islam make a positive contribution to the community and are champions of their faith.

Fire Safety Policy

This policy is in line with the Mission Statement of the School

Document Control

This policy has been approved for operation within Darul Madinah Primary School

Date of last review: August 2025

Date of next review: August 2026

Review period: Annually

Policy Status: Statutory

Owner: Directors

General

Darul Madinah is a responsible employer that takes our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses our obligation under the order that requires Darul madinah to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management

This fire safety policy also forms part of our General Health and Safety Policy and is supplemented by our No Smoking

The Responsible Person

Darul madinah has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected. The Responsible Person shall make sure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire.

The person appointed is: **Sofia Nasir**

Where responsibility is shared with other responsible persons (e.g. adjacent premises, Landlord/Tenant or multiple tenancy building) we are required to co-operate by sharing information and collaborating in provision of measures.]

The responsible person must carry out [or ensure that a competent person carries out] a Fire Safety Risk Assessment. This will be arranged by the Director Waqas Choudhery.

Competent Persons

Darul madinah will appoint competent persons to carry out the following duties:

- Fire Warden(s) All staff that have been Fire marshal trained.
- To carry out firefighting duties. All staff that have been Fire marshal Trained.
- Make contact with the emergency services. (Office Admin)
- Assist in evacuations. nominated by competent person, these will be the room leaders.

The names and duties of all competent persons will be displayed on the safety notice board(s) within the premises.

A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

Documentation & Records

Darul Madinah documents and keeps records to prove that we have acted responsibly. Inspectors will require inspection of our records during any enforcement visit.

The following records will be kept (together, in the same file) at all premises:

- The Fire Safety Policy.
- No Smoking / Smoke Free Policy.
- Fire evacuation procedures.
- Detailed records of all fire training.
- A record of all fire drills (at least one per term) listing all attendees, evacuation times and any comments.
- Records of weekly tests of fire alarms, fire exits.
- Record of annual inspection and test of all firefighting equipment.
- Records of periodic tests of emergency lighting (where fitted).
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- [Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety].

Employee's Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will ensure that any person we employ (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

Darul Madinah has introduced the following procedures to maintain high standards of fire safety:

- Following the appointment of the Responsible Person (Nursery Manager), that person shall make, record, review and where applicable revise Fire Safety Risk Assessments. This task may be delegated by the Responsible Person to some other 'competent' person.
- The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- The fire evacuation procedures will be practiced at least annually.
- All employees will be given training, including 'the action to be taken' when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- It is nursery policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific firefighting duties.
- All escape routes will be kept in good working order and free from obstruction at all times. Operation of fire exit doors will be tested and recorded in the fire log on a weekly basis.

- Firefighting equipment will be provided. In general, this means fire extinguishers, but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- This policy forms part of our employee's terms and conditions of employment. Failure to comply may be treated as a disciplinary matter.

Electrical Equipment

All nursery electrical equipment will be pat tested. Staff can not use any personal electrical equipment such as chargers etc unless they have been PAT tested. Anything new equipment can only be used if PAT tested. It's the Managers and Directors responsibility to make sure new equipment is PAT Tested. It's the staffs responsibility to make sure they do not use any personal equipment on site unless PAT tested.

The policy statement will be regularly reviewed and updated, as necessary. The management team endorses this policy and is fully committed to its' implementation.

Our named fire marshals are:

Name of employee	Job role	Training expiry date
Sofia Nasir	Headteacher	04/09/2026
Alliya Farooq	Teacher	04/09/2026
Abida Hamid	Teaching Assistant	04/09/2026
Zainab Nasir	Teacher	04/09/2026
Sumera Ali	Teacher	04/09/2026
Halima Noureen	Teaching Assistant	04/09/2026
Sadia Noureen	Teaching Assistant	04/09/2026
Lama Albahra	Arabic Teacher	04/09/2026
Shamaila Bi	Practitioner	04/09/2026