



ABU HANIFAH FOUNDATION

Excellence in Islamic Education

“Where every child matters and every day counts”

Fire Safety Policy

UPDATED
2026

1. Purpose of the Policy

This policy sets out the fire safety arrangements at Abu Hanifah Foundation (AHF), an Islamic supplementary school; operating weekday evenings and Sundays. Its purpose is to:

- Reduce the risk of fire.
- Protect pupils, staff, volunteers, and visitors.
- Ensure safe and efficient evacuation.
- Comply with the Regulatory Reform (Fire Safety) Order 2005.
- Establish clear responsibilities for prevention, preparedness, response, and recovery.

2. Scope

This policy applies to all persons on site, including:

- Staff and volunteers
- Pupils aged 4–19
- Parents and guardians
- Contractors
- Visitors
- Emergency services attending the premises

It covers all areas of the property, including basement, ground floor, first floor, second floor, external areas, and associated teaching rooms.

3. Organisational Structure and Responsibilities

3.1 Duty Holder

Principal (Hafidh Ismail Adam)

- Overall accountable person for fire safety.
- Ensures policy implementation and compliance.
- Approves risk assessments and major safety decisions.
- Allocates SLT (Fire Marshall) responsible for each floor.

3.2 Health & Safety Lead

Maulana Irfan Ally

- Oversees daily fire safety arrangements.
- Coordinates training, drills, and record keeping.
- Monitors housekeeping, storage, room use, and compliance.

3.3 Building Maintenance Lead

Ishak Vali Patel

- Responsible for electrical and structural fire safety measures.
- Liaison with contractors for alarms, emergency lighting, extinguishers, and electrical systems.
- Responds to maintenance issues affecting fire safety.

3.4 Fire Marshals

- **6 fire marshals on weekdays**
- **2 fire marshals on Sundays**

Fire Marshals are responsible for:

- Sweeping allocated zones during evacuation
- Ensuring routes remain clear
- Supporting staff with younger pupils
- Reporting issues to SLT
- Assisting with annual drills

3.5 Senior Leadership Team

SLT members have authority to silence, reset, and operate the fire control panel located on the **second floor**. They coordinate response to alarms.

3.6 All Staff

- Maintain safe working practices
- Keep exits and corridors clear

- Report hazards immediately
- Ensure supervision and safe evacuation of pupils
- Access pupil data via Bromcom during roll-call

4. Description of Premises

- Full building occupied exclusively by AHF (sole occupier)
- Four floors in active use: **basement, ground floor, first floor, second floor**
- Four main entrances used by pupils
- Additional exits located across all floors
- External car park at front; additional exit points at rear onto Adelaide Terrace

5. Occupancy

- Staff supervise pupils during entry, transitions, and departure
- Late arrivals enter through reception after 5pm

There are **no pupils or staff with mobility, visual, or hearing impairments** requiring adapted evacuation procedures. If a temporary need arises, SLT will allocate assistance.

6. Fire Detection and Warning Systems

- Full building fitted with **automatic detectors**
- Manual call points on each floor
- Alarm is linked to a **monitoring centre**, which notifies emergency services
- Fire alarm panel on **first floor**
- System tested and serviced **annually**
- Weekly activation checks performed by responsible staff
- All SLT are authorised to silence or reset the system only after verifying conditions are safe

7. Emergency Lighting and Signage

- Emergency lighting installed across escape routes, corridors, staircases, and external exit points
- Mandatory fire exit and directional signage installed throughout
- Emergency lighting is tested monthly and serviced annually
- Fire action notices displayed at each entrance, corridor, and classroom

8. Firefighting Equipment

- Extinguishers installed throughout the building, distributed across all floors, corridors, kitchens, electrical rooms, and high-use teaching zones
- Fire blankets located in each kitchen
- Only trained SLT members are authorised to use extinguishers
- All equipment inspected annually

9. Fire Hazards and Control Measures

9.1 Electrical Safety

- Comprehensive Electrical Installation Condition Report (EICR) completed, confirming safe condition
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- Electrical system maintained by qualified contractors
- No known defects
- Periodic checks carried out
- Portable heaters used in winter only in specific rooms and subject to:
 - Stable placement
 - Clear surroundings
 - No multi-plug adapters
 - End-of-session switch-off procedures

9.2 Cooking

- Cooking only takes place on rare, pre-approved occasions following a documented risk assessment
- Kitchens use **electric cookers only** (no open flames)
- Cleaning products kept in designated storage rooms
- Two kitchens contain limited cleaning supplies, monitored for safe storage

9.3 Flammable Materials

- One room used for storing flammable liquids, kept separate from other rooms
- Resource room for paper/books kept tidy with controlled stock levels
- Electrical equipment stored in its dedicated room

10. Evacuation Procedures

10.1 Alarm Activation

If the alarm sounds:

1. Staff direct pupils to evacuate immediately.
2. Fire Marshals sweep their assigned zones.
3. SLT proceed to the fire panel.
4. No one may silence the alarm until clearance from SLT confirms no fire or danger.

10.2 Evacuation Routes

- Multiple escape routes exist on each floor
- **Ground floor:** 4 exits
- **First floor:** 5 exits
- **Second floor:** 2 exits
- Basement exits lead directly to stairwells, transitioning to ground-floor escape points

10.3 Assembly Points

Fire Drills (Practice Only)

- Pupils assemble in year groups:
 - **Front car park**
 - **Rear of building**

Actual Fire Emergency

Using safer distance-based positions:

- **Group 1 (younger children):** Bottom of Adelaide Terrace
- **Group 2:** Bottom of Preston New Road near the traffic lights
- **Group 3:** Back of building onto Adelaide Terrace

Staff guide and supervise transitions to these locations.

10.4 Roll Call

- Teachers use **Bromcom** to confirm presence and report absences immediately
- Attendance officers and SLT coordinate missing-person checks
- No one re-enters the building until emergency services give permission

11. Fire Drills

- Conducted **annually** for all weekday and Sunday cohorts
- Fire Marshals receive separate briefings before drills
- Outcomes recorded, including timing, compliance, and behavioural observations
- Findings used to improve further drills and training

12. Training and Instruction

All Staff Receive:

- Annual fire safety training
- Induction covering evacuation, call points, and assembly points
- Awareness guidance on heaters, electrical safety, kitchen safety, and hazard reporting

Fire Marshal Training Includes:

- Sweeping techniques
- Assisting evacuation
- Door control and route checks
- Recognising hazards
- Communicating with SLT during incidents

SLT Receive:

- Training on operating and silencing the alarm panel
- Responding to false alarms vs confirmed emergencies
- Liaising with emergency services

13. Visitors and Contractors

- All visitors sign in at main reception
- Visitors receive a brief fire safety instruction
- Contractors must follow AHF fire safety requirements
- Work involving heat, sparks, or risk requires a **hot-works risk assessment** (even though such work is rare)

14. Housekeeping and Storage

- Corridors and staircases must remain unobstructed
- Classrooms kept tidy with limited flammable storage
- Waste removed daily

- No storage permitted in escape routes
- Doors to storage rooms remain closed when not in use

15. Record Keeping

AHF maintains logs for:

- Fire alarm testing
- Emergency lighting inspections
- Extinguisher servicing
- Electrical safety inspections
- Fire drills and evaluations
- Staff training
- Visitor/contractor management
- Incident or false-alarm investigations

16. Review of Policy

- This policy will be reviewed **annually** or sooner if:
 - Building layout changes
 - New equipment installed
 - Significant incident occurs
 - Updated legal requirements apply

The building currently has **no planned construction or renovation works**.

17. Approval

This Fire Safety Policy is formally approved by:



Hafidh Ismail Adam

Principal, Abu Hanifah Foundation