



JAMEAH GIRLS ACADEMY

FIRE SAFETY POLICY 2022/2023

Policy Date:	September 2022	Version: 3
Policy Review Date:	September 2023	Head Teacher: Khadijah Gulamnabi <i>K. Gulamnabi</i> 09/09/22
Ratified by Governing Body:		
Mrs Sajeda Mulla	Signature: <i>S Mulla</i>	Date:09/09/22

Fire Procedure

1. On identifying or suspicion of fire, **raise Fire Alarm** by activating the fire point (**Break Glass**).
2. Admin staff will **call 999**

Address: **Jameah Girls Academy**
49 Rolleston Street
Leicester
LE5 3SD

3. All **teachers** are responsible for all pupils and visitors who are in their classroom.
4. At the sound of the fire alarm teachers must accompany their classes to the nearest safe fire exit.
5. Ensure that all pupils walk quietly and in single file. No pupils or staffs are allowed to take any belongings with them.
6. The fire wardens are:
8.00am - 4.25pm
 - Ground floor –Amina Ali Osman/Rehana Apa /Tasneem Apa
 - First floor – Tasneem Apa /Safiya Nanabawa / Fatimah Apa Essat
7. The fire warden or First Aider to collect and carry first aid box, highlighter jackets.
Fire wardens must check each floor and ensure any stray pupils go to the fire assembly point.
8. The Head teacher or an SLT member is responsible for taking the registers, pupil grab sheets, pupil and visitor signing in books to the Point of Assembly.
9. Registration must be taken in the Main Car Park; any pupils not accounted for **MUST** be reported to the Head Teacher.

POINT OF ASSEMBLY
Shaykh Adam Square
Baggrave Street
(Between the two car parks)

Fire Exits

No of Fire Exits	Where?
Exit 1	Main entrance door
Exit 2	Sports hall door – Rolleston Street (corridor of sports hall toilet)
Exit 3	Sports hall door – Baggrave Street
Exit 4	Baggrave street double doors (next to the black gates)
Exit 5	Corridor of pupil's toilet (next to the Science Lab)

Fire safety maintenance checks

- Fire alarm testing – Every Friday at 10am
- Daily checks – 9.00am to 9.30am
- Weekly checks – Friday
- Monthly checks – Last Friday of every month
- Annual checks – Every August /October
- Fire drills – Once every half term

Fire safety arrangements

1. All fire alarms and smoke detectors must be in working order and regular checks are made.
2. All fire exits and corridors are kept clear of any obstruction, daily checks are carried out.
3. Appropriate signs indicating fire exits are placed in correct places to help with evacuation in the event of a fire occurring.
4. Fire extinguishers are placed near stairs, exits and within some classrooms. Portable fire extinguishers should be available to tackle very small fires.
5. Regular fire drills are conducted, all teachers, staff, students and visitors are aware of their exits and point of assembly for all students, staff and visitors have been indicated. A Fire drill folder is kept up to date and regular fire drills are conducted, a minimum of one each term.
6. Trained Fire Marshalls are Amina Ali Osman, Safiya Nanabawa and Fatima Essat, they would be trained to tackle small fires if it is safe to do so.

Fire action

ON HEARING THE ALARM:

1. The fire alarm is a continuous ringing sound
2. On hearing the Fire alarm, calmly leave the building through the nearest safe fire exit.
3. Staff must help visitors and service users to leave the building
4. Walk to the designated assembly point across the building (on Baggrave street) for registration
5. Do not re-enter the building until authorised to do so

IF YOU DISCOVER A FIRE:

1. Sound the alarm by breaking the glass in the nearest fire alarm call point
2. The fire alarm will make a continuous ringing sound
3. Dial 999 to call the fire brigade
4. Calmly leave the building through the nearest safe fire exit

5. Walk to the designated assembly point (Jameah Square)
6. Do not re-enter the building until authorised to do so

FIRE ASSEMBLY POINT:

Shaykh Adam Square

(Across the road on Baggrave Street between the car parks)

Main Responsible Lead Staff in evacuating the school building

Time	7.45am-10.30am	10.am-1pm	1pm-4.25pm
Staff	Tasneen Apa Valli (Head of Madressa)	Khadija Apa Gulamnabi (Headteacher) Or Tasneem Apa /Safiya Apa Nanabawa	Khadija Apa Gulamnabi (Headteacher) Or Safiya Apa Nanabawa

Duties of Leading Staff

- 1) Ensure pupil's registers, staff sign in/out , Pupil sign in /out book, Visitors sign in/out book are taken from the main office and be taken to the assembly point.
- 2) Ensure pupils are quiet and lined up in their form class.
- 3) Hand out registers to the teachers, collect the registers back once completed by the teachers
- 4) Check staff and visitors sign in/out registers.
- 5) If any staff are scheduled to be absent from the building, then they must inform the rest of the fire wardens so that their duties may be suitably covered.

Fire wardens

Time		7.45am-10.45am	10.45am-11.35pm	11.35pm-1.15pm	1.15pm-2.45pm	2.45pm-4.25pm
Fire Warden	Ground Floor	Amina Apa Osman	Amina Apa Osman	Rahana Apa/Tasneem Apa	Amina Apa Osman	Amina Apa Osman
	First Floor	Amina Osman Apa	Tasneem Apa	Fatimah Apa Essat	Safiya Apa	Amina Apa Osman

Duties of Fire Wardens

1. Check all toilets, classrooms and corridors to ensure no pupil or staff are in the building and then make your way to the assembly point.
2. If any fire warden staff are scheduled to be absent from the building, then they must inform the rest of the fire wardens so that their duties may be suitably covered.

Fire procedure during Lunch time

Primary Year 1/2 -11.30-12.20 Year 3/4/5/6 12.20am-1pm

Year Group	Time and location	Teacher responsible	Time and location	Teacher Responsible
1/2	11.50-12.20	Nafisa Apa Sabiha Apa Leave from fire exit 3 and walk to the assembly point	11.30-11.50 Outdoor play	Nafisa Apa Sabiha Apa Leave with the pupils from the Rolleston Street gate
3/4	12.20-12.40pm Outdoor playtime	Fatima Apa Lambat Leave with the pupils from the Rolleston Street gate	12.40-1pm Year 3/4 classroom	Fatima Apa Lambat Leave from fire exit 3 and walk to the assembly point
5	12.20-12.40pm Outdoor playtime	Havva Apa -Mon/Wed/Fri Taslina Apa -Tue/Thu Leave with the pupils from the Rolleston Street gate	12.40-1pm Year 5 classroom	Havva Apa - Mon/Wed/Fri Taslina Apa -Tue/Thu Leave from fire exit 3 and walk to the assembly point
6	12.20-12.40pm Outdoor playtime	Aaminah Kharodia Leave with the pupils from the Rolleston Street gate	12.40-1pm Year 6 classroom	Aaminah Kharodia Leave from fire exit 4 and walk to the assembly point

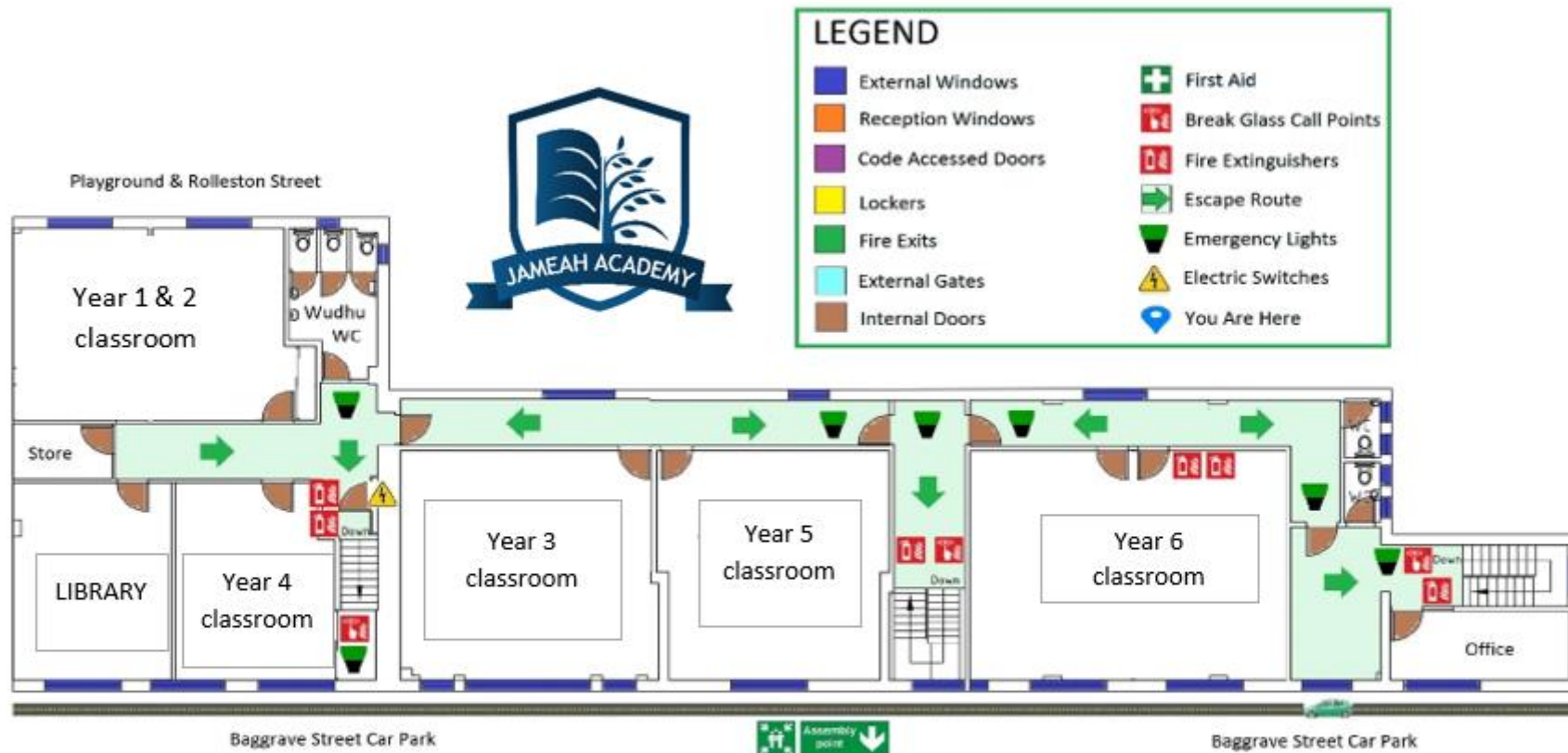
Secondary –12.20pm – 1.15pm

Year Group	Time and Location	Teachers Responsible
7,8,9,10,11	12.20-12.45pm Eating time inside the sports hall	Havva Apa/Sabiha Apa/Taslina Apa /Amina Osman Leave from fire exit 3 – (sports hall door)
7,8,9,10,11	12.45-1.15pm Outdoor play	Havva Apa/Sabiha Apa/Taslina Apa /Amina Osman Leave from fire exit 2 – (playground)

Fire Evacuation Plan (Ground Floor)



Updated November 2016 - Health & Safety Officer



Fire Evacuation Plan (First Floor)