Fire Safety Policy

Al-Baqir Centre

Reviewed on: 1st September 2026

Introduction:

The Fire Safety Policy at Al-Baqir Centre outlines the guidelines and procedures for the health, safety, and welfare of all staff, students, visitors, and members of the public who use the Centre. Fire safety is a top priority, and appropriate procedures, training, and preventative measures are in place to minimise fire risks and ensure a safe environment for all.

Responsibilities:

1. **Management:**
    - Ensure full compliance with fire safety legislation and guidance.
    - Appoint a Fire Safety Officer.
    - Oversee regular fire risk assessments and implement necessary control measures.
    - Ensure fire safety information and procedures are clearly displayed and accessible.
2. **Fire Safety Officer:**
    - Conduct regular checks on fire alarms, extinguishers, exits, and lighting.
    - Maintain up-to-date fire risk assessments.
    - Ensure fire drills are held at least once per term.
    - Keep records of drills, inspections, and training.
3. **All Staff & Volunteers:**
    - Familiarise themselves with evacuation routes and procedures.
    - Participate in fire drills and fire safety training as required.
    - Report any fire hazards or safety concerns immediately.
    - Ensure that exits are never obstructed.

Fire Risk Assessment:

A fire risk assessment will be conducted annually and reviewed following any significant changes to the building or its use. It will identify fire hazards, people at risk, and evaluate existing control measures.

Fire Prevention Measures:

1. All electrical equipment will be PAT tested annually.
2. Flammable materials will be stored safely and appropriately.
3. Smoking is strictly prohibited anywhere on the premises.

4. Heaters and kitchen appliances must be switched off after use.
5. Fire doors must never be wedged open.

Fire Detection and Equipment:

Fire alarms are installed throughout the building and tested regularly. Fire extinguishers are placed at key points and serviced annually. Emergency lighting is installed and tested regularly. Fire exit signage is clearly displayed throughout the Centre.

Evacuation Procedure:

On discovering a fire or hearing the fire alarm:

1. Evacuate immediately using the nearest exit. Do not stop to collect personal belongings.
2. Assemble at the designated fire assembly point outside the building (location to be specified on signage).
3. Do not re-enter the building until declared safe by the Fire Safety Officer or emergency services.

Staff will be assigned to assist in evacuation and to check specific areas including classrooms, prayer halls, and bathrooms.

Fire Drills:

Fire drills will be carried out termly, involving all staff and students.

Training:

All staff and volunteers will receive basic fire safety training. Fire marshals will receive additional, specific training. New staff will be inducted in fire safety during orientation.

Modification of Policy:

Al-Baqir Centre retains the right to modify or update this Fire Safety Policy as needed. Any changes to the policy will be communicated to students, staff, and parents through official channels.

By enrolling a student at Al-Baqir Centre, parents and guardians acknowledge their understanding and agreement to abide by the terms and conditions outlined in this Fire Safety Policy**.**

For any further information or assistance, please contact:
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