BAYTUL ILM
SECONDARY SCHOOL

# Fire Safety Management System

# 2025 – 2026

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|---|---|
| Chair of Governors: | M A Salam |
| Head Teacher: | Muhammad Miah |
| REVIEWED: | September 2025 |
| NEXT REVIEW DATE: | September 2026 |

**Contents**

## 1. STATEMENT OF INTENT

Baytul Ilm Secondary School believes in ensuring the health and safety of all personnel (students, staff, visitors, contractors, and all other persons).

For us, health and safety management is an integral part of good management in general, rather than as a stand-alone system. It allows us to achieve a balance between the systems and behavioural aspects of management. Our approach is to use the PDCA cycle of management:

PLAN (plan a change or test aimed at improving)
DO (carry out the change or test)
CHECK (study the results and lessons learnt)
ACT (Act on the results and run through the cycle again)

We are committed to:

1. Taking reasonable steps to provide a safe, secure and healthy environment for all.
2. Preventing accidents and ill health by assessing, controlling and reviewing risks to an acceptable and tolerable level.
3. Being compliant with statutory requirements.
4. Creating a positive health and safety culture through leadership, support and continuous improvement.
5. Ensure personnel have access to clear and up to date information, procedures / instruction, training, equipment, and resources to act responsibly.
6. Create an environment where everyone plays a role in health and safety.

Our Health and Safety Policy (H&SP) and Fire Safety Management System Policy (FSMSP) will work hand in hand to ensure the above commitments can be met.

The H&SP as well as FSMSP applies to all personnel (students, staff, visitors, contractors and all other persons) occupying Baytul Ilm Secondary School.

**Signed:** ______________________________ **Date:**__________________

**Headteacher**

**Signed:** ______________________________ **Date:**__________________

**Health & Safety Officer**

## 2. INTRODUCTION

This policy outlines the steps that will be taken to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

Baytul Ilm Secondary School recognises fire can be a hazard in any part of its premises. Its consequences include the threat to health and safety of personnel, damage to or loss of property and severe interruption to normal business activities or opportunities.

We recognise that managing the risk of fire, requires having fire safety precautions based on a combination of the inherent fire risks, appropriate prevention and protection measures, and the legal obligations as the employer.

To achieve our ‘statement of intent’ we will embed a FSMSP. This document is available for all members of staff, who should familiarise themselves with its contents.

NB: This FSMSP does not apply in non Baytul Ilm Secondary School premises. In this respect, Baytul Ilm Secondary School personnel will comply with the site-specific fire safety arrangements and policy.

## 3. MANAGEMENT STRUCTURE

Baytul Ilm Secondary School health and safety officer is Tanim Quraishi.

The FSMSP requires competent persons to undertake particular tasks and hold certain responsibilities. Personnel across the organisation have been identified to support these tasks. See table 1.

Governors and the Headteacher will make themselves familiar with the relevant legislation, especially the Regulatory Reform (Fire Safety) Order 2005 and other codes of practise.

On a day-to-day basis, the headteacher is ultimately responsible for the application of the FSMSP of all personnel who are either using the school premises, attending or taking part in a school sponsored event.

| Task | H&S Officer | Governors | Headteacher | Administrators | Teachers | Students | Parents |
|---|---|---|---|---|---|---|---|
| Ensure the FSMSP and other related policies/codes of practice are in place. | A, R | A, C | A, R | C | C | N/A | I |
| Ensure the FSMSP and other related policies/codes of practice are adequately implemented with the right organisation, delegated responsibilities, objectives, monitoring regime and reviews. | A | I | R | C | C | N/A | N/A |
| Undertake and review annual and activity specific risk assessments, technical surveys etc | A, R | I | R | C | C | N/A | N/A |
| Embed an inspection and maintenance programme | A, R | I | A, R | C | I | N/A | N/A |
| Management of any remedial work following risk assessments, technical surveys, inspection and maintenance. | R | I | A | R | I | N/A | N/A |
| Develop and review fire evacuation plan | A, R | I | R | I | I | N/A | N/A |
| Ensure that staff are appropriately trained in fire safety procedures | C | I | A | R | I | N/A | N/A |
| Ensure information on fire safety arrangements is communicated and available to all personnel | I | I | A | R | I | I | I |

| **Key** |
|---|
| Responsible (R) - Who is doing the task / Who is assigned to do the task |
| Accountable (A) -Who is ultimately responsible |
| Consulted (C) – Who can support this task |
| Informed (I) – Anyone who needs to be kept informed about the task |

Table 1 – RACI Chart

## 4. TRAINING

It is imperative that personnel receive the relevant instruction and training to ensure that they understand the fire precautions in the building and the actions to take in the event of an evacuation.

All training records are filed and kept in the staff training folder. Depending on the role and competency a staff member holds, appropriate refresher training shall be provided.

Staff training needs have been identified in table 2 followed by named staff responsibilities in table 3.

| Who | Training Needs | How it will be provided |
|---|---|---|
| Staff | Fire Warden and Marshal duties. | Online |
| Staff, Students | Fire evacuation | In house briefing, employees guide and conduct fire drills |
| Staff | How to operate the fire alarm. | In house demonstration |
| Staff | The use of fire equipment. | Online and in person |
| Staff | The use of the fire panel. | In house demonstration |
| Staff | Communicating fire evacuation protocol to those other than staff | In house briefing and conduct dummy fire drill |
| Staff | The use of Control of substances hazardous to health (COSHH) | In house briefing |

Table 2 – Training needs

Baytul Ilm Secondary School have identified enough persons to be present at all times whilst Baytul Ilm Secondary School is occupied, with responsibility for initiating the fire evacuation procedure. The responsibility the person holds on the day will be based on the staff rota.

Staff must ensure that they are familiar with the evacuation plan, co–operate by participating in activities to support the FSMSP i.e. training, be aware of their individual and collective responsibilities in an emergency, undertake activities that do not put themselves or others at risk and comply with the buildings no smoking policy.

| Name | Responsibility(s) |
|---|---|
| Al Amin | Fire Marshall, collecting registers, use of fire equipment |
| Afzol Amin | Fire Marshall, collecting registers, use of fire equipment |
| | Fire Marshall, use of fire equipment |
| | Fire Warden |
| | Fire Warden |
| | Fire Warden |
| | Fire Warden |
| | Fire Warden |

Table 3 - Staff responsibilities

## 5. COMMUNICATION

The FSMSP requires a significant amount of information to be shared. Baytul Ilm Secondary School will provide comprehensive and relevant information to personnel. Table 4 outlines our communication plan and how we intend to ensure that personnel are aware of their individual and collective responsibilities.

| Information | How | Who |
|---|---|---|
| FSMSP | In reception and emailed to all staff | Staff |
| Instruction i.e. risk assessments | Staff induction, team meetings, training, reports (i.e. fire drills), staff notice board, access to FSMSP folder | Staff |
| Training | Information shared via email and meetings | Staff |
| Escape routes. | Emergency exit / route signage Visible across the school | All personnel |
| Fire action notices | Visible across the school | All personnel |
| Site layout | Site plan in each room | All personnel |
| Alternative escape route should the main one be blocked or inaccessible. | All staff are informed about the multiple escape routes available if any one of them is blocked. Additionally, should this be known (i.e. taking a large delivery through main entrance) then staff to be advised. | All personnel |

| | | |
|---|---|---|
| | Signage placed across the school | |
| Number of personnel on site | Located in reception | Staff |
| COSHH risk assessments | COSHH cupboards (as identified) | Staff |

Table 4 – Communication plan

## CONSULTATION

To promote staff involvement in the FSMSP, we provide various formal opportunities for employee consultation (i.e. staff meetings). Between those opportunities you should raise any general concerns about the FSMSP with the health and safety officer.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- risk assessments and subsequent safe systems of work;
- workplace hazards;
- emergency procedures;
- new working practices and new work equipment; and workplace welfare issues

## HAZARD REPORTING

If you have concerns about health or safety hazards at Baytul Ilm Secondary School, you should raise them with reception or the health and safety officer so that they do not go unnoticed and remedial action can be taken.

Recognising that some people can feel uncomfortable about raising hazard issues we also have a system which allows you to report your concerns in writing and (should you choose) anonymously. Complete the Hazard Log form (which can be obtained from reception), put it in an envelope and place it in the mail box.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

NB: Any document revisions (information) will be circulated as appropriate across the school.

## 6. MONITORING

To ensure that our FSMSP's passive and active preventative and protective measures are robust and effective, we have put in place an inspection and maintenance regime. This will allow us to determine the risk of fire occurring in our premises or from a work activity, identifying the precautions necessary to eliminate, reduce or manage the risk and identify areas for improvement. Table 5 outlines our inspection and maintenance programme.

The findings from the inspection and maintenance programme are collected, reviewed, action plans drawn up with findings made known to the personnel as appropriate.

Any remedial works which necessitates the system being inoperative for any period are carried out at a time when the building is unoccupied, unless suitable temporary arrangements are implemented.

When safety systems such as fire-detection and warning systems, smoke control systems, emergency lighting or building power system are out of order we would send all personnel home and shut the school.

The fire safety maintenance programme follows the guidelines suggested in HM Government Fire Safety Risk Assessment guidance. Additionally, the maintenance of fire safety systems is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practise and other associated legislation

Additional activities may be carried out in addition to those listed in table 5 as recommended by the manufacturer, supplier, or installer of the system. We may also facilitate joint consultation between professional representatives, and management on health and safety, reviewing procedures where appropriate.

| **Item** | **Frequency** | **How** | **Risk Management**** | **Reference** | **Info location** |
|---|---|---|---|---|---|
| Escape Routes | Weekly | Check escape routes are kept free from obstruction, doors on the escape routes are easily openable and walls, doors, floors and glazing are maintained and able to resist fire and smoke. | Risks assessed using risk matrix and appropriate action taken | Appendix A – Weekly building check | Reception, weekly building check folder |
| Firefighting equipment | Weekly | Check that all extinguishers are in their appropriate position | Risks assessed using risk matrix and appropriate action taken | Appendix A – Weekly building check | Reception, weekly building check folder |
| Fire safety signs and notices | Weekly | Check that all signs and notices are in their appropriate position | Risks assessed using risk matrix and appropriate action taken | Appendix A – Weekly building check | Reception, weekly building check folder |
| COSHH | Weekly | Inspect the building to ensure no products have been | Risks assessed using risk matrix and appropriate action taken | Appendix A – Weekly building check | Staff Room COSHH cupboard, COSHH Risk assessments |

| | | | | | |
|---|---|---|---|---|---|
| | | misplaced. | | | |
| Reporting faults or concerns on FSMSP | Weekly | Personnel to notify reception | Risks assessed using risk matrix and appropriate action taken | Appendix G - FOSC form | Reception, kept in FOSC folder |
| Fire Warning (Alarm) and Automatic Fire Detection Systems | Weekly | The system is tested by inserting the test key into a single call point. A different call point is tested to ensures testing of all call points. Each call point is identified. | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system | Appendix A – Weekly building check | Reception, Register kept in FSMSP folder |
| Electrically Controlled Door Release Mechanisms | Weekly | The device is tested by operating the manual release mechanism to ensure it works satisfactorily | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system | Appendix A – Weekly building check | Reception, Register kept in FSMSP folder |
| COSHH | Weekly | Audit the COSHH cupboard to ensure all items are accounted for and relevant risk assessments in place. | Items removed or risk assessment produced | Appendix A – Weekly building check | |
| Emergency Lighting | Monthly | The function test is carried out by powering down the mains for a short period to ensure the lights illuminate and switch back off. | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system | Appendix B – Monthly building check | Reception, Register kept in FSMSP folder |
| Fire Risk Assessment | Monthly | Physically checking and taking appropriate action. | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system | Appendix B – Monthly building check | Reception, Register kept in FSMSP folder |
| Fire Drill | Termly | Activated by inserting the | Risks assessed using risk matrix | Appendix C and D – | Reception, Register kept |

| | | | | | |
|---|---|---|---|---|---|
| | | test key, followed by a post drill report | and appropriate action taken with staff de-brief. | Termly building check and Fire drill report | in FSMSP folder |
| Emergency Lighting | Annual | | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system | N/A | |
| Fire Warning (Alarm) and Automatic Fire Detection Systems | 6 monthly | | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system | N/A | |
| Firefighting Equipment | Annual | Carried out by a competent external provider | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system | N/A | Recorded on a label on each extinguisher and certificate located in reception, FSMSP folder |
| FSMSP | Annual | Assess the effectiveness of this policy and ensure that any necessary changes are made throughout the premises | Risks assessed using risk matrix and appropriate action taken | | |
| Fire Risk Assessment | When there is any significant (a) building alteration (b) change of occupation and use of the premises (c) introduction of equipment or materials which could pose a fire hazard (d) change in staff numbers / students (e) following a fire incident/emergency, etc. | Carried out by a competent external provider | Risks assessed using risk matrix and appropriate action taken with faults raised with manufacturer, supplier or installer of the system. Items removed/ replaced. | N/A | Reception, kept in FSMSP folder |

Table 5 - maintenance and inspection program

The following Key Performance Indicators will be used to monitor the effectiveness of the FSMSP:

a) Achieving set schedules and time frames identified in table x
b) Register of issues raised and rectified. See appendix F
c) Number of fires recorded, number of fire related incidents and number of Fire Service call outs against cause.
d) Number and nature of enforcement, alterations, or prohibition notices from statutory authorities.

This information will be collated and reviewed by the Health & Safety Co-ordinator

** See Appendix E – Rating a risk guideline

## 7. EMERGENCY EVACUATION PLAN

YOUR CO-OPERATION AT ALL TIMES IS ESSENTIAL.

In the event of an emergency evacuation, the fire marshals are in charge.

Continuous ringing of the bell means that the building MUST be evacuated immediately.

The safety of all personnel come first.

<u>What personnel should do if they discover a fire or hear the fire alarm</u>

In the building

- ONLY IF YOU DISCOVER A FIRE - Raise the alarm by shouting out 'FIRE, FIRE, FIRE' loudly and operating the nearest fire alarm call point. Always raise the alarm even if you feel the fire is small enough to tackle (for those trained in using firefighting equipment)
- ON HEARING THE ALARM - Stop what you are doing and remain calm, instruct personnel to leave their belongings where they are
- Evacuate to the assembly point as quickly as possible using the nearest fire exit.
- If you have a designated role (for example, if you are a fire warden) then you should carry out the role you have been assigned. This could be sweeping a particular area, checking all offices, classrooms, cloak rooms, toilets, and storage areas for personnel. It is important that you only do this if it is safe to do so.
- Ensure those that are not usually occupying the building (i.e. visitors) are escorted from the building to the assembly point.
- Fire Marshall to collect the school register, staff register and visitors' book
- Trained personnel who have responsibilities for assisting persons with PEEP, respond as required.
- Close doors and windows as you leave if this is safe to do so to ensure any heat sources are isolated
- REMEMBER NOT TO panic, run and take any risks

- When you evacuate the building, you should go straight to the designated assembly point and convey any information you may have concerning the fire to whoever is in charge. This could include:
  - where exactly the fire is
  - what is burning
  - how fast it is spreading and in which direction
  - any information concerning the amount of smoke and heat
  - if anyone is known to be trapped

Teachers at the assembly point

- TEACHERS ask the students to Line up in register order.
- TEACHERS collect the register from the designated fire marshal and complete register.
- TEACHERS report ‘all accounted for’ or the names of ‘absentees not accounted for’ to the fire marshal as quickly as possible.
- TEACHERS keep your class together, always remain with your class and await further instruction.

Other personnel at the assembly point

- FIRE MARSHAL to complete staff and visitor register.
- FIRE MASRHAL to report ‘all accounted for’ or the names of ‘absentees not accounted for’ to the primary fire marshal as quickly as possible.
- Remain at the assembly point and return to the building ONLY when authorised to do so by the fire marshal.

Other

- Primary fire marshal on hearing the alarm, Dial 999 and ask for support from the Fire Service or other emergency service as appropriate
- Trained personnel to tackle the fire only where appropriate*
- Trained personnel to administer first aid where appropriate.
- Trained personnel ensure everyone who is struggling to leave the area is assisted and taken out without placing themselves or others at risk.
- Primary fire marshal to do a sweep of the building where appropriate including checking toilets, closing windows and doors, and shut down any machinery.
- The primary fire marshal will ensure all personnel are accounted for and establish any discrepancies
- If someone is unaccounted for, we re-do the registers and call the person (adult) if need be.
- Fire marshal to inform the fire services if person/s are missing.
- Trained personnel to silence and reset the panel if there is a false alarm or immediately after a fire drill

* Staff are only responsible to fight fires if they are certain they are capable of doing so and that the risk of the fire is extremely low. Firefighting equipment is located across the building so staff do not have to fetch equipment from long distances

Not to do

- Do not run and remain calm
- Do not stop or return to collect personal belongings.
- Undertake the register within the building when the alarm goes off
- Do not open or touch a door beyond which you have reason to believe there is a fire
- Do not return to the building until you have been told it is safe to do so

Emergency Services Liaison Procedures

- The primary fire marshal will liaise with the emergency services on arrival.
- The primary fire marshal shall gather from personnel and then share information on total number of people evacuated, missing persons, the nature or possible source of the evacuation, location of incident, flammable material stored, location of high risk areas, any unusual activities such as building works or temporary structures and any other relevant information.
- The primary fire marshal will direct the emergency services to the emergency from outside the school building and they will meet them at school front door or any place that is considered safe to do so
- If the emergency services have been called then the senior fire service officer is responsible for giving permission to the primary fire marshal for re-entry to the building
- Personnel will be notified that they can re-entre the school after they have been given permission from the fire marshal.
- Parents or guardians of the students are contacted if the building cannot be accessed for remainder of the day

Assembly Point

The locations of our assembly point is the front car park.

Identify Persons with additional Risk

Lone workers;

From time to time there may be a need for lone working or working out of hours. For such situations, Baytul Ilm Secondary School has developed a lone worker risk assessment, See appendix H.

Contractors;

The nature of a contractor's work may mean they are working alone, in a confined space or somewhere abnormal. All contractors are required to consider evacuation within their risk assessments as have OPTS in their generic caretaking risk assessment, see appendix H.

Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs will be managed through the development of a Personal Emergency Evacuation Plan (PEEP), see appendix I. An appropriate individual PEEP will be developed for personnel who have known disabilities that will impact on their ability to evacuate the premises. Where practicable, provisions will be made for such people.

Part of the PEEP may be identifying the need for a refuge area as a waiting area for a short period. A fire warden or fire marshal shall accompany the person at all times with communication channels established as part of the PEEP.

A report with recommendations is produced accompanied by a briefing to staff.

Post evacuation

Every actuation of the fire alarm is recorded in the logbook, including false alarms. The cause of the evacuation is recorded together with any action taken to avoid a repeat occurrence.

GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- Serious breaches of the proceedings around the FSMSP, which endanger the lives of or may cause serious injury to employees or any other person.
- Interference with or misuse of any equipment for use at work, such that it may cause harm.

## 8. Appendices

Appendix A – Weekly building check
Appendix B – Monthly building check
Appendix C – Termly building check
Appendix D- Fire drill report
Appendix E – Rating a risk guideline
Appendix F – Register of issues raised and rectified
Appendix G – FOSC form
Appendix H - Lone workers risk assessment
Appendix I - Personal Emergency Evacuation Plan (PEEP)

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

| | | | |
|---|---|---|---|
| Date of Assessment | | Number & Type of People at Risk | 120 people in total \| Management, teaching staff, students & support staff, contractors, visitors |
| Address | Baytul Ilm Secondary School | Name of Assessor | Tanim Quraishi |

| Area covered:<br>**Front entrance (outside), Main entrance, Medical room, Hall way** (Reception Area**)** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| Front entrance porch – clear, floor tiles intact, no litter or hazards that may cause slips, trips or falls, lights working. | | | | | |
| Main entrance door, Medical room door(s), Door leading to the break area are intact – locks & handles secure and operate normally, no breakages or vandalism | | | | | |
| Walls are intact – noticeboards secure, signs and notices displayed correctly | | | | | |
| Ceiling is intact – Lights are secure and work properly, emergency lighting on standby | | | | | |
| Floor is intact – No trip or slip hazards, no obstructions or loose material, no blockages to fire escapes routes | | | | | |
| Fire safety equipment is intact – fire alarm points, fire extinguishers and emergency notices all in place and no damage | | | | | |
| Radiators and pipe work all secure and intact with no damage or leaks<br>Water fountain working and in good condition | | | | | |

| | | | |
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| Overall Risk Rating | Unacceptable | Tolerable | Low |

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

| Area covered:<br>**Reception office** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable ?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| Doors are intact – locks & handles secure and operate normally, no breakages or vandalism | | | | | |
| Office furniture –computers, laptops, shelves, notice boards, power sockets | | | | | |
| Walls are intact – noticeboards secure, signs and notices displayed correctly | | | | | |
| Ceiling is intact – Lights are secure and work properly, emergency lighting on standby, air conditioning units working properly | | | | | |
| Floor (carpet) is intact – No trip or slip hazards, no obstructions or loose material/wires, no blockages to fire escapes routes | | | | | |
| Fire alarm points are intact and emergency notices all in place and not damaged | | | | | |

| Overall Risk Rating | Unacceptable | Tolerable | Low |
|---|---|---|---|

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

| Area covered:<br>**Toilets (Right – Left) & Wudhu Area** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable ?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| Toilets are working, clean and flush properly with adequate provision of toilet paper and hand soap | | | | | |
| Doors are intact – locks & handles secure and operate normally, no breakages or vandalism | | | | | |
| Walls are intact – signs and notices displayed correctly | | | | | |
| Ceiling is intact – Lights are secure and work properly, emergency lighting on standby<br>No toilet paper on ceiling | | | | | |
| Floor is intact – No trip or slip hazards, no obstructions or loose material, no blockages to fire escapes routes | | | | | |
| Water taps are secure – provision of both hot and cold water, hot water is not a scolding risk, hand dryer also checked and works | | | | | |

| Overall Risk Rating | Unacceptable | Tolerable | Low |
|---|---|---|---|

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

| Area covered:<br>**Staff Room** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable ?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| Doors are intact – locks & handles secure and operate normally, no breakages or vandalism | | | | | |
| Walls are intact – noticeboards secure, signs and notices displayed correctly | | | | | |
| Ceiling is intact – Lights are secure and work properly, emergency lighting on standby<br><br>Sink is intact no leakages operates normally<br>Fridge is intact and operating normally | | | | | |
| Floor is intact(carpet) – No trip or slip hazards, no obstructions or loose material<br><br>Sockets covered, and Wires intact/well placed | | | | | |
| Radiators and pipework all secure and intact with no damage or leaks | | | | | |
| **COSSH** equipment secure, inventory check | | | | | |

| Overall Risk Rating | Unacceptable | Tolerable | Low |
|---|---|---|---|

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

| Area covered:<br>**Head Office – Classroom 6**<br>**+ Break Room** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| Classroom / Office furniture – whiteboards, desks, tables, chairs, computers, laptops, shelves, notice boards, coat pegs, power sockets | | | | | |
| Doors are intact – locks & handles secure and operate normally, no breakages or vandalism | | | | | |
| Walls are intact – noticeboards secure, signs and notices displayed correctly | | | | | |
| Ceiling is intact – Lights are secure and work properly, emergency lighting on standby<br><br>Electrical Wires properly place<br>Sockets sealed | | | | | |
| Floor is intact – No trip or slip hazards (carpet), no obstructions or loose material **(Classrooms)**,<br>no blockages to fire escapes routes | | | | | |
| Fire alarm points, fire extinguishers and emergency notices all in place and no damage | | | | | |
| Radiators and pipework all secure and intact with no damage or leaks, air conditioning units working properly | | | | | |
| ***External Fire Escape – door unlocked, opened and checked escape route is clear with no obstructions or hazards** | | | | | |

| Overall Risk Rating | Unacceptable | Tolerable | Low |
|---|---|---|---|

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

| Area covered:<br>**Staff toilets & Disable toilet** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| Toilets are working, clean and flush properly with adequate provision of toilet paper and hand soap | | | | | |
| Doors are intact – locks & handles secure and operate normally, no breakages or vandalism | | | | | |
| Walls are intact – signs and notices displayed correctly | | | | | |
| Ceiling is intact – Lights are secure and work properly, emergency lighting on standby<br>No toilet paper on ceiling | | | | | |
| Floor is intact – No trip or slip hazards, no obstructions or loose material, no blockages to fire escapes routes | | | | | |
| Water taps are secure – No leakages<br>– provision of both hot and cold water, hot water is not a scolding risk, hand dryer also checked and works | | | | | |
| Radiators and pipework all secure and intact with no damage or leaks, air conditioning units working properly | | | | | |

| Overall Risk Rating | Unacceptable | Tolerable | Low |
|---|---|---|---|

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

| Area covered:<br>**Classroom 1 -5, Stairway**<br>**+ Prayer Room** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| Classroom – whiteboards, desks, tables, chairs, computers, laptops, shelves, notice boards, coat pegs, power sockets | | | | | |
| Doors are intact – locks & handles secure and operate normally, no breakages or vandalism | | | | | |
| Walls are intact – noticeboards secure, signs and notices displayed correctly | | | | | |
| Ceiling is intact – Lights are secure and work properly, emergency lighting on standby<br><br>Electrical Wires properly place<br>Sockets sealed | | | | | |
| Floor is intact – No trip or slip hazards (carpet), no obstructions or loose material **(Classrooms & Corridor)**, no blockages to fire escapes routes | | | | | |
| Fire safety equipment is intact – fire alarm points, fire extinguishers and emergency notices all in place and no damage | | | | | |
| Radiators and pipework all secure and intact with no damage or leaks, air conditioning units working properly | | | | | |

| Overall Risk Rating | Unacceptable | Tolerable | Low |
|---|---|---|---|

## Appendix A WEEKLY BUILDING CHECK | RISK ASSESSMENT

**<u>Steps to Complete Building Risk Assessment</u>**

1. When completing your weekly building check, tick-off the relevant box on whether the area checked is **Acceptable** or **Unacceptable**
2. If it is **Unacceptable** and remedial work can be done **<u>straight away</u>**, take action.
3. If it is **Unacceptable** and remedial work **<u>cannot</u>** take place, rate the risk by using the risk matrix to determine the next course of action
4. Circle the **<u>Overall Risk Rating</u>** for that entire area at the at the bottom of the sheet
5. Unacceptable risks **must** be brought to the attention of Senior Staff members immediately

**<u>Additional notes</u>**

1. The boiler needs to be turned on IF REQUIRED
2. Refer to Rating a Risk Guidelines to establish the risk rating.
3. The building check must be executed by authorised personnel only
4. When the daily building check is completed the form must be kept in the Building Check folder

**<u>Example</u>**

You have identified that in classroom 1 the carpet floor is beginning to pull away at the entrance of the door and you are not able to deal with the hazard yourself (i.e. undertake immediate remedial work). Using the risk Matrix decide the likelihood of someone tripping over the loose carpet, then decide the severity of injury. From there establish the next cause of action i.e. stop students from entering the classroom until the problem is resolved.

| | | | |
|---|---|---|---|
| Overall Risk Rating | Unacceptable | Tolerable | Low |

**Appendix A** **WEEKLY BUILDING CHECK | RISK ASSESSMENT**

| | | | |
|---|---|---|---|
| Date of Assessment | | Number & Type of People at Risk | 120 people in total \| Management, teaching staff, students & support staff, contractors, visitors |
| Address | Baytul Ilm Secondary School | Name of Assessor | Tanim Quraishi |

| **Item** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| **Fire Warning Alarm System** – 15 points | | | | | |
| **Emergency Door Release** | | | | | |
| **Water flushing** | | | | | |
| **COSHH Inventory** –check that all items are present | | | | | |

**Steps to Completed Building Risk Assessment**

1. When completing your weekly building check, tick-off the relevant box on whether the area checked is **Acceptable** or **Unacceptable**
2. If it is **Unacceptable** and remedial work can be done **straight away**, take action.
3. If it is **Unacceptable** and remedial work **cannot** take place, rate the risk by using the risk matrix to determine the next course of action
4. Circle the **Overall Risk Rating** for that entire area at the at the bottom of the sheet
5. Unacceptable risks **must** be brought to the attention of Senior Staff members immediately

**Additional notes**

1. Complete H&S logbook with relevant information
2. Alternate between each fire alarm point
3. Any additional COSHH items must be removed or be accompanied with a Data Sheet and Risk Assessment
4. Refer to Rating a Risk Guidelines to establish the risk rating.
5. The building check must be executed by authorised personnel only
6. When the building check is completed the form must be kept in the Building Check folder

| | | | |
|---|---|---|---|
| Overall Risk Rating | Unacceptable | Tolerable | Low |

**Appendix B** **MONTHLY BUILDING CHECK | RISK ASSESSMENT**

| | | | |
|---|---|---|---|
| Date of Assessment | | Number & Type of People at Risk | 120 people in total \| Management, teaching staff, students & support staff, contractors, visitors |
| Address | Baytul Ilm Secondary School | Name of Assessor | Tanim Quraishi |

| **Item** | **Acceptable** | **Unacceptable** | **Can remedial work be undertaken if unacceptable?** | **If remedial work cannot be undertaken, what is the risk rating?** | **Please describe any defects or hazards/What was done to rectify/What remedial work is required?** |
|---|---|---|---|---|---|
| **Emergency Lighting** | | | | | |
| **Fire Risk Assessment** – Are there any unknown flammable or combustible objects in the building | | | | | |
| **Fire Risk Assessment -** Are gas fittings on site secure | | | | | |
| **Fire Risk Assessment -** Are all portable heater stored away? if in use are they guarded from obstructions | | | | | |
| **Fire Risk Assessment -** Storage of paper/textiles and stationary (stored away from any sort of ignition) | | | | | |
| **Fire Risk Assessment -** electrical sockets are not overloaded | | | | | |
| **Water temperatures** | | | | | |

**Steps to Completed Building Risk Assessment**

1. When completing your monthly building check, tick-off the relevant box on whether the area checked is **Acceptable** or **Unacceptable**
2. If it is **Unacceptable** and remedial work can be done **straight away**, take action.
3. If it is **Unacceptable** and remedial work **cannot** take place, rate the risk by using the risk matrix to determine the next course of action
4. Circle the **Overall Risk Rating** for that entire area at the at the bottom of the sheet
5. Unacceptable risks **must** be brought to the attention of Senior Staff members immediately

**Additional notes**

1. Complete H&S logbook with relevant information
2. Refer to Rating a Risk Guidelines to establish the risk rating.
3. The building check must be executed by authorised personnel only
4. When the daily building check is completed the form must be kept in the building check folder

**Appendix C** **TERMLY BUILDING CHECK | RISK ASSESSMENT**

| | | | |
|---|---|---|---|
| Date of Assessment | | Number & Type of People at Risk | 120 people in total \| Management, teaching staff, students & support staff, contractors, visitors |
| Address | Baytul Ilm Secondary School | Name of Assessor | Tanim Quraishi |

| Item | Acceptable | Unacceptable | Can remedial work be undertaken if unacceptable? | If remedial work cannot be undertaken, what is the risk rating? | Please describe any defects or hazards/What was done to rectify/What remedial work is required? |
|---|---|---|---|---|---|
| Fire Drill –<br>Time how long the process took<br>Record positive and negative observations<br>Complete Fire drill report overleaf | | | | | |

Steps to Completed Building Risk Assessment

1. When completing your termly building check, tick-off the relevant box on whether the area checked is Acceptable or Unacceptable
2. If it is Unacceptable and remedial work can be done straight away, take action.
3. If it is Unacceptable and remedial work cannot take place, rate the risk by using the risk matrix to determine the next course of action
4. Circle the Overall Risk Rating for that entire area at the at the bottom of the sheet
5. Unacceptable risks must be brought to the attention of Senior Staff members immediately

Additional notes

1. Complete H&S logbook with relevant information
2. Record findings share with staff
3. Refer to Rating a Risk Guidelines to establish the risk rating.
4. The building check must be executed by authorised personnel only
5. When the building check is completed the form must be kept in the Building Check folder

Appendix D

# FIRE DRILL REPORT

Date:

Term: / /

Academic Year:

Start Time: 00:00:00 Finish Time: 00:00:00 Time 00:00:00

| | |
|---|---|
| 1. Students/staff/visitors acted promptly upon hearing fire alarm | YES/NO |
| 2. Students/staff/visitors responded and reported to fire assembly point | YES/NO |
| 3. Persons with disabilities are accounted for | YES/NO |
| 4. Visitors and students were properly directed | YES/NO |
| 5. Accounted for missing or trapped (if any) | YES/NO |
| 6. The alarm was audible throughout the area | YES/NO |
| 7. No premature re-entry | YES/NO |

A fire drill was observed on 00/00/2000.
The drill took approximately 00 minute(s) and 00 seconds. Though the timing and conduction of the drill was reasonable, below are some points to reflect upon and take heed of for future drills and any other emergency.

Positive Observations:

- 
- 
- 
- 
- 
- 
- 

Negative Observations:

- 
- 
- 
- 
- 

Fire Marshal/School Administrator/ Designated employee to coordinate the drill:

Name:

Signature:

Date: / /

Headteacher or designated employee drill witnessed by:

Name:

Signature:

Date: / /

Overall Risk Rating:

| Overall Risk Rating | Unacceptable | Tolerable | Low |
|---|---|---|---|

Appendix E

## Rating a Risk Guide lines

Once you have identified the hazard, you need to rate the risk. The rating will determine whether it is safe enough to continue with normal operations or whether you need to adopt additional control measures to reduce or eliminate the risk.

The risk rating depends upon the **likelihood** of an event occurring and the **severity** of potential the injuries that might arise if the hazard materializes.

To calculate a Risk Rating

1. Begin by identifying the hazard
2. Determine the severity of the hazard using the table below
3. Determine the likelihood of the hazard occurring using the table below
4. Items 2 and 3 (above) added to together will determine the risk rating.

NB: Unacceptable risks must be brought to the attention of Senior Staff members immediately

### Risk Calculation Matrix

**Severity (S)**

| Designation | Description |
|---|---|
| 5 | Multiple Fatality accident |
| 4 | Single fatality or multiple major injury accident |
| 3 | Single major injury accident |
| 2 | Time lost accident |
| 1 | Minor injury accident |

**Likelihood (L)**

| Designation | Description |
|---|---|
| 5 | Certain to occur |
| 4 | Highly likely to occur |
| 3 | Likely to occur |
| 2 | Unlikely to occur |
| 1 | Highly unlikely to occur |

**Risk Classification (R)**

| Likelihood | | | | | | |
|---|---|---|---|---|---|---|
| | 5 | 6 | 7 | 8 | 9 | 10 |
| | 4 | 5 | 6 | 7 | 8 | 9 |
| | 3 | 4 | 5 | 6 | 7 | 8 |
| | 2 | 3 | 4 | 5 | 6 | 7 |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | Note: Risk = Likelihood + Severity | 1 | 2 | 3 | 4 | 5 |
| | | Severity | | | | |

**Risk Classification and Action**

| Designation | Classification | Action |
|---|---|---|
| 7 to 10 | Unacceptable Region | This situation is not tolerable. Work shall not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources the work has to remain prohibited. |
| 4 to 6 | Tolerable Region | Work may only start if the risk has been reduced to ALARP. Where work is already underway effort must be expended within a defined time period to make further improvements to reduce risk to ALARP. |
| 2 to 3 | Low | Work may be started or continued.<br>Effort should still be made to ensure that risk is maintained at a level that is ALARP. |

Appendix F

BAYTUL ILM
SECONDARY SCHOOL

**Register of issues raised and rectified**

| Date | Time | By who | Identified via which check | Issue | Risk Rating | Remedial work undertaken (if any) | Next steps | Assigned to | Open/Closed |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
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Appendix G

BAYTUL ILM
SECONDARY SCHOOL

# Fire or Safety Concern (FOSC) Form

**This form is to be completed by a member of staff who believes there is a hazard in the workplace that could cause an injury or an accident.**

| | | |
|---|---|---|
| **The Incident/Concern:** | | |
| **Reported by:** | **Position:** | |
| **Date of occurrence:** | **Time:** | **Exact location:** |
| **Nature of Incident/Concern (please tick √)**<br><br>**Accident** ☐ **Safety Related** ☐ **Fire/evacuation related** ☐ **Violence** ☐ **Safety Concern** ☐ **Ill Health** ☐ | | |
| **(Part A)** What happened? / What is your concern? Report any details that may have contributed to the incident (eg. poor lighting, wet floor) or concern. Use additional paper as necessary and attach it to this form | | |
| | | |
| **(Part B)** Describe the outcome of what occurred: Harm/Health/Effects/Damage (if applicable)<br>For Concerns please complete Part C | | |
| | | |
| **(Part C) Describe corrective measures taken to address immediate hazards/concerns related to the incident (if any)** | | |
| | | |
| **Signature:** | | |

Appendix H

# Baytul Ilm Secondary School Activity Risk Assessment

| | | | |
|---|---|---|---|
| **Activity Assessed:** | Lone Working | **Ref. No.** | |
| **Description (optional):** | | | |
| **Location of activity:** | Baytul Ilm Secondary School | **Date Assessment carried out:** | |
| **Groups at risk:** | | **Previous assessments superseded (ref no):** | |
| **Persons carrying out assessment:** | **Name:** | **Positions:** | |
| | | | |
| **Reviewed and approved by:** | | | |
| **Date of acceptance and publication:** | | **Planned review date:** | |
| **Other info:** | | | |

| Ref | Location | Activity | Hazards | Consequences | Existing Controls | S | L | R | Additional Controls | S | L | R | Specialised Risk Assessment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | 4 | 1 | 5 | | | | | |

Appendix I

BAYTUL ILM SECONDARY SCHOOL

| **PERSONAL EMERGENCY EVACUATION PLAN** | |
|---|---|
| Full Name | |
| Staff – Student – Volunteer Visitor – Contractor | |
| Expected Building Location(s) | |
| Please specify the nature of Injury, Medication or state that will prevent you from responding to an emergency promptly | |

*To be completed by Head Teacher/Lead Fire Marshal on the day*

**CAN WE OFFER DESIGNATED ASSISTANCE? (circle) YES/NO**

| **DOES THE INDIVIDUAL REQUIRE SPECIALSIED EQUPMENT WHEN EVACUATING?** (please circle) YES/NO (if YES please state below) |
|---|
| **WHAT EQUIPMENT IS NEEDED?** |
| |

| **DOES THE INDIVIDUAL NEED TO BE ALLOCATED NEAR A FIRE EXIT?** (please circle) YES/NO |
|---|
| **CAN WE OFFER A LOCATION NEAR A FIRE EXIT (circle) YES/NO (if YES state location)** |
| |

| **CAN WE ENSURE THIS PERSON SAFTEY? (circle) YES/NO (if NO access denied)** |
|---|
| |

| **PERSONALISED EVACUATION PROCEDURE** (A step by step account beginning with the first alarm) | |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |

*The above Personalised Evacuation Procedure must be shown to the individual. They must read it understand it and sign it overleaf.*

| The following have been designated to give: ______________________assistance to get out of the building in an emergency | |
|---|---|
| **Name:** | |
| **Position:** | |
| **Name:** | |

| | |
|---|---|
| **Position:** | |

| **MONITOR AND REVIEW** | | | |
|---|---|---|---|
| | | | |
| Lead Fire Marshal on the day | | Date | |
| Signed by Individual | | Date | |
| Signed by designated Staff member<br>(if applicable) | | Date | |