



TARBIYYAH SECONDARY SCHOOL

مدرسة التربية الثانوية الإسلامية

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FIRE SAFETY POLICY

Prevention, evacuation and emergency procedures

ACADEMIC YEAR 2026 – 2027

Policy name	Fire Safety Policy 2026–2027
Applies to	All pupils, employees, volunteers, visitors, contractors and hirers of the school premises
Approved by	Haneef Sandhar
Position	Headteacher
Updated by	S. Ahmed, Deputy Headteacher
Agreed with	The Chair of Trustees
Last reviewed on	August 2026
Next review due by	August 2027
Review cycle	Annual, and immediately following any fire, any significant near miss, any material change to the premises, or any change to the fire risk assessment
Supersedes	Fire Safety Policy 2025–2026
Availability	Published on the school website, held in the school office and the Premises Manager's office, and issued to all staff at induction

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1. Policy Statement

Tarbiyyah Secondary School recognises the importance of good fire safety practice in ensuring the safety of all employees, volunteers, pupils, visitors and contractors.

It is therefore imperative that all procedures are put in place, adhered to and constantly checked, so that everyone is aware of their responsibilities when a fire alarm is activated.

All employees have a duty to report any potential fire hazard and to co-operate fully with the fire procedure to ensure the safe evacuation of all.

The school shares its premises with Tarbiyyah Primary School, also run by Heathrow Community Initiative. Fire procedures, drills and the assembly point are co-ordinated between the two schools.

The overriding principle

All reasonable steps will be taken to prevent a fire occurring. In the event of a fire, the safety of life overrides all other considerations, including saving property and extinguishing the fire.

No member of staff and no pupil is expected to put themselves at risk. Nothing in this policy requires anyone to remain in, or return to, a building that is on fire.

In order to prevent fire and to minimise the likelihood of injury, the school will:

- assess the risk from fire and implement appropriate control measures;
- maintain good housekeeping standards to minimise the risk of fire;
- provide and maintain safe means of escape from the premises;
- maintain a fire evacuation procedure for all buildings;

- provide and maintain appropriate fire-fighting equipment, including sand in bags in the science laboratory as a precaution when flammable metals are in use;
- regularly stage fire evacuation drills, inspect the means of escape, and test and inspect fire-fighting equipment, emergency lighting and fire warning systems;
- provide fire safety training to all employees, and specialist training to those with particular responsibilities;
- make arrangements for the safe evacuation of deaf and otherwise disabled persons;
- ensure all pupils and visitors are made aware of the fire evacuation procedures;
- display fire action notices in all classrooms, at reception, in staff rooms and in other key locations;
- keep fire safety records.

2. Legal Framework

Source	Relevance
Regulatory Reform (Fire Safety) Order 2005	The principal legislation. It requires a Responsible Person to be appointed, a suitable and sufficient fire risk assessment to be carried out and kept under review, general fire precautions to be provided and maintained, and staff to be trained and informed.
Fire Safety Act 2021 and the Fire Safety (England) Regulations 2022	Clarify and extend duties in relation to premises structure, external walls and fire doors.
Health and Safety at Work etc. Act 1974	General duties on the employer towards employees and others affected by the school's activities.
Management of Health and Safety at Work Regulations 1999	Requires risk assessment and the establishment of procedures for serious and imminent danger.
The Education (Independent School Standards) Regulations 2014	Requires the school to comply with fire safety duties as part of the standards on the welfare, health and safety of pupils, and on the premises and accommodation.
Equality Act 2010	Requires reasonable adjustments so that disabled pupils, staff and visitors can evacuate safely. See section 8.
Building Safety Act 2022	Relevant where it applies to the school's premises.

3. The Fire Risk Assessment and the Responsible Person

The Fire Safety Order requires a named Responsible Person and a written fire risk assessment. Both are the foundation of everything else in this policy.

Item	Detail
The Responsible Person	The Proprietor, Heathrow Community Initiative. Day-to-day duties are delegated to the Headteacher, Haneef Sandhar.
Competent person appointed to assist	The Premises Manager
Fire risk assessment carried out by	A competent fire risk assessor appointed by the Proprietor

Item	Detail
Date of assessment	Recorded on the assessment itself
Date last reviewed	Reviewed at least annually, and after any material change
Next review due	Within twelve months of the last review
Where it is held	The Fire Safety Folder, school office
Outstanding actions	Recorded on the assessment with owners and target dates, and reviewed termly

The fire risk assessment is reviewed at least annually, and immediately following any fire, any significant near miss, any material change to the building or its use, or any change to the number or needs of the people using it.

4. Key Information at a Glance

Every member of staff should know the following without having to look it up.

Fire assembly point	The front playground (formerly the front car park)
Alarm signal	A continuous sounding of the school fire alarm, lasting more than five seconds.
On hearing the alarm	Everyone evacuates immediately, with the exception of the Fire Officer, the Fire Wardens and any other nominated person.
Take with you	Nothing. Personal belongings, bags, coats and phones are left where they are.
Fire Officers	S. Ahmed, Deputy Headteacher; Ibrahim Ali
Fire Wardens	Noor Isamdard, with the staff named on the fire action notice in each area. Areas are allocated each September.
Registers	Brought to the assembly point by the administration team and handed to the supervising teacher of each class.
Re-entry	Only when the Fire Officer has given the all clear. Never before.
Alarm tests	Weekly, at varying times.
Full evacuation drills	At least once every term.
Records held	Fire Safety Folder, Premises Manager's office.

5. Roles and Responsibilities

All employees

- Familiarise themselves with all fire exits and escape routes from the school, paying particular attention to the route from their main teaching area.

- Know the location of fire-fighting equipment and the different types available. Extinguishers are used only by those trained to do so.
- Take part in evacuation drills. Staff attendance records are kept so that the school can confirm every member of staff has taken part in at least one evacuation.
- Report any fire hazard, defect or damage to the Premises Manager without delay.

Never put yourself in danger.

The Fire Officer

- Co-ordinates evacuations until a safe conclusion is reached, or until the Fire and Rescue Service arrives.
- Ensures everyone in the building has been accounted for, and logs every evacuation.
- Co-ordinates and directs the Fire Wardens, and supervises the sweep of the building.
- Is aware of any staff intervention in fighting a fire.
- Calls the Fire and Rescue Service where necessary, meets them on arrival and liaises with them.
- Interrogates the fire panel, investigates the cause, and operates the panel to silence and reset following confirmation of a false alarm.
- Gives the all clear following a drill or a malicious or false activation.
- Develops and updates the fire evacuation and emergency plan with the Headteacher.
- Ensures fire-fighting and safety equipment has been properly installed, carries out fire drills and assesses the results, and monitors fire safety at all times.
- Checks each morning that everyone with a duty in the evacuation procedure is present, and makes alternative arrangements where they are not.
- Attends Fire Warden and Fire Marshal training.

Fire Wardens

- Ensure their allocated area is evacuated, and report to the Fire Officer that it is clear.
- React immediately and are authoritative when asking people to leave the building.
- Carry out a systematic sweep of their area, including all spaces open and accessible to occupants and all toilets, closing doors and windows behind them to slow the spread of fire.
- Remain vigilant and do not put themselves in danger.
- Visually check day to day that fire doors, extinguishers, alarms and emergency lighting remain in working order and have not been tampered with, reporting any defect or misuse to the Premises Manager immediately.
- Attend Fire Warden and Fire Marshal training.

Administration team

- Ensures registers and absence sheets are ready and are handed to supervising teachers at the assembly point.
- Ensures the visitor signing-in record is available at the assembly point.
- Accounts for all staff and visitors, and reports to the Fire Officer.

Senior Leadership Team

- Report directly to the Fire Officer, who allocates areas of responsibility.
- Where they have no pupils under their supervision when the alarm sounds, sweep a portion of the building on the way out, checking that rooms, toilets and stairwells are empty.

- Supervise evacuation routes and the assembly area, keeping pupils calm and directing them to the assembly point.

Premises Manager

- Maintains the log of all fire checks, tests and services, held in the Premises Manager's office.
- Arranges replacement or replenishment where a defect or shortcoming is reported.
- Ensures that hirers and contractors are briefed on fire exits, routes and procedures.

6. Training

Information and training is provided by the Premises Manager or the Fire Officer to all members of staff on the action necessary when a fire is discovered. New staff receive fire safety training as part of induction, before they take charge of pupils. Training covers:

- raising the alarm;
- the action to be taken on hearing the alarm;
- the exit routes available from various points in the building;
- the practical use and location of portable fire-fighting equipment;
- the assembly point and the roll-call procedure;
- the procedure for re-entry to the building;
- good housekeeping practice.

Refresher training is given annually, and immediately whenever the use or layout of the building changes — in which case staff are re-trained on the new arrangements before those arrangements come into force.

7. Procedures for Evacuation

7.1 Discovery of a fire

- Activate the nearest fire alarm call point immediately.
- If you have pupils in your care, ensure they are safely evacuated first. Only then assess whether it may be possible to tackle the fire.
- Alert the Fire Officer as to your action and whether the Fire and Rescue Service needs to be summoned.

7.2 Evacuation from a classroom

- On hearing the alarm, instruct the class to stay calm and assist their evacuation.
- All personal belongings and equipment are left in the classroom.
- Close all windows and the classroom door behind you. Do not lock the door.
- Pupils follow you along the evacuation route in an orderly, supervised manner. Green fire exit signs point the way to the nearest exit.
- If any part of your route is blocked, proceed by the safest alternative route to the assembly point.
- Do not run.
- Wait at the assembly point with your class until instructed to return to the building.

7.3 On arrival at the assembly point

- Pupils line up quietly under the supervision of the member of staff who led them out, in the space marked for their group.
- The administration team hands a register to each supervising teacher.

- The supervising teacher calls the register immediately and, when all pupils are present, raises the register in the air to signal it.
- Teaching and support staff remain with pupils, keeping them calm and orderly, until further instructions are received.
- No one leaves the assembly point.
- The administration team accounts for all staff and visitors.
- Under no circumstances does anyone re-enter the building until the all clear has been given by the Fire Officer.

7.4 Calling the roll

- A roll call or head count is made immediately once classes have assembled, to check that no one is still inside or unaccounted for.
- Any visitors or contractors on the premises at the time must be included.
- The count is checked against the attendance registers and the staff and visitor record.
- The member of staff in charge of each group reports to the Fire Officer, or the nominated person in charge of the evacuation, to confirm that everyone in their charge is accounted for.

7.5 Calling the Fire and Rescue Service

- All outbreaks of fire are reported to the Fire and Rescue Service.
- It is the duty of the Fire Officer, or the Premises Manager in the Fire Officer's absence, to make the call immediately and to meet the service on arrival.
- The Fire Officer identifies themselves to the service on arrival, so that the crew can decide what action to take.

The Fire and Rescue Service will typically want to know:

- Is everyone accounted for?
- If anyone is missing — how many, what is their usual location, and where were they last seen?
- Where is the fire, and what is on fire? This may not be apparent.
- Are any hazardous substances involved in the fire or stored in the building — for example chemicals, solvents, liquefied petroleum gas or acetylene cylinders?

7.6 Tackling a fire

- The overriding duty of staff is to ensure the safety of the pupils and of themselves.
- A small fire may be tackled, after the alarm has been sounded, by a member of staff using the method appropriate to the type of fire, and only where it is safe to do so.
- Staff are given instruction in the use of portable extinguishers before being expected to fight even a small fire.

8. Evacuation of Disabled Persons and PEEPs

Disabled pupils, staff and visitors are evacuated in line with the procedures above, provided this does not present a risk to themselves or to the member of staff assisting them.

Personal Emergency Evacuation Plans

Any pupil, member of staff or regular visitor whose disability, health condition or injury would affect their ability to evacuate unaided has an individual Personal Emergency Evacuation Plan (PEEP).

A PEEP is written with the person concerned, names the staff who will assist, sets out the route to be used and any equipment required, and is reviewed at least termly and whenever the person's needs or the building change. PEEPs are shared with the Fire Officer, the Fire Wardens, the office and all staff who teach the pupil, including cover staff.

A temporary PEEP is put in place for anyone with a short-term impairment — a broken leg, crutches, or recovery from surgery.

Visitors with a disability are asked at signing-in whether they need assistance to evacuate, and are told their nearest exit.

The cost of any equipment or adjustment required is met by the school and is never passed to a family.

Routes for those who need assistance

Any person who needs assistance to evacuate leaves with a member of staff by the route set out in his or her Personal Emergency Evacuation Plan, and is accompanied to the front playground. Each plan names a primary and an alternative route.

9. Evacuation in Particular Situations

Situation	Procedure
During lessons	Teaching staff ensure their classroom is empty, close the door behind them, and assist pupils to the nearest fire exit and on to the assembly point in an orderly manner. Pupils line up in their class groups.
During break or lunch	Pupils make their way directly to the assembly point, managed by the duty staff. Duty staff, lunchtime supervisors and anyone running a club or activity assist pupils to the nearest exit and route them to the assembly point. All doors are closed, not locked, on exit. Where pupils are at Heston Park at lunchtime, staff stay with them at the park and do not return to the building until the all clear is given.
In the dining area	Pupils in the dining area leave by the nearest exit shown on the fire action notice in that room.
During PE or in the sports hall	Pupils do not stop to put on clothes or shoes before leaving if the fire is in that area. They evacuate as they are and assemble at the fire assembly point, where staff make arrangements for warmth and shelter as needed.
During prayer, including Jumu'ah	Where the school is gathered for congregational prayer, prayer is broken immediately on the alarm sounding. Pupils leave by the nearest exit under the direction of the supervising staff and assemble in their class groups. Staff should expect a large number of pupils in one space and a longer roll call, and should not wait for footwear.
During an internal examination	Candidates are evacuated by the invigilator, who notes the time, instructs candidates not to communicate, keeps them together and apart from other pupils where possible, and records the incident in the examination log for reporting to the awarding body.

Situation	Procedure
At after-school clubs and activities	A register is taken at the start of every after-school club, activity or detention. If a fire is discovered or the alarm sounds, the procedures above are followed and pupils leave by the nearest exit in an orderly way.
Out of hours — events and lettings	At events, open evenings, parents' evenings and workshops outside the normal school day, school staff are present to ensure all visitors evacuate safely, and visitors are told the evacuation procedure and means of escape before the event begins. Where premises are hired, the Premises Manager ensures the hirer is aware of the fire exits, routes and general fire procedure.

10. Fire Alarm Tests and Drills

- The fire alarm is tested weekly. Tests are not carried out at the same time every week where they take place during the school day. Tests before or after the school day are acceptable.
- The Premises Manager maintains a log of all fire alarm tests.
- A full evacuation drill is held at least once every term. The first drill of the year should take place in the opening weeks of the autumn term, while new pupils and new staff are still learning the building.
- Every drill is timed, recorded and evaluated. Any issue identified is recorded with an owner and a date, and is checked as resolved before the next drill.
- Drills should over time cover different scenarios — a blocked exit, an evacuation at break, an evacuation during prayer — rather than repeating the same lesson-time drill each term.
- Regular inspections of fire safety equipment and exit routes are carried out in accordance with the schedule at Appendix 1. Defects are reported to the Premises Manager, who arranges replacement or replenishment.

11. Fire Prevention, Contractors and Arson

- Good housekeeping is maintained throughout the school. Corridors, stairwells and exit routes are kept clear at all times.
- Fire doors are never wedged, propped or held open, and fire exits are never obstructed or locked while the building is occupied.
- Combustible waste and materials are not allowed to accumulate. Refuse containers are stored away from the building and are secured.
- Contractors working on site are briefed on the fire procedure and the assembly point before starting work, and are supervised in accordance with the school's health and safety arrangements.
- Any work involving heat, flame, welding or cutting requires a hot work permit issued by the Premises Manager, with a fire watch maintained during and after the work.
- Where fire detection is temporarily isolated for works, the isolation is authorised and logged, alternative arrangements are put in place, and the system is restored and tested at the end of each working day.
- The site is secured out of hours to reduce the risk of arson.

12. Pupil Conduct and the Consequence System

A fire evacuation depends on pupils doing exactly what they are told, at once and without discussion. The standards the school holds every day are what make that possible when it matters.

- Pupils move quietly, in single file where they are not with a class, by the most direct route. They do not run, do not push past others, and do not stop to collect belongings.

- Pupils line up in their marked space at the assembly point and remain silent for the roll call, so that a missing pupil is identified immediately.
- No pupil re-enters the building until told to do so.
- Pupils do not stop to retrieve a bag, coat or phone. The school's prohibition on smart devices applies during an evacuation as at any other time, and no pupil should be delayed by one.

Deliberate misuse of fire equipment

Maliciously activating a fire alarm, tampering with a call point, discharging or removing a fire extinguisher, wedging or damaging a fire door, or obstructing an exit is treated as a major incident under the Consequence System and is dealt with at C5.

It is also a criminal offence, and the school will consider involving the police and recovering from parents any cost arising from a false call-out or damaged equipment.

Failing to follow instructions during an evacuation or a drill is dealt with under the Consequence System in the ordinary way.

Where a pupil's disability affects his response to an alarm — for example sensory sensitivity to the sound, or difficulty processing instruction under stress — this is addressed through his PEEP and the Disability Equality and Accessibility Policy, and is not treated as misconduct.

Fire procedures are explained to pupils at induction, revisited at the start of each academic year, and reinforced through assemblies and form time.

13. Records, Monitoring and Review

- The log of all fire checks, tests and services is kept in the Fire Safety Folder in the Premises Manager's office.
- Every evacuation, whether a drill, a false alarm or a genuine incident, is logged by the Fire Officer.
- The Headteacher reports on fire safety to the Trustees annually, including drill outcomes, outstanding actions from the fire risk assessment, and any incident.
- This policy is reviewed annually, and immediately following any fire, significant near miss, material change to the premises, or change to the fire risk assessment.

1. Appendix 1 — Fire Checks, Tests and Services

Check, test or service	Frequency	Person	Record
Inspect fire alarm panel is operational and showing no faults	Daily	RP	Daily checklist
Check all fire exit doors open quickly and easily	Daily	RP	Daily checklist
Check fire-fighting equipment visually and report any damage	Daily	RP	Daily checklist
Ensure disabled access routes, fire exits, escape routes and assembly points are clear of obstruction and relevant doors unlocked	Daily	RP	Daily checklist
Check fire doors are not wedged open	Daily	RP	Daily checklist
Fire alarm test	Weekly	RP	Fire Safety Folder
Automatic door releases	Weekly	RP	Fire Safety Folder
Emergency lighting test	Monthly	RP	Fire Safety Folder
Fire door inspection — condition and operation	Monthly	RP	Fire Safety Folder
Fire extinguisher inspection	Monthly	RP	Fire Safety Folder
Ensure safety and hazard signs are visible	Monthly	RP	Fire Safety Folder
Conduct and record whole-school fire drill; check issues identified are resolved	Termly	RP	Fire Safety Folder
Check fire risk assessment and procedures are up to date	Termly	PM	Fire Safety Folder
Check regular tests of fire alarms and emergency lighting have been conducted and recorded	Termly	PM	Fire Safety Folder
Ensure new staff have received a fire precaution briefing	Termly	PM	Fire Safety Folder
Check Personal Emergency Evacuation Plans are up to date	Termly	PM	Fire Safety Folder
Test and service fire alarms	6-monthly	PM	Fire Safety Folder
Service fire alarm system	Annually	CNTR	Fire Safety Folder
Fire extinguisher service	Annually	CNTR	Fire Safety Folder
Test and service emergency lighting	Annually	CNTR	Fire Safety Folder
Intruder alarms	Annually	CNTR	Fire Safety Folder
Fire risk assessment review	Annually	RP	Fire Safety Folder
Fire Emergency Evacuation Plan and fire procedure review	Annually	RP	Fire Safety Folder

RP — Responsible Person **PM** — Premises Manager **CNTR** — external contractor

2. Appendix 2 — Fire Exits and Routes

The site plan — showing every fire exit, the escape route from each room and floor, the location of call points and extinguishers, and the front playground assembly point — is displayed at reception and held in the Fire Safety Folder. The route from each room is also shown on the fire action notice displayed in that room.

3. Appendix 3 — General Fire Procedure Notice

This notice is displayed in all classrooms, at reception, in staff rooms and in other key locations.

GENERAL FIRE PROCEDURE

THE PERSON DISCOVERING A FIRE WILL

Activate the nearest fire alarm call point.

ON HEARING THE FIRE ALARM SOUNDING CONTINUOUSLY

When in class — the order to evacuate will be given by your teacher, who will indicate the route to be followed.

When not in class — form a single file and move by the most direct route to the place of assembly.

At all times act quietly.

Do not stop to collect your personal belongings.

Do not attempt to pass others on your way to the place of assembly.

Do not re-enter the building until told to do so.

FIRE ASSEMBLY POINT

THE FRONT PLAYGROUND

On leaving the building make your way there quietly and in an orderly manner and await further instructions. Line up in the area marked for your group and register that you are present with the person responsible for taking registers.

4. Appendix 4 — Staff Fire Drill Procedure

STAFF FIRE DRILL PROCEDURE

1. WARNING — continuous sound of the school fire alarm.

2. Evacuate the premises in a quiet and orderly manner.

All pupils, staff and visitors leave via the nearest fire exit leading directly out of the school building.

3. ASSEMBLY POINT: The front playground.

4. REGISTERS will be provided by the school administrator at the assembly point.

5. Call the roll and report any missing pupil to the Fire Officer or the nominated person.

6. Check the register and raise it in the air to confirm the full class is present.

Pupils in PE, rehearsals or other activities must not put clothes or shoes on before leaving if the fire is in that area. They assemble at the fire assembly point as they are.

UNDER NO CIRCUMSTANCES SHOULD ANYONE RE-ENTER THE BUILDING UNTIL THE FIRE OFFICER CONFIRMS IT IS SAFE TO DO SO.

5. Appendix 5 — Summary of Staff Roles and Duties

Role	Duties
FIRE OFFICER S. Ahmed; Ibrahim Ali	Wear high-visibility jacket. Log the evacuation. Co-ordinate the Fire Wardens. Ensure everybody has evacuated, including staff, volunteers, visitors, wardens and any external parties. Interrogate the fire panel and investigate the cause. Call the Fire and Rescue Service if necessary. Reset the panel on confirming a false alarm. Give the all clear. Each morning, check that everyone with an evacuation duty is present and make alternative arrangements where they are not.
ADMINISTRATOR School office staff	Hand out pupil registers and absence sheets to teachers at the assembly point. Make the visitor record available. Ensure all staff and visitors are accounted for. Report to and communicate with the Fire Officer.
FIRE WARDENS Noor Isamdar and the staff named on each fire action notice	Wear high-visibility jacket. Sweep the allocated area including toilets, closing doors and windows. Ensure pupils are safely congregated at the assembly point and lined up quietly. Report the area clear to the Fire Officer.
PREMISES MANAGER The Premises Manager	Deputise for the Fire Officer in calling the Fire and Rescue Service. Maintain the checks and testing log. Arrange repair or replenishment of equipment. Brief contractors and hirers.

6. Appendix 6 — Detailed Evacuation Process

The following sets out the full sequence, from the alarm sounding to re-entry.

1	On a continuous alarm sounding for more than five seconds, the administration team immediately disengages the magnetic lock on the entrance to the playground, and prepares the absence sheets and registers to hand to supervising teachers.
2	Designated Fire Wardens put on their high-visibility jackets on hearing the alarm.
3	Teachers instruct pupils to leave the building via the nearest fire exit. The nearest exit for each room is shown on the A5 fire safety notice displayed in that room.
4	Pupils line up in their designated marked spaces at the assembly point.
5	While staff, pupils and visitors evacuate, the Fire Wardens sweep the building, closing all doors and windows.
6	At the assembly point the administration team hands out the registers so that supervising teachers can call the roll.
7	Fire Wardens check that no pupil is injured and that all are lined up quietly and in an orderly manner.

8	The administration team accounts for all visitors and staff.
9	Supervising teachers and the administration team confirm to the Fire Officer that everyone is accounted for.
10	Once the Fire Officer confirms it is safe, class groups re-enter the building one at a time, followed by visitors and staff.

Approved by: Haneef Sandhar, Headteacher

Updated by: S. Ahmed, Deputy Headteacher · August 2026

Next review due: August 2027

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