

Fire Safety and Evacuations Policy



Approved by	Trustees
Last reviewed:	August 2021
Next review:	August 2022

Essex Jamme Masjid Trust (hereby referred to as EJM) takes health and safety and alongside this, fire safety extremely seriously and endeavours to provide a safe environment with robust procedures in place.

Responsibilities

Trustees:

It is the responsibility of the trustees jointly to ensure the overall safety of the premises and to maintain any associated procedures. They should:

- Ensure fire warning and detection systems are maintained to the required standard
- Fire fighting equipment is maintained and placed in appropriate locations
- Means of escape are maintained as required
- Emergency lighting and electrical equipment is maintained and tested periodically

Fire Safety Officer:

The fire safety officer shall be the secretary. Their duties pertain to the carrying out of any tasks that pertain to the responsibilities of the trustees. Specifically, they should:

- Arrange training for staff and interested parties as required with regards to fire safety
- Review and maintain fire safety risk assessments or the fire safety aspect of any risk assessment
- Maintain all aspects of statutory fire safety requirements
- Carry out periodic inspections with regards to fire safety

Staff:

Staff should participate effectively in all procedures and support the trustees and fire safety officer in ensuring fire safety is maintained to a high standard. Their duties include:

- Organising students in an orderly fashion during fire drills
- Be vigilant with regards to fire safety equipment
- Attend all fire safety training
- Support the fire safety officer and trustees in their roles as required

During fire drills, students should congregate in the courtyard in the following way in the courtyard:

MAIN HALL BUILDING

<i>Students from main hall</i>	<i>Students from main hall overflow</i>	MADRASA HALL BUILDING
FLATS	<i>Students from madrasa hall</i>	

In the case of a fire, where the courtyard is not safe to congregate in, students should congregate in the following way:

Shamsudding Court
Pavement to congregate on

North Road

Houses	Pavement to congregate on
--------	---------------------------

Chelmsford Avenue

Neighbouring grounds
Mosque building and courtyard
Pavement beside mosque

Harcourt Avenue

Pavement to congregate on
Houses