



Hope View School

Fire Safety Policy

Hope View School recognises its responsibility to the pupils and staff to provide safe working conditions and to minimise unnecessary risk especially in the case of fire safety.

All members of staff are regularly trained in Fire Safety Awareness. The following members of staff are the school's designated Fire Marshalls and have undertaken relevant training:

- **Mr Andy Stokes – Facilities Manager**
- **Mr Matthew Gilham – Site Maintenance Manager**
- **Mr Habeeb Ilesanmi – Lower School Senior Teaching Assistant**
- **Miss Bethanie McIntyre – School Receptionist & Administrator**
- **Mr Oliver Forsyth – Lower School Caretaker**
- **Mr Daaim Hasham – Curriculum Leader – Upper School**

Hope View School will operate the following fire safety policy in line with Fire Precautions (Workplace) Regulations Act 1997.

1. The school will have a current fire certificate in force at all times. Management will be proactive with the Local Authority to ensure that inspections of the premises are carried out in a timely manner in line with the conditions of the Local Authority guidelines.
2. Hope View School will be fully equipped with the correct fire fighting equipment as recommended by the Local Authority guidelines. Fire fighting equipment e.g. Fire Extinguishers, will be serviced and maintained by contract with a reputable operator within the specified service schedules.
3. The school will also operate a system of fire and smoke detectors.
4. All fire fighting equipment along with alarm activation points will be easily accessible and clearly indicated with the appropriate signs.
5. Any hazardous materials will be contained in line with the COSHH Regulations and flammable materials will be stored in a locked cabinet of a suitable specification and will be clearly marked.

6. A log of all hazardous materials will be kept, with information about their chemical properties and the substances likely to be present in the event of a fire.
7. Information about the maximum number of people present in the building will be logged and will act as a safety register in the event of an emergency. This data will corroborate with the information from the school attendance register and the visitor log book at the main reception. This register will be kept up to date.
8. The building will have the correct number and distribution of emergency routes and exits. All emergency exits will have an approved fire safety door that will open in the direction of escape and lead quickly to a place of safety.
9. Emergency doors will not be locked or blocked under any circumstances.
10. Emergency routes will be clearly indicated by illuminated emergency lighting that will operate in the case of a failure of the normal lighting.
11. All fire detection systems will be maintained on a routine maintenance contract in order to keep them in good working order.
12. All staff members will have a copy of the school's fire drill and evacuation procedures. Regular fire drill and alarm testing will be carried out.
13. An agreed fire drill procedure will be published in a written format and staff and pupils will be made aware of it. Pupils and staff will have clear fire assembly points outside the building.
14. The staff team will receive regular training updates concerning fire safety and emergency procedures.
15. An annual fire risk assessment and fire inspection report is carried out by the school's Facilities Manager.

Links with other policies and Procedures

- Fire Procedures
- Fire Drill
- First Aid Policy
- Fire and Emergency Evacuation Plan

Responsible Person: Mrs C Lorne – Proprietor

Policy review date: September 2025