**Hopefields house, 16 High Force Road, TS2 1RH**

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| **POLICY STATEMENT** |
| Protect all persons from potential injury and prevent damage to our premises which might arise from fire.    Hopefields School will provide and maintain safe and healthy working conditions, equipment and systems of work and will provide all information, training and supervision required for this purpose, following all guidelines as laid in in The Regulatory Reform (Fire Safety) Order 2005.  This policy has been signed by a director to demonstrate our commitment to fire safety and compliance with all legal requirements.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This policy has been produced by Alison Laws who is the responsible person for Fire Safety at Hopefields School.    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **GENERAL INFORMATION** | |
| **THE PREMISES** | |
| What are the Premises used for? | Education |
| Approximate area in m2 | 4500 ft2 |
| Number of floors | 1 |
| Number of floors below ground | N/A |
| Describe the building and construction | The Building comprises offices, toilets, kitchen, main hall, constructed in 1970.    The Premises comprise the whole of the building. |
| Level of fire risk | The Premises are considered to be low risk in the event of fire. |
| A PLAN OF THE PREMISES IS ATTACHED TO THIS FIRE RISK ASSESSMENT (**THE PLAN**). | |

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| **OCCUPIERS AND VISITORS** | |
| What times are the premises in use on weekdays? | 07.30 to 17.00 |
| What times are the Premises in use at weekends? | N/A |
| Are there any occupiers out of working hours? | No |
| What is the maximum number of persons at the premises on weekdays? | 60 |
| What is the maximum number of persons at the premises during the weekend? | N/A |
| Do any of the occupiers have mobility issues? If so, describe them. | No |

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| **FIRE HAZARDS AND CONTROL MEASURES SOURCES OF IGNITION** | | | |
| **Source of ignition** | **Location** | **Control measure(s)** | **Suitable? (Y/N)** |
| Cooking facilities | Kitchen | All equipment tested to standard, Portable appliances are PAT tested annually. Fire safety equipment available and all staff trained in the use of. | Y |
| Heaters | Throughout | Annual PAT testing | Y |
| Electrical equipment    (eg power sockets) | Throughout | Fixed wire testing comleted and monitored, weekly checks for defects. | Y |
| Lighting equipment | Throughout | Electrician contracted, all lights replaced in 2023 | Y |
| Smoking materials | N/A | No smoking/vaping throughout the premises | Y |
| Arson | N/A | No rubbish near building, all access points secured by fire proof shutters | Y |
| Other sources | N/A |  | Y/N |
| If you have answered NO in respect of any existing control measures, complete the details below. | | | |
| **What needs to be done?** | **Who is responsible?** | **By when?** | **Sign and date when completed** |
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| **SOURCES OF FUEL (WHAT MIGHT BURN?)** | | | |
| **Source of fuel/oxygen** | **Location** | **Control measure(s)** | **Suitable? (Y/N)** |
| Paper/cardboard etc | Office(s) and Store room | Paper is stored on shelving with no sources of ignition nearby. | Y |
| Furniture and fittings (eg curtains) | All | All soft furnishings are fire retardant. | Y |
| Electrical equipment | All | All electrical equipment PAT tested annually. | Y |
| Flammable liquids/gases (eg oils, solvents) | Locked store between toilets on Reception side of the building | COSHH procedure and register in place, RA carried out for each use. | Y |
| Waste materials | All | Waste materials are stored in Bin Store, away from premises | Y |
| If you have answered NO in respect of any existing control measures, complete the details below. | | | |
| **What needs to be done?** | **Who is responsible?** | **By when?** | **Sign and date when completed** |
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| **WHO IS AT RISK?** | | | |
| **What is the risk?** | **Location** | **Control measure(s)** | **Suitable? (Y/N)** |
| People with disabilities (including mobility, hearing, vision impairment) | All | Members of staff have been designated to assist disabled persons to evacuate safely in the event of a fire. | Y |
| Staff working alone | Office(s) | Flexible working arrangements means that staff may sometimes be working alone. All staff have been trained in procedures applicable in the event of fire. | Y |
| Visitors unfamiliar with the Building | All | Visitors must be accompanied at all times by a member of staff. | Y |
| Contractors | All | Contractors must provide a method statement, sign in and sign out and be given instructions on what to do in the event of a fire as er | Y |
| If you have answered NO in respect of any existing control measures, complete the details below. | | | |
| **What needs to be done?** | **Who is responsible?** | **By when?** | **Sign and date when completed** |
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| **FIRE FIGHTING AND DETECTION** | |
| Fire warning system | Electric fire alarm meeting BS 5839. |
| Emergency lighting | Maintained and tested regularly |
| Other fire preventing methods | None on site |
| Fire extinguishers, hose reels and fire blankets | Kitchen, Visitor/Staff/Student entrances |
| Smoke detection in all offices/classrooms | Tested bi-annually |
| Fire escape routes and exits | Monitored and checked daily |

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| **PROCEDURES AND TRAINING** | |
| How will people be warned if there is a fire? | Fire alarm |
| What should staff do if they discover a fire? | Staff should raise the alarm by activating a break glass call point. |
| What is the evacuation procedure? | The fire warden(s) will direct evacuation |
| Who are the fire wardens? | Alison Laws |
| Where should people assemble, and how will evacuation be checked? | The main Assembly point is the rear car park area, if that exit is not a clear route to evacuate, use a front entrance and gather at the Assembly point to the right of the Visitor entrance.  The fire warden(s) will check names from the attendance list |
| Have you provided instructions and training to staff? | Y |
| How often are fire drills carried out? | A full fire drill is carried out bi-annually. |

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| **FIRE SAFETY RECORDS** | |
| Do you have records of fire drills, staff instruction and training? | Yes |
| Where are those records kept? | In the Fire Safety Log |
| Who is responsible for maintaining them? | Alison Laws |

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| **EVALUATE, REMOVE, REDUCE AND PROTECT**  Evaluate your fire safety precautions. | | | |
| Are possible ignition sources kept separate from combustible materials? | | | Y |
| Are possible ignition sources controlled to minimise the risk of fire? | | | Y |
| Would a fire be discovered quickly? | | | Y |
| Will everybody be warned of the fire immediately? | | | Y |
| Is escape possible in more than one direction? | | | Y |
| Can everyone escape (with or without assistance)? | | | Y |
| Are the exits easy to identify and reach? | | | Y |
| Are escape routes free from obstruction? | | | Y |
| Do fire escape doors open outwards? | | | Y |
| Are fire escape doors easy to open? | | | Y |
| Is the alarm system tested and maintained in accordance with the relevant British Standard? | | | Y |
| Is the emergency lighting system tested and maintained in accordance with the relevant British Standard? | | | Y |
| Are fire extinguishers tested and maintained in accordance with the relevant British Standard? | | | Y |
| If you have answered NO in respect of any existing control measures, complete the details below. | | | |
| **What needs to be done?** | **Who is responsible?** | **By when?** | **Sign and date when completed** |
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**REVIEW**

Date of next review: 16 November 2024

**Appendix A – changes/updates/amendments**

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| **Date** | **Change made** | **Action to complete** | **Staff name** |
| 16.11.23 | Review |  | AL |
| 30.11.24 | Review |  | AL |
| 1.8.25 | Review |  | AL |