



Fire Safety Policy (Enhanced Compliance Version)

Date: February 2026

Next Review Date: February 2027

Responsible Person: Operations & HSE Lead

Approved By: Principal

1. PURPOSE

The Hope English School is committed to providing a safe and secure environment for all students, staff, visitors, contractors, and community members.

This policy establishes:

- Preventative fire risk management systems
- Clearly defined emergency evacuation procedures
- Regulatory compliance with UAE Fire & Life Safety Code of Practice
- Operational accountability and monitoring systems
- Continuous improvement through evaluation and training

This policy aligns with:

- UAE Fire & Life Safety Code of Practice
- Sharjah Civil Defense Regulations
- SPEA Framework (PS5 – Protection, Care and Safeguarding)
- PS6.5 – Management of facilities and resources

2. SCOPE

This policy applies to:

- All buildings and temporary structures
- Classrooms, Labs, ICT rooms, Kitchens, Storage areas
- Outdoor Play areas
- School Transport areas during operational hours
- After-school activities and community events

It applies to:

- Students
- Staff (teaching and non-teaching)
- Contractors
- Visitors
- External service providers

3. Fire Risk Assessment and Compliance Framework

3.1 Formal Fire Risk Assessment

- A full Fire Risk Assessment (FRA) is conducted annually by a certified third-party consultant.



- The FRA identifies:
 - Sources of ignition
 - Sources of fuel
 - Oxygen sources
 - Persons at risk
 - High-risk zones
 - Control measures
- A corrective action log is maintained and reviewed monthly.
- All remedial actions are assigned to a responsible person and timeline.

3.2 Compliance Documentation

The school maintains:

- Civil Defense approval certificates
- Fire alarm testing logs
- Contractor service reports
- Emergency lighting inspection records
- Fire extinguisher service records
- Training attendance records
- Drill evaluation reports

These are stored digitally and in the Fire Safety Compliance Folder in the Operations Office.

4. Fire Prevention Strategy

The school operates a layered prevention strategy:

4.1 Electrical Safety

- Annual electrical inspection by certified contractor.
- PAT testing schedule maintained.
- No unauthorised electrical appliances permitted.
- Multi-socket extensions restricted.
- Server rooms monitored for overheating.

4.2 Housekeeping Controls

- Corridors and exits must remain obstruction-free at all times.
- Storage kept below ceiling level.
- Waste removed daily.
- Combustible materials are minimised in classrooms.

4.3 Control of Flammable Materials

- Science chemicals are stored in ventilated, fire-rated cabinets.
- Gas cylinders are secured and inspected.
- Cleaning chemicals are stored separately.
- Inventory register maintained and audited termly.



4.4 Contractor Controls

- All contractors must sign Fire Safety Compliance Form before work.
- Hot works require permit system.
- Fire watch assigned during welding or high-risk maintenance.

5. Fire Detection, Alarm and Suppression Systems

The Hope English School maintains:

- Addressable fire alarm system
- Smoke detectors in all teaching and administrative areas
- Heat detectors in kitchens and plant rooms
- Manual call points at all exits
- Emergency lighting with battery backup
- Fire extinguishers appropriate to area classification
- Fire hose reels

5.1 Testing Schedule

System	Frequency	Responsible
Fire Alarm	Weekly	Operations Team
Emergency Lighting	Monthly	Operations
Extinguishers	Quarterly	Certified Contractor
Full System Inspection	Quarterly	Fire Safety Contractor
Civil Defense Compliance	Annual	Third Party

All test results are logged and signed.

6. Emergency Evacuation Plan

6.1 Evacuation Principles

- Immediate evacuation upon alarm activation.
- No collection of personal belongings.
- Silence and calm conduct.
- Primary and secondary evacuation routes are displayed in all rooms.

6.2 Assembly Points

- Clearly marked external assembly points.
- Separate zones for:
 - Foundation Stage
 - Primary
 - Secondary
 - Visitors and Admin

Maps displayed in each classroom.



7. Roles and Responsibilities During Evacuation

7.1 Incident Commander (Principal or Delegate)

- Takes control at assembly point.
- Liaises with Civil Defense.
- Receives roll call status.
- Authorises re-entry.

7.2 Operations & HSE Lead

- Ensures building sweep completion.
- Confirms gas/electric shutdown if required.
- Provides site information to emergency services.

7.3 Teachers

- Lead students via nearest safe route.
- Carry emergency pack (register, red/green card).
- Conduct immediate roll call.
- Display appropriate card.
- Report missing persons immediately.

7.4 LSAs

- Check toilets (if safe).
- Assist students with SEND or mobility needs.
- Support calm transition.

7.5 Security

- Clear access routes.
- Lock gates after evacuation.
- Prevent unauthorised re-entry.
- Direct emergency vehicles.

8. Provision for Students of Determination (SEND)

- Personal Emergency Evacuation Plans (PEEPs) developed where required.
- Refuge areas identified.
- Assigned staff support for mobility-impaired individuals.
- Evacuation chairs are available if required.
- Practice scenarios incorporated into drills.

9. Communication Protocol

Internal Communication

- Alarm activation system.
- Two-way radios for leadership team.
- Staff briefing post-drill or incident.



External Communication

- Fire: 997
- Ambulance: 998
- Police: 999
- Civil Defense contacted immediately.
- Parents informed through official communication channels if incident escalates.

10. Fire Drill Programme

- Minimum 3 drills per academic year.
- One unannounced drill annually.
- Varied timing (lesson change, break time, arrival).
- Drill duration recorded.
- Post-drill evaluation meeting conducted.
- Improvement actions documented.

Drill Evaluation Includes:

- Time to evacuate.
- Staff response quality.
- Student conduct.
- Communication efficiency.
- Assembly management.
- Identified weaknesses.

11. Staff Training Requirements

- 20% of staff trained in fire extinguisher use.
- Annual refresher training.
- Induction of fire training for all new staff.
- Leadership emergency management training.
- Awareness sessions for students.
- Training records maintained centrally.

12. Incident Reporting and Investigation

In the event of:

- Fire
- False alarm
- System failure
- Near-miss

The following will occur:

1. Incident report completed.
2. Root cause analysis conducted.
3. Corrective actions identified.
4. Policy reviewed if required.
5. Report shared with governing body.



13. Business Continuity Planning

If significant fire damage occurs:

- Alternative teaching spaces identified.
- Parent communication protocol activated.
- Online contingency plan implemented if required.
- Insurance claim process initiated.
- Recovery plan timeline established.

14. Monitoring and Review

This policy is:

- Reviewed annually.
- Reviewed after any fire-related incident.
- Audited internally termly.
- Reviewed against Civil Defense updates.
- Reported to Governors/Board.

15. Key Performance Indicators (Inspection Readiness)

Indicator	Target
Evacuation time	Under 4 minutes
Staff training compliance	100% induction / 20% extinguisher trained
Documentation compliance	100% up to date
Drill evaluations completed	100%
Exit routes clear	100% daily compliance

Linked to SPEA Framework

- **PS5.1** – Students are safe and well protected
- **PS5.2** – Effective safeguarding systems
- **PS6.5** – Premises and resources are managed safely
- **PS6.4** – Leadership ensures regulatory compliance