



# Sunderland High School

The best in everyone

## **Fire Risk**

This is a key policy of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, [www.sunderlandhigh.co.uk](http://www.sunderlandhigh.co.uk). By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss C. McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

Sunderland High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy document.

This document is reviewed annually by AT or as events or legislation change requires. The next scheduled review date is September 2011.

### **Policy Statement**

Fire can have a devastating effect on the School. The objectives of this policy are:

- 1) To safeguard all persons at Sunderland High School from death or injury in the event of a fire or associated explosion.
- 2) To minimise the risk of fire and to limit the spread of fire.
- 3) To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

This policy applies to all persons at Sunderland High School and, in particular, to staff who have a duty placed upon them to actively monitor the implementation of this policy.

Sunderland High School will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

Sunderland High School will ensure:

- 1) That adequate means of escape in case of fire exist for all persons on school premises.
- 2) That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- 3) That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- 4) That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- 5) That adequate means for fighting fire are present and are maintained in efficient working order.
- 6) That appropriate instruction will be given to all persons on the Sunderland High School premises on evacuation procedures.
- 7) That Sunderland High School premises are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- 8) That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

### **Procedures and Responsibilities**

The **Health & Safety co-ordinator, Mr Alan Temple, through the Head**, is responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing Sunderland High School's Fire Risk Policy, standards and procedures. The **Premises Manager, Mr Andy Thompson**, is responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, fire fighting equipment and emergency lighting **by fully competent persons**. Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, pupils and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- 1) Maintaining safe working practices.
- 2) Identifying possible hazards and bringing these promptly to the attention of the **Health & Safety coordinators, Mr Ian McDonough and Mr Alan Temple**.
- 3) Undertaking any necessary safety precautions.
- 4) Being familiar with appropriate emergency procedures.

### **Minimising the risk from fire**

The following measures will minimise the risk, and associated consequences, of fire in the School:

Training: The **Health & Safety coordinator** is responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).

Instructions: Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

Faults: Staff must also report any observed shortcomings in fire precautions to the Premises Manager.

Smoking: Smoking is banned in all buildings and grounds on the site.

Electrical system: The School's fixed wiring is tested on a five year cycle. There are regular inspections of socket outlets and the use of multi-adaptors removed from service

Portable electrical equipment: All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

Plugs and cables: Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

Storage: Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

Kitchen: All staff are made aware of the policy on the use of the cooker and other heating appliances on induction by Catering Manager.

Science: All science equipment is checked and maintained by specialist contractors. Extraction is in place where needed and maintained to manufacturers recommendations by specialist contractors. All ducts and flues are regularly checked and maintained and fire fighting equipment suitable for the environment is supplied and maintained.

All flammable and combustible materials are kept to a minimum and are stored in the correct manner. The materials are kept away from sources of ignition Science staff regularly review chemicals used.

All chemicals are stored, handled and transported as per recommendations. Chemicals must be kept locked in the prep room and used only with close supervision. All staff have been trained to use these chemicals.

All oxidising materials are kept in accordance with the COSHH and other regulations and as per suppliers recommendations. Small amounts of oxygen are stored and these are kept and maintained as per suppliers recommendations and regulations governing such storage.

Waste storage: The waste area is situated at the rear of the kitchen block and in Carlton House car park. Although the area is less than 10metres from the building, the skips are secured by padlocks in a fenced area.

Visitors: Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge. They should also be briefed about the evacuation procedure. Staff are to guide visitors on the premises to the nearest exit and assembly point.

Risk of arson: To avoid a possible arson attack on the school, staff are to observe the following immediate preventative measures:

- 1) Doors should be locked and windows closed at all times when the school is unoccupied.
- 2) All internal doors throughout the school should be closed at the end of the day.
- 3) All corridors should be kept clear of combustible materials as per the Fire Risk Assessment.
- 4) All rooms and stores containing hazardous materials such as chemicals (e.g. cleaning cupboard) should be well managed, clean and permanently secure.

### **Monitoring and Review**

This policy will be monitored by the Premises Manager and Health & Safety coordinator, who will report to the Health & Safety committee on its implementation on a regular basis. This policy is reviewed in the summer term each year or at other times, as appropriate. The policy is made available to parents, staff and other relevant parties in accordance with the school's Provision of Information Policy.

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