



Sunderland High School

The best in everyone

Fire Safety

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. 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 / IMcD or as events or legislation change requires. The next scheduled review date is September 2011.

Policy Statement

This Fire Safety Policy complies with the Regulatory Reform (Fire Safety) Order 2005. It is supported by a range of policies, procedures and other documentation relating to:

- Fire Risk Assessments
- Fire Risk Policy
- Premises Management
- Other Risk Assessments

The aims of Sunderland High school are that we will have a strong and caring professional culture, which sets high expectations for staff and supports their individual professional development and needs with appropriate guidance, resources and facilities.

The Sunderland High School organisation operates as a team with clear leadership and governance, where each adult and pupil recognises their individual contribution and responsibility, where successful achievements are acknowledged and rewarded, and where actions are accountable.

Sunderland High School recognises its legal obligations to promote fire safety. In accordance with national regulatory requirements, Sunderland High School:

- a) has ensured that a fire risk assessment is place. This is formally recorded and regularly reviewed.
- b) has produced a fire risk policy which includes the elimination or reduction of risks from dangerous substances;
- c) has developed fire procedures and provided staff training (repeated periodically where appropriate);
- d) has ensured the safety of staff or anyone else legally on the school premises;
- e) has carried out fire drills and contact emergency services when necessary;
- f) has appointed one or more competent persons, **Alan Temple** (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire fighting and evacuation);
- g) has a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- h) has provided staff and any others working on the school site with fire safety information.

Fire Safety Procedures

The school's Health & Safety coordinator, **Alan Temple**, and Premises Manager, **Andy Thompson** keep records of the following:

- (i) the fire risk assessment/fire safety policy and its review;
- (ii) fire procedures and arrangements;
- (iii) training records;
- (iv) fire practice drills;
- (v) certificates for the installation and maintenance of fire-fighting systems and equipment.

The Fire Risk Assessments and Fire Risk Policy

The fire risk assessments and fire risk policy are reviewed and updated annually.

Maintenance of Fire Safety Equipment

The Fire Alarm is tested weekly on a Sunday by the Facilities Manager and a record is kept in his office. The following reactive safety systems are tested annually and a register is kept (see fire safety records):

- a) Smoke Detectors

- b) Sounders
- c) Fire Extinguishers
- d) Fire Doors

Fire Safety Training

A list of staff who have completed the fire warden training is shown in Appendix 3.

SUNDERLAND HIGH SCHOOL SCHOOL FIRE PROCEDURES EVACUATION POLICY

Information to Pupils and New Staff

Teaching staff should be familiar with the Fire Drill Notice in all classrooms. Fire Drills are held once per term. At the beginning of each term all pupils should be informed or reminded of evacuation procedures by Form Tutors and the location of the assembly point. This is the Main School yard for all buildings in the Senior School except Clifton Hall which assembles on Clifton Yard. For the Junior School/Nursery it is the playground.

When new staff, temporary or supply teachers and non-teaching staff are appointed they should be instructed in the emergency procedures by the Health & Safety coordinator, who should also conduct the member of staff on a tour of all exit routes, and the assembly point.

How to Raise the Alarm

All staff should be aware of:

- a) the method of operation of a call point break glass.
- b) the evacuation signal.

On Discovering a Fire

Staff should:

- a) raise the alarm immediately by the appropriate operation of the nearest fire alarm system call point.
- b) if trained to use fire extinguishers and if you feel that you can easily extinguish the fire, attempt to do so with the fire extinguishing equipment provided, but do not take personal risks and always call for assistance.
- c) never attempt to fight fires alone.

Location and Use of Escape Routes

All staff should be aware of:

- a) the nearest escape route and at least one alternative.
- b) the importance of fire doors and why they should be kept closed at all times unless on automatic door releases.
- c) the importance of maintaining clear, unobstructed escape routes at all times.

Evacuation Action for Teaching Staff

On the raising of an alarm, classes are to leave the building by the shortest route and make their way to the assembly point in silence. Under no account should staff direct pupils through a building to access the assembly point.

Classroom teachers should ensure:

- a) no one remains in the classroom including prep rooms, changing rooms, storerooms.
- b) there is no-one unaccounted for e.g. toilets, errands.
- c) windows are closed.
- d) classroom door is closed on exit.
- e) all rooms on the exit route are visually checked and doors closed.
- f) Science and Design staff should also ensure the gas supply is isolated.

Once at their assembly point classes should remain in silence whilst the Class Teacher checks the form list.

In the Senior School, each Teacher should check their class and report any pupils not present including those thought to be absent from school to the Senior Person. The Head of Section will compare this to the list of absent pupils, those on educational visit, exit books and late books and then report any discrepancies to the Senior Marshal.

In the Junior School/Nursery each Tutor/responsible person should check their form/group and report any pupils not present including those thought to be absent from school to the Senior Person.

All teaching staff who do not have responsibilities for pupils assemble with the non-academic staff (see duties and responsibilities list). At the assembly point the designated person who will have the staff list and absence list will check them.

Evacuation Action for Non-Teaching Staff

On the raising of an alarm, all staff must leave the building by the shortest route and make their way to the assembly point. Under no account should any member of staff pass through a building to access the assembly point.

All staff have a responsibility on their way to the nearest exit to visually check and close doors to:

- a) Classrooms.
- b) Toilets.
- c) Changing rooms.
- d) Storerooms.

Kitchen staff should ensure:

- a) no one remains in the kitchen including prep rooms and storerooms.
- b) gas and Electricity supplies are isolated.
- c) fryer lids are closed.
- d) there is no-one unaccounted for.

- e) windows are closed.
- f) doors are closed on exit of the Kitchen.
- g) all rooms on the exit route are visually checked and doors closed.

Procedures for Evacuation during the School Day

On the raising of an alarm the following sequence of events should be followed:

- a) Staff should make the office aware and they will contact the Fire Rescue Service.
- b) The designated member of staff then contacts the Fire Safety Officer who goes immediately to the fire panel.
- c) Staff, Pupils, Visitors, Contractors and the Deputy Fire Officer make their way to the assembly areas.

In the event of a false alarm no further action is required.

In the event of an actual fire being present the Fire Safety Officer informs the Head or her Deputy immediately.

Procedures for Evacuation during Out of Hours

On the raising of an alarm the following sequence of events should be followed:

- a) The Caretaker on duty notifies the Fire Rescue Service.
- b) The Caretaker informs the Fire Safety Officer and Premises Manager.

In the event of a false alarm no further action is required.

In the event of an actual fire being present, the Fire Safety Officer informs the Head.

If a fire alarm is raised after the hours of midnight and before 8am the resident Premises Manager.

Procedures for Evacuation during a School Performance/Event

On notification of a performance/event taking place, the school's Fire Safety Officer will, with the assistance of the event organiser provide a written fire risk assessment. The exercise will include an assessment of the following:

- a) means of escape
- b) flammable materials
- c) hazardous activities
- d) fire warnings
- e) possible fire spread

Following the risk assessment a member of staff along with a deputy will be delegated with the responsibility of co-ordinating the evacuation of the building. Their duties will include:

- a) providing a full list of all staff and pupils involved.
- b) Inform staff and pupils of the correct action to take in the event of the alarm being raised and where to assemble.
- c) inform members of the audience of the fire exits and assembly points prior to the performance.
- d) Check cast members to verify all are present

e) Liaise with the Fire Rescue Services in relation to the alarm

On the raising of an alarm, the following sequence of events should be followed

- a) The security officer on duty notifies the Fire Rescue Service by dialling 999.
 - b) The delegated person requests the audience and cast evacuate to a point of safety.
- In the event of a false alarm no further action is required.

In the event of an actual fire being present, the Security Officer will contact the Fire Safety Officer who will contact the Headmaster and Bursar.

Procedures for Evacuation during a Meeting with Parents/Pupils

Staff who organise meetings should be aware of the procedures to take in the event of an alarm being raised. Having established a venue they should:

- a) familiarise themselves with the exit route in the event of an emergency.
- b) brief any staff /pupils who are assisting with details of the procedures.
- c) compile a list of staff / pupils helping that can be used as a checklist.
- d) ensure the Request for School facilities form has been completed.
- e) designate an assembly point.
- f) prior to the meeting inform all visitors of the procedures to take in the event of an evacuation to include exit points and assembly points.

Procedures for Evacuation during Examinations

In the event of an alarm being raised during internal exams, the procedures in place for evacuation during the school day should be followed.

Most external public examinations will take place in Bede Tower. All other external exams will take place in Langham Tower.

All teaching staff invigilating during exams in these locations should be aware of the procedures in place in the event of an alarm being raised, they are:

- a) Pupils and staff exit into the car park.
- b) The Fire Safety Officer inspects the Fire Panel.
- c) Following clarification of the location of the fire or false alarm, the Fire Safety Officer will decide, whether the pupils evacuate to the assembly point on Clifton Yard.
- d) Fire Warden is sent to inform staff invigilating.

In the event of a false alarm, no further action is required.

Evacuation Policy for External Lets

All Group Leaders should be made aware of the following on entering the building:

- a) the method of operation of a call point break glass.
- b) the evacuation signal.

On discovering a fire all Group Leaders should:

- a) raise the alarm immediately by the appropriate operation of the nearest fire alarm system call point.

All Group Leaders staff should be aware of:

- a) the nearest escape route and at least one alternative.
- b) the importance of fire doors and why they should be kept closed at all times unless on automatic door releases.
- c) the importance of maintaining clear, unobstructed escape routes at all times.

Evacuation Action for Visitors

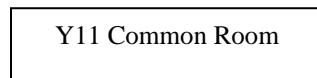
All visitors should be informed of the school's evacuation procedures on their arrival to the site. On hearing the alarm, all visitors are to leave the building by the shortest route and make their way to the Assembly Point situated on the Junior School playground. Under no account should any visitor pass through a building to access the assembly point.

Monitoring and Review

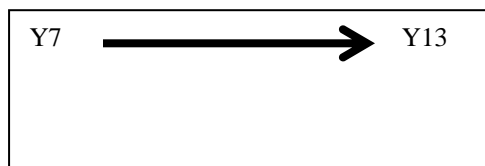
This policy document will be monitored by the Deputy Head, Head (AJS), and the Facilities Manager, who will report to the Headmaster on its implementation on a regular basis. This policy is reviewed in the summer term each year or at other times, as appropriate. The policy is made available to parents, staff and other relevant parties in accordance with the school's Provision of Information Policy.

ASSEMBLY POINTS

Main School Yard



Clifton Yard



Tonstall House

Fire Safety Officer Mr A Temple

Premises Manager Mr A Thompson

In the event of fire the hierarchy of staff will be

Fire Safety Officer
Head
Head of Junior School
Deputy Head
Senior Teacher

FIRE WARDENS COURSE

Mr A Temple
Mr I McDonough

Updated January 2011