

FIRE RISK SAFETY POLICY (607)

It is the policy of Sutton High School – in conjunction with the GDST - to ensure, as far as is reasonably practicable, the protection of people, property and the environment from the effects of fire. Sutton High School/GDST are also committed to complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the guidance contained within HM Government's series of Fire Risk Assessment Guides notably 'Educational Premises'.

Sutton High School GDST recognise their duties to users of and visitors to their premises under the requirements of the Health & Safety at Work etc Act 1974 and will, in accordance with the Management of Health & Safety at Work Regulations (amended) 1999, and the Regulatory Reform (Fire Safety) Order 2005, ensure suitable and sufficient fire risk assessments of all its premises are undertaken and kept under review. Through risk assessment and construction design, suitable fire precautions will be built-in to premises following a fire engineering approach. In undertaking any new construction or significant alterations to premises the GDST will ensure that fire precautions and arrangements for fire service access are designed, constructed and installed in accordance with current building regulations.

In addition the Sutton High School GDST will appoint Responsible Persons, Competent Persons and Key Duty Holders and provide appropriate information, instruction and training as required.

In summary, the person(s) ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005 are as follows:

- (i) The Chairman of the Council is responsible for fire safety at board level.
- (ii) The Chief Executive is responsible for fire safety on behalf of the GDST.
- (iii) The Headmistress is responsible for fire safety on behalf of the school.
- (iv) The Director of HR is responsible for fire safety on behalf of Trust Office.
- (v) The Legal Director in terms of setting strategy, policy and procedures for fire safety.

In order to ensure compliance with legislation the GDST has appointed competent persons, with enough training and experience or knowledge and other qualities to enable them to properly assist in undertaking the preventive and protective measures that may be identified as necessary through the Regulatory Reform (Fire Safety) Order 2005.

In the GDST these are:

- (i) The Health & Safety Manager/Advisers for competent advice and guidance.
- (ii) The Trust Architects for competent design and construction.
- (iii) The Trust Surveyors for competent maintenance and remedial work.

A member of staff within Sutton High School delegated by the Head has been appointed as Fire Safety Officer: **Daniel Vickery, Director of Operations (DOO)**.

A member of staff within Sutton High School delegated by the Head has been appointed as Health & Safety Co-ordinator: **Daniel Vickery, Director of Operations**.

A member of staff within Sutton High School delegated by the Head has been appointed as Fire Evacuation Officer: **Beth Dawson Head**.

1. Key Objectives

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- a) Safeguard all personnel at Sutton High School, including visitors, from death or injury in the event of a fire or associated explosion.
- b) Minimise the potential for fire to occur and disrupt the work of the school and cause damage to property and the environment.
- c) To safeguard the physical assets of the school and to protect the environment.
- d) To minimise the incidence of unwanted fire alarm signals and false alarms.

In respect of all facilities, which it owns, or lets out, Sutton High School will endeavour to:

- a) Provide appropriate means of escape in case of fire.
- b) Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- c) Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- d) Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- e) Provide and maintain in working order all fire-fighting appliances and devices.
- f) Provide appropriate instruction and training for all school staff on the actions to be taken and dealing with a fire.

2. Arrangements and Responsibilities

All staff are responsible for ensuring that all means of escape routes are kept free of any obstructions, combustible material and any sources of ignition. All staff must ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way. The DOO/PM will ensure that regular inspections are undertaken and instigate appropriate follow up actions. The DOO will ensure that effective arrangements are in place, resources are allocated accordingly, and will monitor to ensure that everyone continues to carry out their responsibilities and tasks.

Fire drills are carried out once a term and typically within the first 3 weeks of the start of each term. Staff are given an annual update during the Inset Training sessions at the start of the new academic year with separate sessions arranged for members of the support staff not able to attend. Girls are given instruction and training in their first main school assembly.

The fire alarm is tested weekly on a Monday at 2.12pm and during the public exam season at 8.28am on a Tuesday.

Any incidents of fire and fire drills will be reported at the termly Health and Safety Committee meetings and noted in the Fire Log.

Notices detailing the action to be taken in the event of a fire situation should be displayed throughout buildings, and are located adjacent to each manual fire alarm call-point and in classrooms. Personal Emergency Evacuation Plans are produced by the Welfare Officer for people that may be known to have difficulty evacuating a building in an emergency.

This policy statement will be reviewed annually or at more frequent intervals if there are relevant legislative changes.

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Key Duties and Responsibilities	Key Duty Holder/s (Deputy)
Documenting and updating the 'Fire Safety Risk Policy' and 'Fire Evacuation Plan'	DOO
Updating the 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;	DOO Premises Manager
Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for staff and pupils;	Welfare Officers
Training staff, pupils and contractors working regularly on the Trust's premises, e.g. caterers and cleaners, in fire safety procedures;	Deputy Head Head of Prep School DOO Heads of Departments Premises Manager Outsourced Catering Manager
Providing essential fire safety information to visitors, contractors and people who hire the school facilities;	Premises Manager Duty Site Staff Receptionists
Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:	
Escape routes – kept clear, not obstructed, clear of combustible items (e.g. coats) and displays	All Staff DOO Site Staff Premises Manager Catering Manager
Fire doors – not damaged, fit/close correctly, not wedged/hooks open, will open easily	All Staff DOO Site Staff Premises Manager Catering Manager
Alarm activated door closers – ensure they activate when alarm sounds	All Staff Premises Manager Site staff DOO
Fire fighting equipment - e.g. extinguishers and fire blankets - in place, not damaged, appropriate to the area, serviced in last 12 months	All Staff Premises Manager Site Staff DOO
Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a term	Premises Manager Site Staff
Emergency lighting - serviced and tested annually by engineer, not damaged / covered / obstructed. Each light tested for functionality at least once a month	Premises Manager Site staff
Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed	Premises Manager Site staff DOO All Staff

Detailed information regarding the testing and inspection of fire alarm systems and fire safety equipment is contained in the 'Fire Log Book and Guide to Test Procedures and Staff Training' (Appendix 13). Appendix 14 is an aide memoire of items to look out for when carrying out fire safety checks	DOO Premises Manager Site staff
Coordinating termly fire evacuation drills from all school buildings and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;	Deputy Head Head of Prep School DOO
Upon the completion of a fire evacuation drill, advising the staff when they, pupils and any visitors or contractors may re-enter the buildings;	Head Deputy Head
Keeping records of all fire evacuation drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;	DOO Premises Manager
Reporting the findings of the fire evacuation drills, particularly any problems and remedial measures to the school/Trust Office H&S Committee;	DOO Premises Manager
Ensuring that all staff and pupils are briefed on the fire evacuation procedures at the start of every new academic year, and that new staff/pupils are briefed as part of their induction/when they join the school;	Deputy Head Head of Prep School DOO
Assisting in the completion of the Fire Risk Assessment.	DOO Premises Manager

'SHS Fire Evacuation Plan' details the procedures which must be taken in the event of a fire. This includes actions to be taken by Contractors and Visitors to the school who are given a briefing about what to do in the event of a fire when signing in at Reception.

3. Registration Procedure during Term-Time

a) Staff

All part-time staff must sign in on the Inventory system at either the Senior or Prep School Reception, on arrival each day, and sign out when they leave. This is important to know who is on the premises in case of a fire.

If any member of staff leaves during the day, they should sign out and then sign in again on their return. This applies to teaching staff coming into school on non-school days or weekends.

b) Pupils

The registration of pupils takes place twice daily in their form room - before assembly in the morning and before the afternoon lessons commence. At Prep School they are handed over to parents when they leave, or handed over to clubs/activities or the After School Care. In each instance a separate register is maintained.

They are signed out at Reception on the Inventory system if they leave early i.e. being unwell or medical appointments. Sixth form girls arriving late or leaving early sign in at Reception.

c) Peripatetic Staff (peris)

All peris must sign in on the Inventory system at either the Senior or Prep School Reception, on arrival each day, and sign out when they leave. This is important to know who is on the premises in case of a fire. If any peri leaves during the day, they should sign out and then sign in again on their return. This applies to peris coming into school on non-school days or weekends.

d) Visitors and Contractors

All visitors and contractors must sign in on the Inventory system at either the Senior or Prep School Reception. All contractors should be given an evacuation briefing on the first day, by the Premises Manager or Duty Caretaker, and asked to ensure that their Site Manager/Foreman communicates this procedure to all of their site workers. All visitors should be given a fire briefing but typically they are escorted by school staff.

e) Hirers & their participants

The hire agreement requires that all hirers keep a register of their participants and are responsible for checking them at the muster point.

4. Procedure for Out Of School Hours during Term Time

It is recognised that the nature of activities change on a daily basis, and after the end of lessons, it is difficult to be explicit around arrangements for each day.

At any daytime or evening functions where significant numbers of visitors/parents are attending, arrangements must be considered by the SLT member/or Staff member organising it, to make appropriate announcements regarding evacuation procedures.

After School Clubs/Activities

Those leading activities will be responsible for ensuring the children they are supervising evacuate, and take the register for that activity with them to verify all are present. Any school staff or visitors remaining in the building after lessons, should also evacuate to the Assembly Area, following the day time procedure as closely as possible.

Before/After the School Day

If the alarms sounds every-one should proceed to the assembly area. Parents/visitors in the grounds who have not signed in as visitors and are dropping off or waiting for pupils, should proceed to the assembly area. The most senior member of school staff present should take responsibility for the assembly area, checking the people present and asking whether the people assembled know of any-one else they believe to be on the school premises. The Duty Caretaker will ascertain whether it is a false alarm or not, make a decision on whether to call the fire brigade and advise the senior member of staff accordingly.

5. Procedure during School Holidays

All staff, pupils, visitors and contractors are to sign in and out at all times on the Inventory system at either the Senior or Prep School Reception.

6. Storage, Use and Disposal of Flammable Substances

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A number of flammable liquids are used/stored in school. These include petrol and solvents such as turpentine, acetone and alcohol.

Specific information on storing and transporting petrol

Through the Dangerous Substances and Explosive Atmospheres Regulations 2002, we are required to:

- Complete thorough risk assessments to identify the risks and adequate control measures;
- Ensure the controls are implemented;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Make sure employees are properly informed and trained to control or deal with the risks from the dangerous substances;

7. Petrol and Diesel

The school does not have any bulk storage tanks for petrol and/or diesel.

The maximum total quantity permitted in Trust Schools is 50 litres. This excludes fuel in equipment, e.g. tractors for which there is no limit. Typically the school only keeps a maximum of 5 litres of each on site. If more than 15 litres of each is to be stored this is to be approved by the DOO.

Petrol and Diesel must be kept in approved containers which:

- are made of metal or plastic that is suitable and safe for the purpose and will not significantly degrade due to exposure to petrol or naturally-occurring ultra-violet radiation (sunlight);
- are in a good state of repair;
- are not liable to break under normal conditions of use;
- the escape of liquid or vapour is prevented;
- petrol can be poured safely from them; and
- are not unsteady when placed on a level surface.

The location of all diesel and petrol storage facilities are marked on the school's 'Emergency Services Plan'.

Storage should either be in a suitable metal container, which is kept locked and is signed with a "Highly Flammable Liquid - No Smoking, No Naked Flames" sign or an outside store which is lockable.

Storage areas should not have any sources of ignition and be properly ventilated.

Storage areas should not be in a work room or a room which has living/working accommodation above it.

Containers should be kept tightly closed when not in use.

Refuelling of equipment should preferably take place in the open air and away from sources of ignition.

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If school staff collect the fuel the following controls must be in place:

- Drivers must receive appropriate risk awareness training
- Employees should not use their own vehicles for transporting fuel to school.
- Vehicles can carry up to 50 litres of petrol in approved containers (most metal and plastic containers sold for the purpose of storing petrol will be approved and have suitable stamps and marks to that effect)
- The containers must be stowed securely on the vehicle – strapped in to prevent them moving around
- The vehicle must be well ventilated
- A 2kg dry powder or carbon dioxide fire extinguisher must be carried in the vehicle.

The design of bulk stores must be approved by the Estates Department at Trust Office and meet any Health and Safety Executive, Environment Agency and/or Local Fire Authority requirements.

Security is important and all stores must be kept locked. The highly flammable liquid sign should be used on the doors together with signs indicating "No Smoking" and "No Naked Lights". Where it is believed that the use of signing is more likely to attract unwanted attention, particularly out of hours, schools may use discretion not to sign the store. This decision should be recorded at the school's Health and Safety Committee and brought to the attention of the local Fire Authority on any subsequent visit.

Amounts of flammable liquids, not exceeding 50 litres, may be stored in workrooms in fire resisting bins or cupboards manufactured to B.S.476.

Many propriety products are classified as flammable liquids and are appropriately marked with the hazard pictogram e.g. polishes, art materials, printing materials, painting materials etc. All these substances must be stored as set out above.

8. Fire Safety Risk Assessment by Area

To ensure that **Fire Safety Risk Assessments** are **suitable**, areas and departments within schools and Trust Office are categorised as shown in Table 1 (below), which is based on the anticipated loading of combustible materials coupled with the presence of ignition sources, and the potential life risk should a fire occur:

High Fire Risk	Medium Fire Risk	Low Fire Risk
Catering/Food Technology	Fitness Suites	Swimming Pool
Drama Departments/ Theatres/Stage areas	'Green' Rooms / Sports Stores / Uniform Stores	Sports Hall
Science Departments	Maths Departments	Outdoor Sports Areas
D&T Departments	Geography Departments	
Art Departments	Offices / Staff Rooms / Reprographic Rooms / Reception Areas	
ICT Suites/Server Rooms/ Language Labs	Languages Departments	

Music Departments (electronic instruments)	Libraries	
Early Years/Prep Departments	History Departments	Play Areas and Gardens
Common Rooms/6 th Forms	Other Academic Departments	
Flammable/LPG Gas Containers/Petrol Stores (including petrol-filled equipment and vehicles)	Caretaker's Residential Flat	
Maintenance Workshops/Garages/Boiler Rooms/Switchgear Rooms/Waste Storage/Hot Work	Sheds / Outbuildings / Pavilions / Cellars (not containing any Flammables, Gas Containers or Hazardous Substances)	
Roof Voids/Underground Ducts	Lift Motor Rooms / Plant Rooms / Ad-Hoc Maintenance (not Hot Work) / Car Parking Under Buildings	Grounds/Open-Air Car Parks
Indoor Functions/Performances	Rooms within rooms	Toilets/Showers
	COSHH Stores	Occasional Visitors
	Locker Rooms / Changing Rooms	Open-Air Events (e.g. Garden Parties)
	Open Evenings	
	Marquees / Temporary Structures e.g. gazebos	

9. Minimum Recommended Requirements for the Provision of Fire Fighting Equipment

Typically for fires involving paper, wood, textiles, etc (class 'A' fire risks), there should be one water-based extinguisher for approximately every 200m² of floor space, with a minimum of two extinguishers per floor. Where flammable liquids, e.g. oil based paints or petrol (Class 'B' fire risks) or flammable gases, e.g. LPG (class 'C' fire risks) could be involved in a fire, or where there is a risk of fire associated with electrical equipment, the appropriate type, number and size of extinguisher should be provided, e.g. carbon dioxide.

Area	Minimum Fire Fighting Equipment
General teaching and circulation areas with no specific fire hazards	One water-based fire extinguisher for approximately every 200m ² of floor space with a minimum of two (13A, 9 litres capacity) extinguishers per floor will be adequate. These should be located on escape routes, close to the exit from the room or floor, or the final exit from the building. Walking distance to the nearest fire extinguisher should not exceed 30m.
Science departments (labs and prep rooms)	Water or foam, Carbon dioxide, Fire blanket, A supply of sand close to locations where phosphorus and flammable metals (e.g. potassium, sodium, calcium, lithium, aluminium) are stored/used.
D&T departments with significant electrical equipment and flammable liquids, and equipment for work with hot metal	Water or foam, Carbon dioxide, Fire blanket
Art departments with significant electrical equipment and flammable liquids	Water or foam, Carbon dioxide
Kiln room	Carbon dioxide
ICT suites / Server rooms / Language labs	Carbon dioxide
Music departments with significant electrical equipment / instruments	Carbon dioxide
Drama departments / Theatres / Stage areas with significant electrical equipment	Water, Carbon dioxide
Food technology departments	Water, Carbon dioxide, Fire blanket
Staff / 6th form kitchenettes	Water, Carbon dioxide, Fire blanket
Offices / Reprographic rooms	Water, Carbon dioxide
Maintenance workshops / Premises workshops / Garages containing flammable liquids, e.g. oil based paints, petrol and petrol-filled equipment	Water or foam, Carbon dioxide
Switchgear Rooms / Lift Motor Rooms / Plant Rooms	Carbon dioxide
Cleaning chemical (COSHH) stores	Carbon dioxide
Catering departments	Water, Carbon dioxide, Wet chemical, Fire blanket
Boiler Rooms	Powder
Places where LPG cylinders are stored or used	Powder
Vehicles, e.g. minibuses and tractors	Water or foam
Boarding / Residential accommodation	Water, Carbon dioxide, Fire blanket,