



SHEFFIELD GIRLS'

INFANT, JUNIOR & SENIOR SCHOOL

SHEFFIELD HIGH SCHOOL FOR GIRLS

FIRE RISK POLICY & GUIDE TO EMERGENCY PROCEDURES & STAFF TRAINING

Updated 16 October 2017

Reviewed by Iain Kane, Director of Finance & Operations

Introduction

Fire Safety Management requires periodic attention to reviewing policy along with all related systems. This document sets out the policy and arrangements that are in place at Sheffield High School for Girls. It includes the examples of the log book checks that will be maintained to demonstrate that regular tests are undertaken, staff are trained and up to date records are held.

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Appendix 1 What to do in case of Fire (Hirers)

1. Policy

The school will comply with all fire safety legislation and standards in line with Trust guidelines. This Fire Safety Policy applies to the whole school, including Senior, Junior, Infant and EYFS.

The effectiveness of the Fire Safety Policy will depend on the full co-operation of every member of staff, without exception. Co-operation must be encouraged from the highest level. Complying with fire safety procedures must be regarded as a basic duty by all staff and an essential obligation for all those with management responsibility.

All members of staff, students, contractors and visitors are required to follow fire safety procedures and must evacuate the building and only re-enter upon the instruction of the Head, The Deputy Head, The Director of Finance & Operations (DFO) of the School Fire Officer or the Fire Service.

1.1. Objectives

- Safeguard all personnel at Sheffield High School for Girls, including visitors, from death or injury in the event of a fire or associated explosion.
- Reduce fire incidences.
- Minimise the potential for fire to occur and disrupt the work of the school and cause damage to property and the environment.
- To safeguard the physical assets of Sheffield High School for Girls and to protect the environment.
- To minimise the incidence of unwanted fire alarm signals and false alarms.
- Compliance with the requirements of legislation relating to fire and fire safety.

In respect of all facilities, which it owns, or lets out, Sheffield High School for Girls will:

- 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.
- g. Ensure that a Fire Risk Assessment is conducted and action taken accordingly based on any observations raised.

All pupils, staff and visitors must:

- a. Cooperate with those who may have specific fire safety responsibilities.
- b. Ensure that they know the escape routes and what to do in the event of a fire or alarm activation.
- c. Consider the risk of fire from any activities that they may organise or take part in and reduce the risk if necessary.
- d. Not interfere with any fire detection/safety equipment.

1.2. Arrangements

The Director of Finance & Operations (DFO) as School Safety Coordinator will be responsible for ensuring that a compliant alarm system is maintained. The DFO, supported by the Site Manager (SM), will be responsible for ensuring the ongoing maintenance of all fire alarm systems and appliances in both the Senior and Junior Schools to ensure they are operating effectively. The DFO is responsible for ensuring that Fire Policy is up to date, that systems are in place to ensure that fire appliances, escape routes, training, drills and evacuation procedures are up to date and being adhered to. The SM in his role as Fire Officer will ensure that during day to day operations, assessments, checks and record keeping are undertaken for compliance with fire safety legislation and policy. He will ensure that termly drills are held, records kept of those drills, and report findings and recommendations following drills. The SM will also assist in the completion of the Fire Risk Assessments.

All staff must be 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 SM will ensure that regular inspections are undertaken and instigate appropriate follow up actions. The DFO will ensure that effective arrangements are in place, that 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 within the first 4 weeks of a new academic year in September. All new staff are provided with a copy of the Fire Policy and Emergency Procedures and must also undertake the annual Fire Safety briefing or an induction briefing if they arrive after the start of term.

The fire siren is tested every week on Friday morning across the whole site. During the exam periods the timing may be adjusted to minimise disruption to those sitting exams.

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

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

1.3. Arrangements for fire drills

Fire Drills are carried out each term, administered by the Fire Officer. A variety of scenarios are integrated into this to ensure that as many possibilities are considered in training including: fire drills at different times (including social times); blocking exits; removing an individual to ensure it is noticed on registration. The fire officer is responsible for recording date, time and evacuation time of any drills and reporting any issues to the H&S Committee.

The fire alarm system is connected to the Redcare alert system which monitors alarms. On activation of the alarm, Redcare contacts one of the designated numbers (Fire Officer, DFO, Caretakers) to ascertain if it is a false alarm. If no contact is made or the alarm is deemed not be a false alarm, the local emergency services are contacted directly and will attend.

1.4. Arrangements for ensuring the safety of all persons on the school premises

A fire alarm system is fitted throughout the school and is serviced annually. The fire alarm system is linked to all buildings on the School site and is connected to an external provider which notifies the local fire brigade when it is sounded. The Fire alarm system is tested weekly at 10.45am each Friday.

Smoke detectors and break glass are situated in all areas of all buildings and are tested annually. Fire extinguishers and fire blankets are also situated throughout all buildings and are tested annually and reviewed when any refurbishments are undertaken. The fire alarm system is linked to all buildings so that the whole school is evacuated on the sounding of the alarm. Fire evacuation points exist for the Senior School (Astroturf), the Junior School and Catering Staff (Junior netball court) and the Infant School (central playground) and each area has staff with specific responsibilities. No re-entry to the site is permitted without express permission of the Fire Officer.

1.5. Methods by which the risks from dangerous substances are eliminated or reduced

All buildings are fitted with fire doors to classrooms and communal areas. Clear signage indicates that the fire doors are to be kept shut at all times. Some fire doors on corridors (and other, frequently used exits) have been fitted with doorstops that automatically close on the activation of the fire alarm system. Regular checks by the Fire Officer ensure that no combustible materials are left in open spaces and that areas under stairs are kept free of any materials which may pose a danger in the event of a fire. All chemical or dangerous substances are stored according to guidelines and the storage is reviewed regularly. Responsibility for ensuring the safe storage of substances is that of the Head of Science, Head of Art and the Domestic Services Manager respectively.

A Fire Risk Assessment will be conducted on a regular basis by a specialist contractor and an action plan compiled based on the findings to continually improve the school procedures.

1.6. Allocation of duties

The Headmistress delegates specific responsibilities to the following people:

Fire Officer	Malcolm Hinchliffe is the School's designated Fire Officer, administering fire drills, ensuring that all fire safety information is clearly displayed around the school and ensuring that maintenance is completed as per required schedules.
Health & Safety Coordinator	Iain Kane (DFO) is the School's H&S coordinator who ensures that procedures are reviewed and any actions required are completed.
GDST Representative	Peter Cornall is the GDST Health & Safety Officer who oversees fire risk assessments and monitors that the school meets all regulatory requirements.

1.7. Personal Emergency Evacuation Plans (PEEP)

A PEEP is to be in place for all individuals with a physical or learning disability. This is to be compiled by the school nurse and all of the individual's teachers are to be aware of the requirement. In the event of a physical disability consideration is to be given to relocating lessons so that fire exits are more accessible for the individual.

2. Guide to Test Procedures and Staff Training

Frequency	Item	Record
Daily	All fire alarm indicator panels for normal condition.	Log book held by SM – record of defects and tests
	Emergency lighting – any indicator light failures to be recorded and works invoice raised.	Log book held by SM for defects. Works invoice if major fault occurs
	Electro-magnetic operated door locks Sound operated door holders	Works invoice if major fault occurs
Nightly	Check clear of obstructions escape routes, exit doors, fire doors including electro-magnetic* or sound operated door holders closed*, electric plugs, waste bins etc. Check exit doors open immediately and easily. (cleaning supervisors to also report any concerns)	
Weekly	Fire alarm actuation from different trigger devices. Including associated Passive Systems.	Log book held by SM
Monthly	Emergency lighting	Log book held by SM
	Automatic door closing mechanisms	Log book held by SM
Six-monthly	Fire alarm.	Test certificate in SM file
Annually	Day staff fire training Day staff drills.	
	Fire extinguishers. – inspection of all extinguishers by specialist contractor.	Test certificate in SM file
	Emergency lighting – inspection and full discharge test of all lights by specialist contractor	Test certificate in SM file

3. Training of Staff

Whenever a fire occurs, the main aim is to evacuate all personnel safely. Protection of property is incidental although preventing a small fire developing, if safe so to do, will save money, time, disruption, anguish etc and:

- whoever first discovers a fire should raise the alarm and the evacuation procedure for the premises should be followed;
- staff should only attempt to fight the fire if they have been trained and it is safe so to do, i.e. the fire is small enough to be extinguished with one extinguisher;
- care must always be taken because much of the danger from fire is not from the flame but from smoke or poisonous gases, heat and lack of oxygen;
- if the nature of the fire or any false alarm operation requires the premises to be evacuated, no one should re-enter until approved by the Head or Fire Brigade.

Staff training is vital and should include how to raise the alarm if they discover a fire, the subsequent action to be taken for those who have had additional training and where appropriate e.g. science and technology technicians and catering staff, the practical use of portable fire extinguishers.

Newly appointed staff must be briefed about all fire and evacuation procedures immediately they start work. Training and written instructions must take into account staff who have difficulty understanding written or verbal instructions, either through a learning or physical disability or through insufficient English language skills. Such staff must be fully aware of the actions they need to take in respect of their own and visitors' safety.

The following subjects should be covered in each training session:

- general fire prevention
- action to be taken upon discovering a fire (See Fire & Emergency Evacuation Procedure)
- method of raising the alarm including the location of alarm call points and alarm indicator panels
- action to be taken upon hearing a fire alarm
- correct method of calling the fire brigade (at Sheffield High School for Girls - **the alarm system is automatically linked to an emergency call centre who will contact the Fire Service**)
- location and use of fire fighting equipment
- knowledge of escape routes, assembly points and roll call procedure
- evacuation procedures including not using lifts unless specifically designed for physically disabled and sensory-impaired staff: where members of the public are present this will include checking the public areas, informing and reassuring the public and directing or escorting them to exits.

Training is supplemented by written instructions (in the Staff Handbook at Sheffield High School for Girls).

Update training on Fire Safety and Prevention is provided annually to staff via the September INSET Day.

3.1. Practice Fire Drills

The responsibility for carrying out fire drills rests with the Headteacher DFO and SM. The drill is intended to ensure by means of training and practice, that in the event of fire:

- the people who may be in danger act in a calm and orderly manner
- where necessary, those designated carry out their allotted duties to ensure the safety of all concerned
- the means of escape is used in accordance with a pre-determined and practised plan
- if evacuation of the building becomes necessary, it is speedy and orderly.

A practice fire drill should be carried out at least once a term. Where there are alternative means of escape, the drill should be based on the assumption that one or more of the escape routes cannot be used. During the drill a member of staff who is told of the supposed outbreak should operate the fire alarm and thereafter the fire procedures should be rehearsed as fully as circumstances allow. This may raise some difficulties where members of the public are present, but this is still desirable.

The SM will maintain a record and report drills and incidents in writing at termly health and safety meetings

a) **Staff and student involvement**

Fire precautions must take account of all staff / students including any with disabilities and those who may be less fit than others, but without a visual impairment. Staff / students (or parents in case of younger students) should be told to advise management of any personal problems (even temporary) that could affect their ease of escape. Firm guidance will be necessary as not all personnel can be relied upon to act rationally in the event of fire.

b) **Staff or students with disabilities**

Management should know which members of staff or students require special consideration and help if evacuation is necessary in an emergency. A Personal Emergency Evacuation Plan should be completed by the School Nurse for all of these individuals.

c) **Wheelchair users and those whose mobility is impaired**

Wheelchair users and staff / students (or parents in case of younger students) with impaired mobility should be asked to advise how they can be helped eg where stairs must be negotiated: it may be necessary for such staff / students to be carried. Members of the admin team and the premises team have undertaken training in the use of an evacuation chair. A Personal Emergency Evacuation Plan (PEEP) should be prepared for each. Advice may be obtained from the Trust Health & Safety Manager. Lifts must not be used in the event of a fire unless they are specially designed for the evacuation of the disabled to British Standard 5588: Part 8. The School Nurse should raise individual risk assessments for staff using wheelchairs and / or crutches.

4. Testing Fire Alarms

4.1. Servicing and Repairs

Correct and regular servicing must be conducted employing a manufacturer, supplier or other competent contractor.

Only authorised staff (Site staff) may carry out minor repairs eg break glass changes and must never exceed the scope of their training.

4.2. Prevention of false alarms of fire during routine testing

It is important to ensure that operation during testing does not result in a false alarm. Prior to testing the call centre are to be notified of the precise timings that testing will be taking place and re-connection must be made immediately the test has been completed.

4.3. Daily attention by the user

A check should be made every day to ascertain the following:

- that either the panel indicates normal operation, or if not, that any fault indicated is recorded in the log book and the servicing engineer notified
- that any fault warning recorded the previous day has received attention.

4.4. Weekly attention by the user

The following tests should be made every week to ensure that the system is capable of operating under alarm conditions:

- at least one call point on one circuit / zone should be operated to test that the control and indicating equipment receives a signal and sounds the alarm and operates any other warning devices
- trigger points should be varied between buildings for each test.
- every test must be recorded in the log book stating the particular trigger device used
- if the actuation of the fire alarm activates other passive systems eg electro magnetic / battery operated door holders, lifts and gates, this should also be recorded in the log book and action

taken to remedy any defect: a check that all systems reset should be carried out especially for the non-automatic reset variety.

4.5. Alarm system inspection and test

The responsible person should ensure that the following check and test sequence is carried out every 6 months by a competent person:

- inspection and test routines detailed above
- each detector operates in accordance with the manufacturer's recommendations
- each call point operates in accordance with the manufacturer's recommendations
- visual inspection to confirm all cable fittings and equipment are secure, undamaged and adequately protected
-

On completion of the work:

- all defects should be recorded and reported to the responsible person and rectification action initiated.
- A certificate of testing should be given to the responsible person and placed in the SM's file.

4.6. Records and Reports

The SM will maintain a record and report drills and incidents in writing at termly health and safety meetings.

4.7. Non-functioning of the alarm system

Should the alarm system fail to be in operation in any of the school buildings then it will be the Head's decision to evacuate/close that building or close the school. Temporary arrangements may be put in place with the Head's approval, for example should a problem arise with the alarm during the school day which may take several hours to repair. This could include the posting of Fire Wardens in a building, being extra vigilant to check for fires and who are ready to evacuate buildings quickly. The use of high visibility clothing and Klaxons would be an important back up in such circumstances.

5. Electro-Magnetic/Battery Operated Door Holders

5.1. General

Some fire resisting doors and smoke stop doors may be held permanently in the open position by the use of electromagnetic / battery operated door holders. Every time the fire alarm sounds the doors will close automatically.

5.2. Battery operated units - attention by the user

Any defects should be reported as above to the SM immediately for rectification.

5.3. Electro-magnetic door locks

Some doors may be held closed by the use of electro-magnetic operated door holders. Every time the fire alarm sounds the doors will open automatically.

5.4. Electromagnetic door locks - attention by the user

- any defective unit should be isolated and the door used as an ordinary door until repaired
- Record of inspections and all defects and test results should be entered in the placed SM's file.

6. Fire Fighting Equipment

6.1. Portable Fire Extinguishers

Correct and regular annual servicing must be conducted employing a manufacturer, supplier or other competent contractor. The Inventory of Fire Appliances will be held along with all tests recorded in the Facilities Manager's file with any test certificate issued by the engineer. Details of inspections will be entered on the Firefighting Equipment Log which will be held in the SM's file.

7. Escape Lighting

Correct and regular servicing must be conducted employing a manufacturer, supplier or other competent contractor. The agreement should include:

7.1 Frequency of inspection

Escape lighting should be inspected daily, monthly, and annually (by a competent contractor).

7.2 Daily attention by the user

The inspection should ensure that:

- any fault recorded in the log book has been given appropriate attention and the action recorded
- every lamp in a maintained system is lit
- any fault is recorded and placed in the log and action taken recorded.

7.3 Monthly attention by the user

The inspection should be systematic and conducted as follows:

- Each self-contained luminaire and internally illuminated exit sign should be energised from its battery by normal lighting failure simulation sufficient to ensure that each lamp is illuminated (this may be done by test switch or removal of the local lighting circuit fuse)
- at the end of the test period normal lighting should be restored and any indicator lamp or device checked to confirm.
- during this time all luminaires and / or signs should be visually checked for correct operation.

7.4 Subsequent tests

An annual full discharge test to be carried out by a competent engineer and all test certificates kept in the SM's file.

8. Fire Risk Assessment

The Fire Risk Assessment exercise will be reviewed every two years as a minimum, or if there have been any changes to a building, the way it is occupied, or if there has been a fire related incident. From this an Action Plan will be prepared with timelines agreed.

9. Storage, Use and Disposal of Flammable Substances

A number of flammable liquids are used / stored in schools. These may include items such as fuel and solvents. All stocks are to be kept to a minimum.

9.1 Specific information on storing and transporting petrol

- Holdings of fuel are to be kept to a minimum and are not to exceed 20ltr (GDST limit is 50ltr).
- Any fuel used by the school is to be stored in a specialist flame proof storage unit.

- Fuel is not to be decanted into other containers. It must remain in its original container until used. The only exception to this is if the original container is damaged.
- The storage unit is to be located in a secure area and not accessible to pupils. The only staff with access are to be the premises team.
- Risk assessments are to be completed to identify the risks of storing the fuel and identify any control measures;
- Ensure the controls are implemented;

10. Fire & Emergency Evacuation Procedure

The primary aim is to prevent injury and loss of life. The duty of members of staff is to ensure safe and speedy evacuation of the school. Tackling the fire is very much a secondary duty and must not be undertaken if there is any risk.

The above aim will be achieved by:

1. Appropriate fire notices, appliances and notices of escape routes being in place at all necessary points, according to Health and Safety Regulations.
2. Designated persons having specific responsibilities.
3. Thorough familiarisation with all means of escape.
4. Termly fire practices for the whole school.

Assembly Points

Infant School – Central playground

Junior School – Netball court

Senior School – Astroturf

Note: Any pupils sitting external exams are to be marshalled to the far end of the astro-turf and kept apart from all others.

10.1 Responsibilities

- Teachers will be responsible for leading their class along the designated escape route for that room and must be familiar with alternative routes. They will assist with registration at the assembly point. Any pupils with mobility issues (eg crutches) will be escorted by the teacher to the assembly point once the rest of the class have been evacuated. There are 'patient saver evacuation chairs' available (they are located in Senior School, Moor Lodge, Sixth Form and Junior School).
- The person discovering a fire or having a fire reported to him/her will activate the fire alarm, or telephone.
- These designated persons namely – The Headmistress, DFO, Deputy Head, Fire Officer (Mr Hinchliffe) will be responsible for telephoning the fire service in the case of fire if the monitoring service have not already done so.
- The DFO will be responsible for ensuring that the day registers and the signing out book are readily available and are taken to the assembly point where form teachers will collect them for registration. This task will be undertaken by the main school administration staff. In Melbourne House the Junior Secretary is responsible for this and the infant site admin team are responsible for this at the infant school. They should also take the walkie-talkie radio so that there can be communication with the DFO and / or the Site Manager. The main school receptionist is to position herself by the main school gates to meet and handover 'Essential Fire information box' to the Fire Brigade and to direct the Fire Service until she is relieved by a member of the caretaking staff.

- Form teachers will register their forms and immediately report to the Headmistress/Deputy Head/Head of Junior School if anyone is missing. All teaching staff must report to the Deputy Head, administrative and all support staff and visitors to the DFO. Junior School staff should report to the Head of the Junior School.
- All girls in Y7 – Y11 who have permission to leave school at any time after registration must record their absence from and return to school in the signing out book at reception. The Sixth Form should sign their own 'signing out book' when leaving school. Junior/Infant School pupils may only leave the site with an authorised adult, who will sign them out and in the signing out book in the Junior/Infant School office.
- Any member of staff teaching in the Sixth Form Centre when the alarm sounds must bring the Sixth Form registers and signing out documents to the assembly point.
- The Fire Officer and a caretaker will be responsible for testing the fire alarm weekly, varying the point of test sequentially and keeping a log of the test and the result.
- The DFO and Fire Officer through the Trust Surveyor will be responsible for the general maintenance and upkeep of means of escape, warning notices and fire extinguishers. The Headmistress through the Fire Officer will be responsible for initiating fire practices. The Trust Surveyor and Fire Officer will be responsible for liaising with fire authorities and the Trust's Safety Advisers.
- The Fire Officer will be responsible for consulting the Headmistress about pertinent variations in fire practices, so as to familiarise pupils and staff with alternative escape routes.
- Staff in practical teaching situations and in the kitchens will render safe all services and activities as they leave, and all staff will close windows and doors, providing that this can be done without risk.

All staff must familiarise themselves with the fire evacuation policy. This is covered in the induction procedures for new staff.

At the beginning of each school year, form tutors are required to remind their forms of the procedures for evacuation.

- The need to know escape routes from all rooms and parts of the school.
- The need to move to and stand on the Astroturf/Melbourne House netball court for Junior pupils in silence during fire practice. Instructions have to be heard.
- That no belongings should be brought out – people carrying bags and coats will block the corridors.
- That they should close windows and doors where possible.

10.2 If you discover a fire:

1. Activate the nearest fire alarm or report to supervisor/manager immediately
2. If safe to do so turn off electrical/gas devices and close windows.
3. Leave the room and close the door – do not take bags and items with you.
4. Leave the building via the nearest exit.
5. Report to the assembly point.

Note: It is imperative that the building is evacuated of all people. Do not attempt to fight the fire unless it is blocking your exit route.

10.3 When the alarm sounds

1. Leave the building immediately.
2. Close doors and windows along your escape route if accessible.
3. Switch off any appliances or equipment.
4. Leave personal belongings.
5. Move quietly and orderly to the assembly point.
6. Staff in labs, cookery classroom and school kitchens should, if safe to do so, press the utility shut off switches as they exit the space.

At assembly point await manager/teacher for roll call

Note: At no point should the sounding of alarms or evacuation be ignored because a member of staff or visitor suggests that it is a false alarm. Any sounding of the alarms is a call to evacuate all buildings.

10.4 In case of fire (pupils)

- If no member of staff is present when the alarm sounds pupils should walk out in silence in a single line and make their way to the Astroturf/ Melbourne House playground for Junior pupils via the correct route.
- Do not bring bags or attempt to collect coats – these are replaceable, YOU are not.
- Once on the Astroturf/netball court line up in forms in alphabetical order. The Form Leader should check the form and report to staff when they arrive.

Note: staff should act as marshals to ease congestion and direct pupils to the nearest exit. This is particularly important if the main hall is being used by a large group.

10.5 At the Assembly Point

- Form registers will be taken out and staff should collect theirs before joining their forms.
- Once on the Astroturf forms should line up in alphabetical order with Year 7 nearest to the Sports Hall/ Melbourne House playground for Junior pupils. Form Staff should check their forms, report as soon as possible to the Fire Officer and return their forms.
- Non form staff are allocated supervision duties by the Deputy Head. They should report to the Deputy Head before taking up these positions.
- The Deputy Head, Head of Junior School, Fire Officer and DFO report to the Headmistress who will, at the appropriate time, dismiss everyone. The Fire Officer will communicate to the Head of Junior School who will at the appropriate time, dismiss everyone in the Junior School.

10.6 If the alarm sounds outside of normal school hours follow the procedures below:

- Registers should be taken by Staff responsible for activities taking place
 - before and/or after school hours
 - on school premises.
- The procedures for evacuating the buildings are to be the same as for the usual fire practices.
- Each member of staff, after assembling on the Astroturf/ Melbourne House playground for Junior pupils, will check his/her group.
- The staff present will designate a Fire Officer who will then be responsible for
 - checking numbers

- assessing risk
 - reporting to Headmistress, DFO, Fire Officer, Head of Junior School or Police as appropriate
 - making the decision to re-enter building when there is no further risk.
- If there are still pupils and staff in school, staff will be responsible for ringing the nearest fire alarm and escorting pupils out of the building, via the correct route, and checking that all pupils are present. On hearing the fire alarm. The alarm will automatically contact the call centre who will contact the Fire Service. However, the member of staff should also contact the Fire Service at the earliest opportunity by dialling 999.

10.7 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

USEFUL TELEPHONE NUMBERS

Deputy Head	Ext 25006
Director of Finance & Operations	Ext 25001
Head of Pastoral Care	Ext 25030
Head of Junior School	Ext 25038
Junior School Secretary	Ext 25039
Police Station - central switchboard	0114 220 2020
Children's Hospital	0114 271 7000
Royal Hallamshire Hospital	0114 271 1900

10.8 Holiday Procedures

Term time principles and procedures apply at any time when there are staff in school. If a member of SLT is on duty, they will assume the responsibility of the Head or SLT. If there is no member of SLT on duty, the Site Manager or Site Team member will deputise and assume responsibility for managing the evacuation process and confirming when it is safe to re-enter buildings.

All staff (including those not officially working) and contractors entering the Site should sign in as normal, so we are clear who is in the building at any time. The Receptionist or Reception cover, will be responsible for collecting the staff list and visitors book, and taking them to the normal muster point.

All hirers are responsible for the H&S of their participants. However, as we are aware that their participants may not be very familiar with the Site and building (as our pupils would be), staff are asked to be aware that they may require assistance in such circumstances.

10.9 Procedure For Lettings

All hirers of Sheffield High School for Girls facilities are issued with a Hire Agreement, which sets out that they are responsible for their participants in the event of fire, and must ensure they are aware of the emergency procedures. All hirers will be issued with an instruction sheet 'What to do in case of Fire, see Appendix 1.

At most times when lettings take place there will be at least one member of staff officially on duty or on call. The most senior member of staff will assume the responsibility of Head or Fire Drill Officer.

All regular hirers will receive an annual update/reminder briefing from the Lettings Coordinator. The DFO will review the procedure and arrangements for Lettings annually, and implement any necessary changes.

It may be that some lettings take place without a member of staff officially on duty, although normally resident caretakers will take responsibility if they are in the vicinity or can be reached by telephone. In this case these hirers are made specifically aware that there is no member of staff on duty and they need to be ready to assume full responsibility in case of a fire in the building which they are occupying.

In the case of substantial lettings, such as Music Festival weekends, or summer schools operating during the summer break, the School Safety Coordinator (DFO) or Site Manager should consider more specific arrangements, such as briefings, walk through and testing in order to satisfy themselves and hiring organisations that our procedures are robust.

10.10 Fire Identification & Report to Head/DFO

As soon as the alarms are sounded, providing it is safe to do so, a member of the premises team will check the Fire Alarm control panel to determine the location of the fire. They will contact other Site Team members by radio and agree who will make a visual check to determine if there is a fire and if any further action might be taken. The Site Manager will meet at the panel (the DFO is back up for this task), and agree any actions and what should be communicated with the Head and DFO.

Note: The panels of the system are all linked so any panel can identify where the incident is taking place on the school estate.

In the event of a live fire the Site Manager/DFO, or senior member of staff present, will pass any available information to the Fire Service specifying if all people are accounted for.

THE FIRE ALARM MUST NOT BE RESET UNTIL APPROVED BY THE HEADTEACHER, DFO OR SITE MANAGER

10.11 On Completion of a Fire Evacuation

The Site Manager will ensure that the Premises Team:

- Repair the call point(s)
- Reset the alarm system from any panel
- Check all alarmed emergency exit doors for operation and reset as necessary
- Identify and rectify the cause of any false alarm.

10.12 Alarm Failure

If the fire alarm cannot be triggered for any reason eg: fault then the evacuation should be notified by personnel shouting "fire, fire, fire" continuously.

If you discover a fire or fear an emergency requiring immediate evacuation of the area, keep a calm but loud voice and shout "fire, fire, fire" to start the evacuation procedure.

If you have access to a mobile phone contact the Director of Finance & Operations or Site Manager, Premises Staff and advise them of the type of emergency and location (if not direct someone to take this action).

The Director of Finance & Operations/ Site Manager will liaise with the Head (or other member of SLT in her absence) to determine if an evacuation is necessary and which buildings should be evacuated. They should contact the fire or appropriate emergency service.

PROCEDURE FOR MAKING 999 CALLS

To contact the emergency services from any school telephone, dial 9 (for an outside line) followed by 999.

The procedure when making a 999 call from a school telephone is the same throughout the Trust. Callers should be aware that they may be asked to verify the school's location. This is normal procedure, and will only take a few seconds and comprises:

- school name Sheffield High School for Girls

and:

- Infant School 266-268 Fulwood Road, Sheffield, S10 3BL
- Telephone number 0114 2663835

- Junior School 5 Melbourne Avenue, Sheffield, S10 2QH
- telephone number 0114 3587639

or

- Senior school 10 Rutland Park, Sheffield, S10 2PE
- telephone number 0114 3587600

