



LOCHINVER HOUSE

Fire Safety and Evacuation Policy and Procedure

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School by ensuring that staff, pupils and visitors do not add to the risk and seek to ensure safe evacuation of the buildings if a fire should break out. This policy and procedure is designed to help the community respond calmly and effectively in the event of a fire.

Our aims are:

- No pupil or adult will take unnecessary personal risks.
- Staff fully understand the required procedures and understand their role.
- Staff will follow day-to-day procedures to reduce the risk of fire.
- The School will follow the advice that the fire brigade give.

Methods:

- We have the fire procedure on the wall of each classroom and office.
- We have a fire drill each term during the main school day and a record is made. Fire drills are also undertaken annually for Out of School Clubs and extended day activities.
- We seek to ensure all staff receive training on fire extinguisher procedures.
- We have a formal risk assessment undertaken at least once a year and regularly monitor risks.
- We keep registers of pupils, staff, visitors, contractors and volunteers to the School.
- We seek to ensure that there are weekly fire control panel tests.
- We ensure that the fire alarm system and fire extinguishers are maintained regularly.
- All new staff, contractors and volunteers are provided with a copy of the procedure.
- In the event of a fire occurring, the fire alarm will sound.

Role of the School Fire Safety Officer:

The Bursar is the designated School Fire Safety Officer who is responsible for seeking to ensure that:

- The Fire Safety and Evacuation Policy and Procedure is kept under regular review by Governors and the Senior Leadership Team (SLT).
- The Fire Safety and Evacuation Policy and Procedure is circulated to the entire school community.
- Everyone in the School (including visitors and contractors) are given clear instructions on where to go in the event of a fire.
- Records are kept of the fire induction training given to all new staff.
- Procedures for emergency evacuation are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of all fire-fighting systems and equipment are kept.



The emergency evacuation procedure:

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm and leave the building by the nearest exit.
- If you are responsible for a class, make the pupils leave quietly with you. No-one should run. Make your way via the nearest available exit to the muster point which is on the Astro turf pitch.
- Shut doors and windows (where appropriate to do so) behind you.
- A member of SLT, normally the Director of Marketing and Admissions, will telephone the fire brigade on 999 and give appropriate details.
- The evacuation will start immediately and people should not collect bags and other personal possessions.
- If you have a pupil or member of staff in your class with a disability, or who is temporarily disabled, you should ensure that he/she is escorted and given special consideration and instructions to make for the nearest place of safety.
- The Pupil Register, Staff Register and other signing in books will be taken to the assembly point by the School Secretary and Director of Marketing and Admissions.
- At the assembly point, the registers will be called and checked for any unaccounted adults or pupils. If someone is missing it should be reported to the Headmaster, Deputy Head or Bursar and Fire Brigade immediately. Nobody will be permitted to return to the building until the all clear is given by the Fire Brigade.

For fire drills, the above procedure will be followed except that the Fire Evacuation Co-coordinator or Headmaster will give the all clear.

Fire Safety Officer	Mrs N Marlow, Bursar
Fire Evacuation Co-ordinator	Mr R Donohoe, Deputy Head
Fire Wardens (whole site)	Mr David Hoy, Site Manager Mr Gary Hayden, Maintenance

All members of Lochinver House School's SLT are trained as Fire Wardens along with the Head of Learning Support.

All staff are regarded as fire wardens during an evacuation as they have all received the appropriate information regarding exiting buildings in the event of a fire. Fire training is provided to staff every two years during an Inset Day. All teaching staff are responsible for pupils in their own class or building.

Fire Safety Procedures

Briefing New Staff and Pupils

All new staff and all new pupils are given a briefing on the School's emergency procedures during their first week at Lochinver House School. We show where the emergency exits and escape routes are located and where the muster point is on the Astro turf. Fire action notices are displayed on the rooms of all classrooms and we make certain all staff know what they look like and where to go in the event of a fire. Staff are instructed on how to activate the fire alarms if they see or smell a fire.

Resident Staff who are on site during evenings, weekends and school holidays receive their own procedure if the fire alarm sounds during the period when the school is not operational.

The safe evacuation of everyone on our premises is our priority. No-one should attempt to fight a fire, at the expense of their own or anyone else's safety.

Summoning the Fire Brigade

The School Office is normally manned between 8.00 am and 5.30 pm during week days, term time only, and the site is usually open between 9.00 am and 4.00 pm during School Holidays with the exception of Bank Holidays and the Christmas close down. The master fire panel, which shows the location of a fire, is in the corridor in the main building outside the Director of Marketing and Admissions' Office. If the alarm sounds it should not be assumed it is a fire drill. The Director of Marketing and Admissions or another member of the Senior Leadership Team will call out the Emergency Services at once if it is not a scheduled fire drill.



The Site Manager, Maintenance Man and Bursar are on call and have standing instructions to summon the Fire Brigade if the alarms go off outside the hours that the School Office is staffed (unless warned of a planned fire practice).

Visitors, Contractors and Volunteers

All visitors are required to sign in at the Front Office where they are issued with a visitor's badge, which should be worn at all times they are on the School's property. All Contractors and Visitors who have undertaken the School's safeguarding checks are required to sign in at the School Office but are not required to wear a visitor's badge. All Visitors, Contractors and Visitors are made aware of the emergency evacuation procedure and where the muster point is located.

When large numbers of visitors are on site for open days or fetes etc. a brief announcement is made advising them of the location of the emergency exits and the fire assembly point in the event of the alarms sounding. Notice is given on each concert or play programme of the location of the fire assembly point – The Astro turf playground.

Disabled Staff, Pupils or Visitors

Individual instructions relating to fire safety will be given for disabled staff or pupils.

If the alarm sounds all disabled people should be taken to the nearest safe refuge point. Details of the names of the people concerned, and their location will be given to the Headmaster, Deputy Head or Bursar as soon as they reach the muster point and it is their responsibility to ensure this information is passed on to the Fire and Emergency Services.

Responsibilities of Teaching Staff

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion and as quietly as possible. They are responsible for conducting a head count on arrival at the muster point and for ensuring that the name of anyone who cannot be accounted for (and if possible, their likely location) is passed immediately to the Headmaster, Deputy Head or Bursar. It is their responsibility that this information is passed to the Fire and Emergency Services as soon as they arrive.

On no account should anyone return to a burning building.

Responsibilities of Fire Marshals

The Site Manager, Maintenance Man, all members of the SLT and the Head of Learnings Support are all trained Fire Marshals with assigned responsibilities to sweep specific areas of the School to ensure all pupils, staff and visitors have exited the buildings.

Members of staff are selected at the time of a fire evacuation to ensure all perimeter gates to the site are closed to prevent visitors entering the school site. Fire Engines can only enter the site via the gate opposite the Builders Arms Public House and a member staff will open the gate when required to ensure they have immediate access.

Fire Practices

We hold one fire practice every term at Lochinver House School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure the school can be safely evacuated in the event of fire.

Fire Prevention Measures

Escape routes and Emergency Exits

- There are at least two escape routes from every building except the Coach House.
- Fire notices and evacuation signs are displayed in every room.
- Fire extinguishers of the appropriate type are located in every building in accordance with the recommendations of our professional advisors.
- Automatic smoke/heat detectors linked to the main fire panel are located in every building and all alarms can be manually activated by breaking a glass panel. Instructions regarding the location of all break glass call points are located in every classroom.
- All stairs, passages and emergency exits are illuminated by emergency lighting.



- Automatic door closures that are activated by the fire alarms are fitted on some doors.
- The master panel for the alarm system is located outside the Director of Marketing and Admissions Office in the main building
- Alarms are linked to each building and sound simultaneously.

Fire routes

- The fire routes and exits should remain clear at all times and staff are reminded of this. The Site Manager or Maintenance Man is responsible for unlocking the buildings in the morning, and the padlocks are unlocked from all emergency exits, and a check is made to ensure that emergency routes are not obstructed.
- The Site Manager and Maintenance Man test all fire alarms weekly (recording all tests and defects). It is their responsibility to carry out monthly checks of fire doors, automatic door closures and emergency lights.
- The Bursary organises professional checks on fire detection and warning equipment.
- The Bursary organises the annual service of the alarm system, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are held either in the Barn (checks carried out by the Site Manager and Maintenance Man) or in the Bursary for the Annual Maintenance Contract checks.
- The theatre curtains have been treated with fire retardant spray.
- Plans showing the location of gas and electricity shut off points are held in the Barn.

Electricity Safety

- The School has a current test certificate for all buildings. It uses qualified Electrical Engineers to inspect and maintain its electrical installations (all of which meet the requirements of BS7671 IEE wiring regulations).
- Regular portable appliance testing takes place and records are kept in the Bursary.
- The Site Manager checks that the necessary electrical equipment is switched off where appropriate.
- All computer equipment has been set to switch off automatically every evening, and where appropriate during holidays and weekends.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursary, including those in School residents' accommodation.
- All kitchen equipment is switched off at the end of service. No gas appliance can be activated unless the fan is operational in the kitchen.
- All laboratories are checked daily by the Science Department to ensure that the central gas supply is turned off. All senior staff have received information from the Head of Science regarding the location of the gas shut off valves in the Labs, in the event they are allocated cover teaching in that location.

Dangerous substances

In order to eliminate or reduce the risks from dangerous substances we seek to -

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.

Rubbish and Combustible Materials

Flammable rubbish is safely stored in the rubbish compound (skip by the Builders Arms' Gates). The Fire Brigade have made an 'Arson Awareness' visit and were satisfied.

Letting or Hiring of the School

Our standard contractual terms that we use for letting and hiring covers fire safety and specifies that the hirer should certify that they have read and understood the School's Fire Safety and Evacuation Policy and Procedure. The Site Manager, Maintenance Man or Bursar is always on call when the school is let or hired for an outside event or function.



Fire Risk Assessment

The School's Fire Risk Assessment is completed by our professional Health & Safety advisors; it is reviewed annually and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 the (FSO).

The School uses its own generic risk assessments for classrooms along with individual assessments for the kitchen, labs, and workshops.

Policy Reviewed: 01.02.2018
Policy Review Date: 30.01.2020
Policy linked to: Accessibility Policy, Fire Procedure – Residents, Health and Safety Policy, Major Incidents Policy, Risk Assessment Policy.

