



LOCHINVER HOUSE

Fire Risk (Prevention) Policy

This policy is applicable to all premises under the control of Lochinver House School ('the School') and details the approach to managing the risk of fire. Objects of the policy:

- To ensure that fire risks are identified and that arrangements are in place to control those risks.
- To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 ('FSO') and other education specific guidance.

The School has in place procedures for:

- Carrying out fire risk assessments.
- Preventing fires.
- Evacuation in the event of a fire.
- Maintaining and checking all fire detection, alarm and fighting systems.

The Bursar is accountable for the School's fire procedures. The Facilities Manager is responsible for:

- making and maintaining a 'fire map' of the School premises showing places of high risk and the precautions put in place by the School. Copies of these maps are held on the School's Central Resource Library ('CRL') and brought to the attention of all staff and others who may be affected by means of:
 - posting a copy of the fire map on notice boards in workspaces
 - bringing the fire map to the attention of all staff during induction and training sessions
 - posting a copy of the fire map by the fire panels and in the red fire boxes situated around the School.

Fire Risk Assessment

- All the School premises are subject to a fire risk assessment. This is conducted by an external consultant who liaises closely with the Facilities Manager and members of the Site Team.
- The fire risk assessment is reviewed every year or in the event of significant changes to the buildings or their usage.
- A copy of the fire risk assessment report is held on the CRL and staff are made aware of any hazards found in the assessment.
- Fire hazards are eliminated or reduced to the minimum by implementing control measures and safe systems of work.
- Regular assessments are made by staff, including the Site Team, to ensure that the walkways and exits are kept clear of obstruction and tripping hazards.

Fire Detection

- Each of the School buildings has adequate means of fire detection.
- The detection equipment is maintained annually and checked regularly by competent persons.
- Records of the annual service are held by the Bursar's PA in the Bursary.

Fire Alarm

- Each of the School buildings has an adequate means of raising the alarm in the event of fire.
- The fire control panels show where an alarm has been activated and these are located in the corridor in the Main House just inside the front door and at the rear of the Armitage building. The panel shows which alarm call point has been activated.
- The fire alarm system is tested weekly by the Site Team, testing all call points over a rolling period and a log of these tests kept in the Barn.
- The fire alarm system is serviced annually by a competent contractor. Records of these tests and servicing are maintained in a fire log book held by the Bursar's PA in the Bursary.

Fire Fighting Equipment

- The fire risk assessment determines the minimum level of fire-fighting equipment which must be present in the School buildings.
- Fire extinguishers are serviced annually by a competent contractor. Records of these are kept in the Barn and on the CRL.

Emergency Lighting

- Battery operated emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.
- The emergency lighting is serviced annually by a competent contractor and records are maintained by the Bursar's PA and are held in the Bursary.
- An annual full discharge test is completed by a competent contractor.
- The emergency lighting is tested monthly (charge & illumination) and records are maintained by the Site Team and held in the Barn.

Emergency Evacuation Procedures

- Written emergency evacuation procedures are provided (Appendix 1). These written instructions include procedures in the event of a fire and other emergencies requiring evacuation, by role and responsibility for the Main Site, for Green Meadow and for Residents.
- Notices displayed in each classroom and workspace of the School detail the action to take in the event of a fire or other emergency and highlight the muster point to evacuate to in an emergency.
- Adequate means of escape for all occupants of the School premises have been identified. These means of escape are clearly signed with pictograms.
- The means of escape are regularly inspected by the Site Team to ensure they are kept clear of obstructions and tripping hazards.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils, there will be a Personal Emergency Evacuation Plan (PEEP) in place which will be covered at a specific induction day. Visitors will be catered for by the Bursar when notified. Contractors will be catered for by the Site Team when notified.
- Teaching and Peripatetic staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. 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 Emergency Evacuation Co-Ordinator. It is the responsibility of the Emergency Evacuation Co-Ordinator to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.
- The Site Team, School Office and Senior Leadership Team are always given advance warning of Emergency Evacuation practices. A member of the Site Team will summon the Emergency Services if it is not a scheduled Emergency Evacuation practice and they have identified that it is a fire they cannot safely tackle themselves.
- The School Groundsman, Facilities Manager and Bursar are on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have standing instructions to summon the Emergency Services at once if it is a fire they cannot tackle themselves.
- The alarm system is monitored remotely and, in the event that the alarm is triggered, they will contact in order: the Groundsman, Facilities Manager, Bursar, Head, Deputy Head Academic, Registrar.

Emergency evacuation drills are held every term at the School during school hours. In addition, an emergency evacuation drill is held once a year when activities are in progress. Written records of emergency evacuation drills are maintained in the fire log book which is kept by the Bursar's PA in the Bursary.

Fire Training

- Staff are trained in relation to:
 - action to take if they discover a fire or other emergency requiring evacuation of the school buildings, including how to activate the fire alarm
 - action to take on hearing the alarm, including location and use of exits and escape routes and
 - how to spot fire hazards.
- Pupils are informed of exits and escape routes.
- The Site Team are trained in:
 - emergency evacuation procedures
 - use of fire extinguishers and emergency procedures
 - how to spot fire hazards.
- Visitors and contractors:
 - On signing in at the School, visitors and contractors are made aware of the emergency evacuation procedures.
 - For events with large numbers of attendees, such as open days and concerts, an announcement is made at the beginning of the event regarding evacuation arrangements.

Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Site Team and Heads of Department:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous and dangerous substances etc).
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Ensure that in the event of any fire, the emergency services are aware of any significant hazards associated with the premises including oxygen cylinders, storage of petrol, chemicals, hazardous and dangerous substances, etc.
- Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- Include fire prevention and evacuation procedures during the induction process with all new starters.
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

Fire Records

Records are kept of training, inspections, evacuations and maintenance of systems and equipment by the Bursar's PA in the Bursary.

Policy Reviewed: 11.04.2025
Policy Review Date: 19.04.2027
Policy linked to: Accessibility Policy, Contractors Policy, Critical Incident Management Plan, Health and Safety Policy, Risk Assessment Policy.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.



Appendix 1

The emergency evacuation procedure outlined below requires every adult supervising any pupil to take responsibility for ensuring pupils are safely supervised to the Fire Assembly Point and handed over to their Form Tutor/Class Teacher. This requirement includes Peripatetics, volunteers and any after-School Activity provider.

The Heads of Years and the Head of Performing Arts are responsible for reporting any known staff/Peri absences to the Deputy Head Academic.

If the alarm is sounded, pupils on the Music Field must be escorted by their Teacher to the Fire Assembly Point.

Person	Responsible for:
All Staff and Visitors (including parents, governors, volunteers and contractors)	<ul style="list-style-type: none"> • If aware of fire (smoke/flames), raising the alarm at the nearest break glass point • If in charge of pupils at the time the alarm sounds, evacuating area of responsibility quickly (no running), calmly and quietly via nearest available exit to the muster point on Astro turf pitch • If evacuating with someone who has a disability (permanent or temporary), escorting them to the nearest place of safety (which may not necessarily be the muster point on the Astro turf pitch) and ensuring at least one other person evacuating to the muster point is made aware of your location • Where it is safe to do so, a Pre Prep Class Teacher or Teaching Assistant to assist the Specialist Teacher with the evacuation of their class • If safe to do so, closing windows and doors on exiting • Not stopping to collect bags or other personal possessions • If first to Astro, making sure both entrance gates are open • If responsible for a class, handing pupils over to Form Teacher or Tutor at the muster point • If raised the alarm, making sure to have informed the Head, Facilities Manager or member of SLT where the fire/false alarm is located • Remaining on Astro until told it is safe to return to the buildings by the Head, Facilities Manager or member of SLT
Site Team	<ul style="list-style-type: none"> • Taking walkie-talkies from the Barn • Unless made aware of source of fire, moving to the nearest control panel to identify in which area the alarm has been raised • Taking walkie-talkie from control panel if not collected from the Barn • Moving to area identified to determine exact call point discharged, notifying all other walkie-talkie holders of fire location • Fighting source of fire if appropriate to do so (one person, one fire, one extinguisher) • If fire cannot be tackled safely, calling the Fire Brigade on 999 making note of the name of the School (EN6 1LW), 370 pupils plus 100 staff and to access via Heath Road opposite the Builders Arms pub • If it is a practice, turning off alarm once notified to do so by Head, Facilities Manager or member of SLT

<p>Bursar (Facilities Manager in absence)</p> <p>EMERGENCY EVACUATION CO-ORDINATOR</p>	<ul style="list-style-type: none"> • If fire practice, starting a timer • Taking the walkie-talkie from Bursary • Moving to the Builder’s Arms gates and collecting walkie-talkie from gate box if not taken from Bursary • Removing site instructions pack from gate box • Remaining at The Builder’s Arms gates with walkie-talkie to let Fire Brigade or emergency vehicles in and to keep individuals away from School site • Acknowledging check-ins on walkie talkies from other members of staff • Providing site instructions to Fire Brigade as well as location of fire and details of any unaccounted-for individuals <p>Once all pupils and staff have been accounted for and no fires have been identified:</p> <ul style="list-style-type: none"> • Stopping the timer to record how long the evacuation took • Notifying walkie-talkies users that evacuation is over and it is safe to return to buildings • Updating the Fire Log with timings and any points for improvement
<p>School Secretary (Office and Admin Manager in absence)</p>	<ul style="list-style-type: none"> • If applicable, informing Green Meadow via PE mobile phone that emergency evacuation in place and that those at Green Meadow to remain in situ until given the all-clear • If School Nurse not in office, taking First Aid bag from the medical room to Astro • Taking School Office walkie-talkie to Astro • Taking attendance registers to hand to Tutors and Class Teachers • Taking lists of pupil absences to hand to Tutors and Class Teachers • Taking the list of visitors to the site • Reporting details of who is on Green Meadow and Music Field • Identifying any adults known to be missing • Notifying any missing persons to the Head and Bursar
<p>Accounts Manager (Senior IT Technician in absence)</p>	<ul style="list-style-type: none"> • Moving outside Main Gate to stop anyone else entering the School site • Reporting arrival at Main Gate to Bursar on walkie-talkie in gate box • Remaining on Heath Road to direct Fire Brigade to Builders gates if necessary and keep individuals away from School site (including at the Delivery Gate)
<p>Head of DT & Art</p>	<ul style="list-style-type: none"> • Moving to the Music Field Gates on Osborne Road to stop anyone entering the School site • Reporting arrival at Music Field Gates to the Bursar on the walkie-talkie in gate box • The Music Field should be clear. After hearing the fire alarm all staff and pupils will have moved to the Fire Assembly Point • Remaining at Music Field Gates with walkie-talkie to direct Fire Brigade to Builders gates or let in any emergency vehicles if necessary and to keep individuals away from School site
<p>Head (Director of Marketing and Admissions in absence)</p>	<ul style="list-style-type: none"> • If in office at time of alarm sounding, checking Library, Atrium, Main House Ground Floor toilets and Pink Changing Rooms/toilets • Collecting the walkie-talkie from the Delivery gate box • Overseeing the evacuation process from the muster point • Checking that pupils are accounted for and rolls are completed. Once the Head has all the roll call data, this is shared with the Bursar/Facilities Manager for the final all clear so the site team can be instructed to turn the alarm off • Leading communication to those gathered at the muster point including, confirming that buildings are safe to return to and feeding back to pupils and staff any points to note about the evacuation process

Tutors and Class Teachers	<ul style="list-style-type: none"> • Completing initial head count using registers • If head count differs from register, completing register by name • Reporting outcome of roll call, identifying any areas of discrepancy to Head of Early Years or Head / Head of Year 1 and 2, (LL-Y2), Head of Years 3 and 4) and Deputy Head Pastoral (Y5-8) • Reporting any known missing Teaching Staff (including Peri's and supply teachers) to the Deputy Head Academic •
Deputy Head Academic (Deputy Head Pastoral in absence)	<ul style="list-style-type: none"> • Taking the walkie-talkie from Deputy Head's Office • Reporting any adults known to be missing • Reporting any known missing Specialist Teaching Staff to the School Secretary • Overseeing the roll call liaising with the School Secretary, Head, Bursar and members of SLT
Head of Years 1 and 2 (Year 2 TA in absence)	<ul style="list-style-type: none"> • Checking Pre Prep Library and upstairs toilets • Ensuring Salter main entrance doors are closed on exit • Reporting any known missing Year 1 and 2 Staff to the Deputy Head Academic
Head of EYFS (Reception TA in absence)	<ul style="list-style-type: none"> • Checking Pre Prep downstairs toilets • Ensuring doors onto Pre Prep patio area are closed • Reporting any known missing EYFS Staff to the Deputy Head Academic
Head of Maths	<ul style="list-style-type: none"> • Checking Armitage block toilets & changing rooms prior to exiting block
Music Teacher (Head of English in absence)	<ul style="list-style-type: none"> • Checking Atkinson block toilets
Bursar's PA	<ul style="list-style-type: none"> • Reporting any known missing Support Staff to the School Secretary • Assisting the School Secretary with adult roll call
Catering Manager	<ul style="list-style-type: none"> • Turning off all electrical and gas appliances in kitchen • Checking Theatre Foyer toilets • Reporting any known missing Catering Staff to the School Secretary
School Nurse	<ul style="list-style-type: none"> • Taking First Aid bag to Astro & dealing with any first aid incidents arising from evacuation • Accessing Fire Box on Astro if inclement weather to distribute foil blankets