



THE LOUGHBOROUGH Schools Foundation

Policy Title:	Fire Safety Policy
Version Number:	20180901
Approved by:	Operations Committee
Date Approved:	1 st September 2018
Point of Contact (Reviewer):	G Leeson (Compliance Manager)

Fire Evacuation Procedures and Fire Safety Systems in use at the Loughborough Schools Foundation

INTRODUCTION

LEGISLATION/GUIDANCE

ROLES/RESPONSIBILITIES

FIRE RISK ASSESSMENT

ARRANGEMENTS:

1. Basic Principles - Fire Safety
2. Fire Warning Systems
3. Fire Fighting Equipment
4. Escape Routes and Exits
5. Escape and Emergency Lighting
6. Public Admission to School Premises
7. Fire Safety Checks
8. Fire Evacuation Procedures
9. Other Arrangements
10. Training
11. General Notes and Procedures

APPENDICES:

Appendix I	Fire Risk Assessment Checklist
Appendix II	Fire Evacuation Report Form
Appendix III	Fire Alarm Zone Chart
Appendix IV	Location of Fire Alarm Control Panels
Appendix V	Fire Safety Inspection Prior to Public Entry
Appendix VI	Music School Fire Evacuation Procedures
Appendix VII	Personal Emergency Evacuation Plan (PEEP)

Fire Evacuation Procedures and Fire Safety Systems in use at the Loughborough Schools Foundation

Introduction

The Regulatory Reform (Fire Safety) Order 2005 which came into force in October 2006, places a duty on the Loughborough Schools Foundation (LSF) to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of staff and others on the premises. **In the event of a fire, safety and preservation of life will override all other considerations.** An essential part of this is the requirement to carry out routine fire risk assessments.

Legislation/Guidance

The fire evacuation procedures and fire safety systems are installed and maintained following the requirements of the Regulatory Reform (Fire Safety) Order 2005, Health and Safety (Miscellaneous Amendments) Regulations 2002, Education (School Premises) Regulations 1999, the Health and Safety (Safety Signs and Signals) Regulations 1996 and the Electricity at Work Regulations 1989.

Guidance is taken from the Department for Communities and Local Government publications (2006) on 'Fire Safety Risk Assessment – educational premises' and 'Fire safety Risk Assessment – sleeping accommodation' as relevant.

Roles/Responsibilities

"Responsible Persons"

The Legislation requires the appointment of a 'Responsible Person' for the Loughborough Schools Foundation. Accordingly, the Governors are the nominated 'Responsible Person(s)'. However, the legislation also provides for these responsibilities to be delegated. When this happens, those involved must act accordingly, take all reasonable steps to co-ordinate the measures and must also inform the other delegated 'Responsible Persons' of the risks arising out of what they do.

In relation to day to day fire safety, the Governors delegate the 'Responsible Person(s)' duties as follows:

Headmasters/Headmistress/Director of Music – as a designated "Responsible Person" are to be responsible for the staff and pupils within their respective school. Main duties will include:

- Ensuring that arrangements are in place to undertake a suitable and sufficient assessment of the risks to relevant persons and identifying the general fire precautions needed to comply with the Order
- Appointment of appropriate number of fire wardens for each School building
- Safe, orderly and speedy evacuation of pupils and staff from buildings in the event of an alarm sounding (e.g. Appendix VI)
- Formation and assembly of all evacuees at designated assembly points in the event of an alarm sounding
- Accountability for staff and pupils in the event of an alarm sounding
- General training of all staff and pupils/students and specific training to all Fire Wardens on the action to take in the event of an alarm

- Liaising with the Duty Fire Officer
- With the assistance of the Health and Safety Officer, arranging and conducting the required number of fire drills as specified in the Policy.

In the absence of the Head, these duties will become the responsibility of the most senior member of staff in school at the time of the fire alarm activation.

Chief Operating Officer/Director of Operations – as designated “Responsible Person’s” are to be responsible for:

- Ensuring that arrangements are in place to undertake a suitable and sufficient assessment of the risks to relevant persons and identifying the general fire precautions needed to comply with the Order
- Appointment of appropriate number of fire wardens for all appropriate areas including catering, estates, network services, finance and the school shop
- Appointment of the Duty Fire Officer
- Training of all non-teaching staff on the action to take in the event of an alarm
- Integrity of structures and fire alarm systems
- Maintenance of structures and services.
- Maintenance and testing of fire alarm systems
- Maintenance and design of means of escape
- Maintenance and compliance of fire-fighting equipment.

“Other Persons with Responsibilities”

In accordance with the day to day fire safety duties to ensure the safety of staff and others on the premises;

Duty Fire Officer* – the Duty Fire Officer will be a member of the Central Services department who will undertake this duty on a daily rota. The Duty Security Officer/Designated Lead Caretaker will assume the role of Duty Fire Officer from 5.00pm to 9.00pm Mondays to Fridays, 8.00am- 8.00pm on Saturdays and Sundays during term time (times may be extended if there is an event on site, or adjusted during non-term time). The Duty Fire Officer will carry a pager which has a direct link to the fire alarm system and will activate simultaneously. The pager will give information as to the location of the activation (Appendix IV). The Duty Fire Officer is not to leave the campus during the time of duty.

In the event of the alarm sounding (except weekly testing) the Duty Fire Officer will:

- Respond immediately and go to the scene as indicated on the pager.
- Liaise with the Fire Warden(s) to establish the possible cause of the alarm.
- Establish that the building is empty of staff and pupils.
- Take appropriate action.
- Liaise with the relevant Head/Deputy Head regarding status.
- Agree with the relevant Head/Deputy Head appropriate action.
- Liaise with the Fire & Rescue Service where appropriate.
- Complete a Fire Alarm report sheet after the event

The designated Duty Fire Officer will be supported by a named deputy and/or other members of the Estates team at all times.

*The Duty Fire Officer role only exists on the Burton Walks campus. At Loughborough Amherst School this role is covered by the Lead Caretaker/Premises Officer.

Fire Wardens – fire wardens will:

- Respond immediately when the alarm is sounded
- Encourage and assist people to evacuate from the building
- Check the building on their way out by “sweeping” each room.
- Close all doors and windows where safe to do so.
- Assess/establish cause of alarm activation if possible.
- Report possible cause to Duty Fire Officer
- Report status to Head/Deputy Head at the assembly point

Boarding House Masters (out of school hours) – boarding house masters are to be responsible for the staff and boarders within the residence and will:

- Respond immediately when the alarm is sounded
- Ensure that pupils/staff have commenced evacuation
- Assess/establish cause and source of alarm activation if possible and take appropriate action, including calling the Fire & Rescue Service if necessary.
- When necessary, take control and ensure that the boarding house and adjoining buildings are evacuated fully to a designated point of assembly
- Instruct duty staff to check the boarding house by “sweeping” each room to ensure it is empty.
- Close all doors and windows where safe to do so.
- Report status to Duty Fire Officer or attending Chief Fire Officer if called,

Health & Safety Officer – the Health and Safety Officer will:

- Monitor fire safety procedures, their introduction and proper enactment by pupils, visitors, contractors and staff in all Loughborough Schools Foundation premises.
- Liaise with the Heads and monitor fire drills
- Ensure all appropriate procedures are in place following risk assessment and advise on any areas of weakness to the appropriate persons
- Ensure all necessary records are maintained

Central Services and Schools’ Health and Safety Committee’s – “Fire Policy and Procedures” are a standard item on the agenda of all meetings to talk about the implementation of the Policy and discuss any weaknesses or areas for improvement.

Fire Risk Assessment

All LSF buildings are assessed for fire risks on a regular basis according to the level of fire risk and revised as appropriate. Because of the large number of factors to be considered for each building, a checklist (see Appendix I) is used to highlight those aspects that should be considered in more detail, including;

- All possible sources of ignition.
- Any combustible materials, which could include furniture, furnishings, displays and equipment.
- The building structure, e.g. open corridors and stairwells, and whether it could contribute to the spread of fire and smoke.
- The identity and location of people who may be at risk, e.g. staff, pupils/students and visitors.

- Any provisions required for children with special educational needs and children and adults with disabilities (see Appendix VII).
- Whether existing fire safety procedures are sufficient to protect those at risk or improvements need to be made.
- Whether staff are trained and familiar with escape routes and the procedure for evacuation.

The Fire Risk Assessment check sheet is used to identify the fire hazards associated with the building under review. The hazards identified form the basis for the risk assessment itself. Action is taken to remove or reduce the hazards. The remaining risks are managed to an acceptable level by ensuring that all occupants are given early warning of any fire and can leave the building safely in the event of a fire, by reducing the probability of a fire starting and by limiting the effects should a fire occur.

Arrangements

1. Basic Principles - Fire Safety

All pupils/students and staff should have a basic awareness of the risk of fire at the Schools. Basic fire safety principles follow good housekeeping and sensible storage of those materials that could be involved in a fire.

- 1.1 Combustible materials such as boxes and packing materials should be stored in a safe, designated area, away from heat sources, when not in use and not be left lying around.
- 1.2 Corridors, entrances, exits and stairways should be kept clear of combustible materials. If the areas are recognised escape routes then they must be kept clear (of all materials, not just combustibles) at all times.
- 1.3 Displays of work should be carefully set up so that they do not constitute an additional fire hazard.
- 1.4 Decorations must not be hung near light fittings or heaters. Such items should also be treated to render them fire proof.
- 1.5 Waste bins should be non-combustible and emptied daily. Outside rubbish should always be stored in skips or wheelie bins, located 6m away from the building. Bins should not be filled to overflowing, ensuring that the lids can be firmly closed at all times.
- 1.6 Storage rooms for stationery and other combustibles should be kept locked and "no smoking" signs displayed at the entrances to buildings used by the public to ensure that any visitors, delivery personnel or newcomers to the Schools are reminded of the Schools' "Smoke Free" policy.
- 1.7 All boiler rooms must be kept clear of combustible materials and kept locked. Heaters should not be covered up.
- 1.8 Electrical points must never be overloaded- one socket; one plug rule should be adhered to at all times. Plugs on electrical equipment that is not in use should be removed from the socket. Multi-adapters are not to be used.

- 1.9 Costumes and scenery must be carefully stored away from any heat source (lights, controls etc.). Such items should also be treated to render them fireproof.
- 1.10 Flammable substances should be stored in adequate or purpose-made storage cupboards fitted with trays to collect any spillages.
- 1.11 No naked flames should be present for the purposes of decoration or illumination in School buildings.
- 1.12 Fire doors are to be kept closed at all times. Where doors need to be opened, electromagnetic devices are to be fitted to hold the doors open normally, but close them automatically in the event of an alarm sounding.
- 1.13 Fire safety information, including fire escape signage, is provided in all rooms and should never be obscured.
- 1.14 LPG gas cylinders are not to be stored internally in any buildings (see guidance on 'Safe Use of Gas Cylinders').
- 1.15 All gas installations are fitted with emergency gas cut off valves and catering equipment will not operate unless ventilation/extraction systems are in operation.
- 1.16 All gas appliances (boilers, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe registered engineers.
- 1.17 All laboratories are checked at the end of each school day to ensure that the central gas supply is turned off.
- 1.18 All fixed electrical installations and portable electrical appliances are inspected on a regime as per 'Electrical Safety' policy.
- 1.19 If it is not possible to evacuate an individual from a building, for example due to an inability to descend the stairs, they should be escorted to a place of safety, usually a designated refuge point at the top of the stairwell. A member of staff should remain with them and, if present, the refuge call point button should be pressed to alert persons to their presence.

2. Fire Alarm Systems:

- 2.1 On the Burton Walks campus the fire alarm system is a combination of an addressable alarm system and a conventional alarm system. It is split into zones (Appendix IIIa) and the situation is monitored by means of a Master panel in the Bursary together with 'bleeps'. The system comprises of sensors (heat, smoke and multi), sounder beacons and control equipment. If a sensor or manual call point is activated, a signal is received at the control equipment, the Master panel and all of the beeps indicating the location of the source of the alarm.

At the Grammar School the alarm will only sound in the building of alarm activation. After a period of five minutes the alarms shall sound in the other buildings contained within the zone of activation, unless investigation by the Duty Fire Officer permits the silence and resetting of the alarm system before this time.

At Loughborough Amherst School, the fire alarm system is a conventional alarm system that is split between the junior school and senior school. Each zone (Appendix IIIb) is monitored by means of a Master panel. The system comprises of sensors (heat, smoke and multi), sounder beacons and control equipment. If a sensor or manual call point is activated, a signal is received at the control equipment indicating the location of the source of the alarm.

The alarm systems are monitored by a remote call centre which has a cascading list of phone numbers to allow response 24/7. At Loughborough Amherst School, a designated security company will be contacted to investigate the source of the alarm between 7.00pm and 7.00am and during school closure periods.

- 2.2 Some areas of the Loughborough Schools Foundation are not equipped with any type of fire alarm system: The LSF School Shop; Fairfield – The Barn; LGS – Cricket pavilion, Scout Centre and ‘Nearly New’ shop; and the residential properties. In these areas, in the event of a fire, the alarm is to be raised by shouting the warning or by use of, say, a hand bell/air horn. Most of these areas are small units (e.g. temporary buildings) where one sounder (shout or bell) is audible throughout the affected area.
- 2.3 Details of all Fire Alarm zones and the location of the control panels can be found in Appendices IIIa, IIIb and IV to this section.
- 2.4 Regular functional testing will be carried out (see 7. Fire Safety Checks) and as a result of the routine evacuation drills of all areas.
- 2.5 Isolation Points

The sounders in the Hodson Hall/Hodson Hall extension can be isolated during exams. Only in these circumstances will consideration be given to isolating the sounders in these areas and only when the following procedures are followed;

- A senior member of staff is responsible for the key to the isolation switch at all times. The key will remain on campus at all times and locked away when not in use.
- The sounders are isolated for the minimum amount of time possible and are switched back on as soon as possible at the end of the exams/performance. The Duty Security Officer will check that the sounders have been switched back on.
- All invigilators, pupils and staff are aware and trained in the detailed procedures to be followed in the event of a fire.
- Smoke and heat sensors in these buildings are still active and in the event of smoke or heat detection, the sounders will activate.
- On discovering a fire in the Hodson Hall/Hodson Hall Extension, staff will hit the nearest manual call point, the sounders will ring and a full evacuation will follow.
- An invigilator/member of staff will possess a bleep for the duration of the time when the sounders are isolated. In the event of the alarm sounding on campus, the bleep will activate and indicate the location of the source of alarm.
- In the event of the fire alarm sounding elsewhere on the campus, the most senior member of staff present will decide if there is a need to evacuate the Hodson Hall/Hodson Hall extension.

The Chief Invigilator is responsible for training all exam invigilators on the process and procedure to be followed in the event of the fire alarm sounding.

3. Fire Fighting Equipment:

Fire fighting equipment can reduce the risk of a small fire, e.g. a fire in a waste paper bin, developing into a large one. The safe use of an appropriate fire extinguisher to control a fire in its early stages can also significantly reduce the risk to other people in the building by allowing people to assist others who are at risk.

The Loughborough Schools Foundation are equipped with a variety of means to fight fires. It must be stressed that any attempt to fight a fire should only be made when it is safe to do so. The first priority is to raise the alarm and ensure that all pupils/students, staff and visitors are safely evacuated.

- 3.1 Staff must be familiar with the locations and operation of the various types of fire fighting equipment in the Schools. Regular 'hands-on' fire-fighting training and refresher training is organised by the Health & Safety Officer. Staff are made aware of the type of extinguisher to use on the different classes of fire and the limitations of every type of extinguisher. Staff who are expected to take a more active role, or who work in a higher risk area, are required to attend the fire extinguisher training and refresher training every two years thereafter. Records are kept of those trained.
- 3.2 All fire extinguishers are colour coded to aid type identification. Many existing extinguishers are single colour. Under the current BS specification all new extinguishers will be red with an additional colour code to identify the type. (This additional colour matches the existing solid colour extinguisher).
- 3.3 Portable extinguishers should always be suitable for the apparent fire risks, clearly identifiable, securely fixed and located in areas where they can be easily accessed by trained members of staff. As minimum one water-based extinguisher for approximately every 200m² of floor space and ideally no one should have to travel more than 30m to reach a fire extinguisher.
- 3.4 Fire blankets are installed in kitchens and areas where cooking fat or other flammable liquids are heated. They are kept in containers mounted on a wall close to the fire risk area with the open end downwards.
- 3.5 Dry sand contained in buckets may be situated in science areas to smother any fire and absorb any liquids. These buckets must be kept dry and must not be used as rubbish bins.
- 3.6 All fire fighting equipment is checked annually and is maintained by a suitably qualified contractor.

4. Escape Routes and Exits:

Escape routes are designed to ensure, as far as possible, that any person confronted by fire anywhere in the building should be able to turn away from it and escape to a place of safety e.g. a protected stairway. From there they will be able to go directly to a place of total safety away from the building.

It is important that both pupils/students and staff remain constantly aware of the need to keep fire exits and exit routes clear at all times. Any problems with obstructions, fire doors and smoke doors must be reported immediately.

- 4.1 All fire exit doors must be able to be opened easily and quickly and without the need of a separate key. Final exit doors should normally open in the direction of travel.
- 4.2 Temporary displays of work, posters etc. that constitute a fire hazard will be sited to minimise the risk. Corridors and stairwells should not be used.
- 4.3 Deliveries of goods should not obstruct exit routes or foyers. If this is not possible then the goods will be moved to their proper storage areas without delay after delivery.
- 4.4 Escape routes from the premises are sufficiently lit so that people can use them. If the routes, or parts of them, are in darkness should the artificial lighting fail, then emergency lighting is fitted.
- 4.5 Routine evacuation drills will be organised such that all emergency exit routes and doors are used to provide familiarity for pupils.

5. Escape and Emergency Lighting:

Escape and emergency lighting systems are installed in the majority of the buildings. The exceptions are the temporary buildings.

Where they are fitted, the systems operate when the mains electricity supply fails. The lighting provided is designed to allow safe exit from the building and will last up to 3 hours or until the main supply is restored, whichever happens first.

6. Public Admission to School Premises:

The organiser of any event within the Foundations premises where the public are invited must ensure that they are fully aware of the procedures in the event of fire.

- 6.1 An inspection of the area(s) to be used by the public must be carried out before they are admitted. The event organiser is responsible for ensuring that the inspection is carried out and that all required safety measures are in place. The proforma at Appendix V is used for this purpose and covers the following items:
 - All exit doors must open easily.
 - All exit routes must be checked for obstruction and made clear.
 - Suitable signs must indicate all exit routes and doors. Both general and emergency lighting must illuminate exit signs when the public is present.
 - The requirements of our entertainment licences will not be exceeded. A standard list of the maximum number of people for the various types of events has been established for each of the venues in the schools. In all cases any such lists will not exceed the requirements of the relevant licence.
- 6.2 At the start of the event a mandatory announcement will be made to the attending public to advise them of procedures in the event of an alarm sounding and to ensure that they are aware of the means of escape.
- 6.3 At the end of the event, the organiser must ensure that all windows, doors etc. are

secure and any equipment used isolated.

7. Fire Safety Checks:

7.1 Daily Checks

The following checks are conducted every day in all buildings;

- Checks that all escape doors are clear of obstructions, unlocked and ready for use.
- Checks that fire doors, which are required to be kept closed in order to contain fire or protect escape routes from smoke, are not wedged open.
- Checks that fire extinguishers have not been removed, tampered with or obstructed in any way.
- Where there is an electrical alarm system, checks to ensure that the alarm control panel is live and that no faults are indicated.
- Checks that break-glass fire alarm call points are not obstructed.

7.2 Weekly Checks

The following checks are carried out weekly;

- Tests on the alarm system at each School and in the Boarding Houses using the special key to operate a different call point each week.
- Ensuring that all the sounders (bells, sirens, klaxons, etc.) operate and can be heard in all parts of the House/zone in which the alarm is sounded.
- Ensuring that all linked door and gate operating mechanisms function as they should on the activation of the fire alarm for that building.

7.3 Monthly Checks

The following checks are carried out monthly;

- Tests on emergency lighting and checking of batteries for signs of corrosion or leakage.

7.4 Termly Checks

The following checks are carried out once each term;

- Staff training and evacuation drill at each School, incorporating the sounding of the alarm and complete evacuation of the premises to the recognised assembly point(s).
- In the first week of each term, Boarding House Masters conduct a full evacuation practice of the boarding house during 'Boarding Time' as per National Minimum Boarding Standards.
- A test and examination is carried out on all electromagnetic fire door hold-open devices.
- Visual checks of electrical equipment.

7.5 Annual Checks

Annual checks are often done under contract and include the following;

- Electrical fire alarm systems, including control panels, sensors and manual call points, and emergency lighting fittings are checked and serviced by a competent person.
- All portable fire-fighting equipment and any fixed hose reel systems are examined and tested by a competent person.
- Any automatic fire-fighting installations, fire suppression and smoke ventilation systems are examined and tested by a competent person.
- Portable electrical equipment is examined and tested by a competent person (see 'Electrical Safety' policy for details).

8. Fire Evacuation Procedures during Term Time:

8.1 Duties/responsibilities when the alarm sounds:

All Staff	Will respond immediately when the alarm is sounded and encourage and assist people to evacuate the building - checking the building, if safe to do so, by "sweeping" each room, closing doors and windows on their way out. They should also assess/establish possible cause of alarm activation if possible and report this to Fire Warden.
Teachers with pupil(s)	evacuate buildings as above - guide and supervise pupils to assembly area- arrange teaching/tutor group head count and report status to Fire Warden
Pupils/Visitors	Will evacuate the building to assembly area
Estates Staff	Evacuate in accordance with above - stand by for instructions from Duty Fire Officer and ensure that Fire Warden is informed if asked to assist with the incident
Fire Warden	Be available at building main entrance – report possible cause of activation to Duty Fire Officer –Report to assembly area – account for all staff and pupils present in the building at time of activation – report to Head/Deputy Head
Duty Fire Officer	respond to alarm - immediately attend the scene - liaise with Fire Warden to establish possible cause - react accordingly – liaise with Head/Deputy Head on alarm status/cause – complete Fire Alarm report sheet
Deputy Duty Fire Officer(s)	attend the scene and assist Duty Fire Officer
Head/Deputy Headmaster	Report to assembly area - assemble staff and pupils, manage accountability

8.2 Alarm Activation at Break and Lunch Times –

All Staff in the building	Evacuate and respond as per responsibilities
Head/ Deputy Head	account as accurately as possible
Duty Fire Officer (s)	Respond as before

During break times it is understood that Staff and Pupils will be distributed about the campus. As such, accurate accountability will be impossible, all 'responsible' persons and staff will execute their duties as described above, subject to their location at the time of the activation.

Pupils will be generally instructed to go immediately to the relevant assembly point, staff within the building will 'sweep' as before, report to the Duty Fire Officer and then Head/Deputy Head at the assembly area. **At no point should staff re-enter a building in which an alarm is sounding to conduct a "sweep".**

In the event of a fire, the Head/Deputy Head and Duty Fire Officer should provide as accurate a picture as possible to the attending Chief Fire Officer, in particular with regard to the affected area/building.

8.3 In the event of a False Alarm:

Duty Fire Officer and Fire Warden(s) (for affected area) – agree the source/cause of the alarm and establish status as false

Duty Fire Officer(s) – silence alarms – confirm status and report all clear to Head/Deputy Head – arrange remedial work necessary to restore system and confirm operational status to Head/Deputy Head - notify Head/Deputy Head when system is restored to 100% - submit report to Health and Safety Officer.

Fire Warden – report status to Head/Deputy Head, as directed by Duty Fire Officer

Head/Deputy Head and Staff – arrange re-occupation of building

8.4 In the Event of a Fire: **Person discovering a fire to call Fire & Rescue Service**

Primary Duties

Duty Fire Officer, once 'fire' status has been determined to make **second** call to Fire & Rescue Service. They will also send message to notify Head/Deputy Head of the Fire status, arrange for Estates staff to lower barrier(s) and to direct Fire Appliance to scene.

Head/Deputy Head will establish accountability, identifying (where possible) missing persons and prepare information for arrival of Fire Service.

Teachers are responsible for the evacuation pupils for whom they are responsible (i.e. those whom they are teaching when the alarm sounds).

Director of Operations – assist Duty Fire Officer as required

Estates Staff – assist Duty Fire Officer as instructed

Secondary Duties

Duty Fire Officer – **keep people away from the scene**, liaise with Head/Deputy Head and advise Chief Fire Officer regarding missing persons (if any). Provide Chief Fire Officer with site specific guidance/hazards/plans/directions etc.

•Head/Deputy Head will organise and manage dispersal of pupils and staff to safe areas or send off campus

Teachers and Support staff – assist Head/Deputy Head as instructed.

Director of Operations – assist Duty Fire Officer and arrange remedial works when Fire Service hand over.

Estates Staff – remain on site for the duration of the incident and stand by to receive instructions from either Director of Operations or Duty Fire Officer

9. Other Arrangements

- Visitors, Visiting Pupils and Contractors – are required to sign in at reception where they will be issued with an appropriate pass. In the event of alarm activation, they will be escorted by their host to the assembly area of the School they are visiting. They will be accounted for by the Head of the School they are visiting and must remain at this School's assembly area until instructed otherwise. Visitors will not be allowed to leave without permission of the Head.

- When large numbers of visitors are at the School for open days, plays, concerts, fetes, exhibitions, etc. a registration system may be set up whenever possible and a brief announcement made advising them of the procedures to follow in the event of a fire.

- Pupils at LSF School of Music –

a) *When the alarm sounds at the music school* – will evacuate the building and be accounted for as part of the Music School

b) *When the alarm sounds in their own School* – Music school staff will be notified of the alarm – Music school staff will account for pupils from the affected school and will wait for further instruction from the affected School, if required.

- Visiting Organisations/external hirers

All external organisations making use of the LSF facilities will be provided with a copy of the appropriate evacuation procedures. The LSF contact for this person will be responsible for ensuring that the visitor is “fire” aware i.e. means of escape, fire fighting equipment etc. availability in the locality of the event.

10. Training

- 10.1 The “Responsible person(s)” must ensure that all staff under their control are provided with adequate safety training on the appropriate precautions and

actions to take to safeguard themselves and others on the premises. Fire training will be provided to all new staff at Induction and be repeated periodically as appropriate to their duties and responsibilities. Duty Fire Officer and Fire warden training are to be undertaken at least annually.

10.2 All training shall be provided during working hours and in an appropriate manner. Fire drills will incorporate evacuation, patient evacuation and fire simulation as deemed appropriate. Each School will have at least three fire drills per academic year and incorporate one full evacuation (whole school) where appropriate. Every evacuation, whether planned or unplanned, should be treated as a training opportunity for staff and pupils.

10.3 Documented records will be maintained of all training and evacuations. The Headmasters/Headmistress/Director of Music will be advised following any evacuations and will be expected to act upon procedures when necessary with a view to continued improvement.

11. General Notes and Procedures

- All LSF staff will receive basic “fire” training and must make themselves aware of means of escape and familiarise themselves with the fire fighting equipment in the vicinity of their workplace.
- All staff involved in the management of an incident should wear High Visibility vests/clothing
- The Duty Fire Officer will compile a report (Appendix II) of findings following each incident (planned or otherwise) and send this to the Health and Safety officer. Any deficiencies within the procedures are to be rectified immediately
- Anyone discovering an actual fire **must** sound the alarm and **call** the Fire & Rescue Service.
- If possible, doors and windows should be closed to help prevent the spread of fire. However, no-one should attempt to close doors and windows if so doing would significantly delay their exit from the building.
- In the event of fire, or a fire drill, lifts should not be used.
- All LSF staff are fire wardens
- In the event of the alarm sounding at Quorn, the senior member of staff on duty at the time, shall take on the duties/responsibilities as per the Head’s duties/responsibilities when the alarm sounds on main campus.
- In the event of the alarm sounding outside of term time, the procedures should be followed as above, with the roles filled by persons appropriate to the occupation of the building at the time.