

HOLY FAMILY CATHOLIC SCHOOL



Fire Safety Procedures Walthamstow House Site Wiseman Site

Date agreed	January 2025
Next review date	January 2026

THE MISSION STATEMENT OF THE SCHOOL

Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice.

We are a family of many cultures sharing one faith.

We exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

Fire Safety Procedures

Purpose

- 1.1. This document details the way in which the Holy Family Catholic School shall comply with its statutory duties to protect life and property in case of fire.

2. Employers Duties

- 2.1. The Management of Health And Safety At Work Regulations 1999 places a duty on every employer to make a suitable and sufficient assessment of:
 - a) the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
 - b) the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them of this undertaking;for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions and by the Regulatory Reform (Fire Safety) Order 2005 (RRO).
- 2.2. The RRO places a duty on employers and controllers and occupiers of buildings, where necessary in order to safeguard the safety of employees in case of fire, to:
 - a) so far as is reasonably practicable, design out fire risks and undertake a Fire Risk Assessment for the property to address the significant fire hazards that remain;
 - b) provide, maintain and regularly test appropriate fire-fighting equipment, fire detectors and alarms;
 - c) provide and maintain emergency lighting system;
 - d) take appropriate measures for fire-fighting in the workplace;
 - e) nominate and train an appropriate number of employees to implement the fire fighting measures and ensure all staff undergo regular fire safety training;
 - f) arrange any necessary contacts with external emergency services, particularly as regards rescue work and fire-fighting.
 - g) provide and maintain adequate well signed emergency routes and exits leading as directly as possible from a workplace to a place of safety;
 - h) co-operate with the controller of the premises in multiple occupancy to allow them to comply with the requirements of the fire safety.

3. Duty Holders (see Appendix 1)

- 3.1. The Fire Evacuation Co-ordinator:

Fire Evacuation Co-ordinators shall be appointed by and report to the Head teacher and is responsible, in the event of the fire alarm activating, for managing the evacuation of the buildings. They will wear a high viz jacket to make them easily identifiable to the arriving fire brigade officers

- 3.2. Assembly Point Fire Marshal

Assembly Point Fire Marshals shall be appointed by and report to the Fire Evacuation Headteacher/Deputy Headteacher and are responsible, in the event of the fire alarm activating, for:

- a) liaising with the Fire Marshals at the Assembly Point and recording the names of any people known to be trapped in a building and any areas that remain unchecked.

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- b) passing information regarding the evacuation for the building and any issues, e.g. unchecked areas, missing pupil, etc. to the Fire Evacuation Co-ordinator, which can be passed to the fire brigade on their arrival
- c) maintaining order at the Assembly Point and ensuring that no person leaves the assembly point or returns to the building until they have received instruction from the Fire Evacuation Co-ordinator or the Fire Brigade.

3.3. Fire Marshals

Fire Marshals shall be appointed by the Fire Evacuation Co-ordinator and are responsible, in the event of the fire alarm activating, for the safe evacuation of areas for which they have been appointed.

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- 4.1. The Fire Evacuation Co-ordinator shall control the evacuation of all premises during normal working hours, with the assistance of Assembly Point Fire Marshals and Fire Marshals.
- 4.2. There shall be at least one Fire Marshal on duty during normal working hours of 08.30 to 15.10.00hrs, Monday to Friday, on every floor of every building occupied by the School.
- 4.3. Updated Fire Marshals list is available of Smartlog.
- 4.4. There will be no fire marshal system out of normal teaching hours, during this time the responsibility for the evacuation of all buildings will lie with the Premises team and/or those teachers involved with extra curricula activities.
- 4.5. The following information will be displayed in an approved format, in a prominent position and at least in one location on every floor of all buildings occupied by the School:
 - a) the fire action notice;
 - d) the location of the evacuation assembly point;
 - e) ~~names of the Fire Marshals for the area~~

5. Action in Case of Fire and Emergency

- 5.1. The Head teacher shall ensure that information on the action to be taken in the case of fire and emergency is communicated to all School employees and other personnel working on the School site.
- 5.2. Information on the action to be taken in case of fire and emergency shall include information on:
 - a) the location of all fire alarm call points;
 - b) the location of all fire fighting equipment;
 - c) the location of all fire exit doors and the route to open air;
 - d) the location of the buildings evacuation assembly point.

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5.3. All School employees shall ensure that they fully understand the procedure for the building in which they currently work. School employees who may work in more than one building, must be familiar with the procedure for each building.

5.4. Further guidance on the information to be provided to staff on action in case of fire and emergency can be found in Appendix 2 of this document.

6. Fire Drill Procedures

6.1. The Fire Drills shall be carried out in each of the premises at least once per term.

6.2. The Premises Officer is responsible for the programming of all fire drills.

6.3. The Fire Evacuation Co-ordinator is responsible for the implementation of the fire drill programme & for monitoring performance during all fire drills and shall report in writing to the Head teacher.

6.4. The Premises Officer will record a record of all practice fire drills on the Record of Fire Drills in the logbook.

7. Training

7.1. The School shall ensure that all new employees and supply teaching staff are on their arrival:

- a) given a copy of the action to be taken in case of fire and emergency for their building;
- b) made familiar with the location of the fire call points, fire-fighting equipment, evacuation routes, and their evacuation assembly point.

7.2. The School shall ensure that all new employees receive fire training on joining the School and at regular intervals thereafter.

7.3. The School shall ensure that all new employees attend regular fire safety training updates as part of the School's health and safety training programme.

7.4. All fire training and instruction given shall cover:

- a) the action to be taken on discovery of a fire;
- c) the action to be taken on hearing the fire alarm;
- d) operation of the fire alarm and location of fire alarm call points;
- e) the method of calling the Fire Brigade;
- f) the correct method of operation and the location of fire fighting equipment;
- g) familiarity with all escape routes;
- h) evacuation of the building and location of assembly points.

7.5. All fire Marshals will be given specific training to allow them to carry out their duties.

8. Fire Alarm Testing Procedures

In order to meet the requirements of the RRO, and in accordance with the standards set out in British Standard BS5839: Part 1: 2017 Code of Practice for system design, installation and servicing, the School's fire alarm/detection systems shall be maintained and tested as set out below.

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- 8.1. At the beginning of every day shift a competent person shall:
- a) check the fire alarm panel for the building to see that it is in normal working mode and ensure that all faults indicated are investigated and repaired;
 - b) check the logbook to ensure that all faults reported have been investigated and repaired.
- 8.2. Every week a competent person shall:
- a) operate at least one detector, call point, or end of line switch on each circuit to test the ability of the control and indicating equipment to receive a signal, and to sound the alarm and operate any other devices on the system. The call points will be tested on a rotation basis to ensure none are missed;
 - b) where activation of the fire alarm initiates other passive systems such as electro-magnetic door holders, or plant operation, note the successful activation of these systems in the logbook;
 - c) remedy all faults in the system;
 - d) record the results of the weekly test in the Fire Alarm Test Log and enter this into the appropriate section of the logbook.
- 8.3. Every three months a competent person shall in addition to the weekly test:
- a) check entries in the logbook and ensures all necessary remedial action is taken;
 - e) examine and test batteries and their connections as specified by the supplier to ensure that they are in good serviceable condition and not likely to fail before the next quarterly inspection;
 - f) make a visual inspection to check whether structural or occupancy changes have affected the requirements for the location of manual call points, detectors, and sounders and to confirm that a clear space of at least 750mm is preserved in all directions below every detector, and that all manual call points remain unobstructed and conspicuous;
 - g) carry out all checks and tests specified by the installer, supplier, or manufacturer and attach it to the logbook;
 - h) remedy all faults in the system;
 - i) record the results of the quarterly test on the Fire Alarm Maintenance Log and enter this into the appropriate section of the logbook;
 - j) report any defects immediately to the Premises Officer.
- 8.4. Once every year a competent person shall in addition to the quarterly inspection and test:
- a) check each detector head for correct operation in accordance with the manufacturer's recommendations;
 - k) check all fire shutters and fire dampers for correct operation and ensure they are correctly set after use;
 - l) carry out a visual inspection to confirm that all cable fittings and equipment are secure, undamaged, and adequately protected;
 - m) remedy all faults in the system;
 - n) record the results of the annual test on the Fire Alarm Maintenance Log and enter this into the appropriate section of the logbook;

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- o) report any defects to the Premises Officer;
- p) on completion of the annual inspection and test issue a certificate of testing;

8.5. Once every five years a competent person shall test the installation in accordance with the requirements of the IEE Wiring Regulations 18th Edition.

9. Fire Extinguisher Testing Procedures

In order to meet the requirements of the Fire Certificate, and in accordance with the standards set out in British Standard BS 5306: Part 3: 2017 Code of Practice for the selection, installation and maintenance of portable fire extinguishers, all fire extinguishers will be maintained and tested as set out below.

9.1. Once every year a competent person shall:

- a) check each extinguisher in accordance with the manufacturer's recommendations;
- q) where required, carry out a discharge test, refill the extinguisher and fit a new safety pin and seal;
- r) carry out a visual inspection to confirm that all external fittings are in full working order;
- s) check the wall bracket to ensure that it is secure;
- t) record the results of the annual test on the Fire Extinguisher Test Log and enter this into the appropriate section of the logbook;
- u) remedy all faults immediately or remove extinguisher from site for disposal or repair, replacing it with a serviceable extinguisher;
- v) complete the test label on the extinguisher when the test has been completed;
- w) forward a report detailing any discovered defects to the Premises Officer;

10. Emergency Lighting System Testing Procedures

In accordance with the standards set out in British Standard BS 5266: Part 1: 2016 Code of Practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment, emergency lighting systems in the various buildings will be maintained and tested as set out below.

10.1. Every month a competent person shall:

- a) energise each self-contained luminaire, internally illuminated exit sign and battery system by simulation of a failure of the supply to the normal lighting, for a period sufficient only to ensure that each lamp is illuminated and not exceeding one quarter of the rated duration of the luminaire or sign;,, by actuation of a test switch or removal of the local lighting circuit fuse;
- a) visually examine each self-contained luminaire, internally illuminated exit sign and battery system to ensure that they are functioning correctly;
- b) restore the power supply at the end of the test period and check to ensure that each self contained luminaire, internally illuminated exit sign and battery system is functioning correctly;

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- c) record the results of the inspection on the Emergency Lighting Inspection Log and enter this into the appropriate section of the logbook;
- d) remedy all faults immediately;
- e) forward a report detailing any discovered defects which render the system out of order for more than one working day to the Premises Officer.

11. Test and Inspection Reports and Certificates

- 11.1. The Premises Officer is responsible for ensuring that a competent person is appointed to carry out the testing of all fire alarms and fire-fighting equipment of the School site in accordance with these procedures.
- 11.2. All defects identified during the testing and inspection of fire alarms and fire-fighting on the School site shall be recorded in the relevant log book and reported to the Premises Officer.
- 11.3. All inspection reports and certificates of testing for fire alarms and fire-fighting equipment located on the School site shall be placed in the relevant log book, and a copy sent to the Premises Officer.

12. Records

- 12.1. The Fire Log for each building is stored in a location agreed by the Premises Officer adjacent to the building's fire alarm panel in Premises office.
- 12.2. All records created as part of this document, with the exception of training records, will be stored in the Fire Log and maintained for a period of at least 3 years.
- 12.3. The training records are retained on Smartlog

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Appendix One – Fire and Emergency Plan

1. General

- 1.1. This fire and emergency plan sets out the procedures to be followed in case of a fire or emergency that requires the evacuation of Holy Family Catholic School.
- 1.2. The aim of the plan is to provide practical information to staff and students on what actions they should take in the event of a fire or emergency.
- 1.3. The implementation of this fire and emergency plan ensures the safety of students, visitors and employees during emergency situations.
- 1.4. A copy of the fire and emergency plan shall be kept in the Fire Log for the location to which it relates.

2. Training and Information

- 2.1. All employees shall receive fire safety training as part of their induction training to ensure this fire and emergency plan is fully understood.
- 2.2. Fire safety training should be repeated annually to ensure all employees remain familiar with the fire and emergency procedures for their building.
- 2.3. Regular evacuation drills shall be arranged by the Premises Officer to reinforce the evacuation procedures.
- 2.4. All fire safety training records shall be kept in the Fire Log which is located adjacent to the fire alarm panel.

3. Changing Location

- 3.1. Heads of Department shall ensure that whenever a member of staff joins their office or changes office location they are, on arrival:
 - a) introduced to the Fire Marshalls for their area;
 - b) made aware of the fire procedures for their new place of work;
 - c) made familiar with the location of the fire call points, fire-fighting equipment, locations of all fire exit doors and the route to open air, and the building's evacuation assembly point.

4. The Alarm

- 4.1. The Alarm is a single stage bell. This means that when the alarm is activated bells ring in all buildings and on all floors.

5. Action in the event of discovering a fire or smelling smoke

- 5.1. If you discover a fire or smell smoke immediately raise the alarm by breaking the glass in the nearest fire alarm call point.
- 5.2. Evacuate the building and go directly to the assembly point in the games court using the shortest safe route identified on the evacuation drawing.
- 5.3. Do not stop to collect your belongings or use the lifts.
- 5.4. Do not tackle the fire unless you are trained to do so and can guarantee that you have a safe exit. Do not take any personal risks.
- 5.5. Do not return to the building until the Fire Evacuation Coordinator or the Fire Brigade informs you that it is safe to do so.

6. Action in the event of Fire Alarm activating

- 6.1. If the fire alarm activates evacuate the building and go directly to the assembly point in the playground(Walthamstow site) and MUGA (Wiseman site) using the shortest safe route identified on the evacuation drawing.

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- 6.2. Do not stop to collect your belongings or use the lifts.
- 6.3. Co-operate with all Fire Marshalls who are responsible for ensuring speedy evacuation of the floor and for ensuring that all areas have been evacuated.
- 6.4. Do not return to the building until the Fire Evacuation Coordinator or the Fire Brigade informs you that it is safe to do so.

7. Teaching Staff

- 7.1. Teaching staff who are teaching at the time of any alarm should:
 - a) ensure that all students are safely escorted to the Assembly Point
 - b) ensure that they do not put themselves or the students at risk
 - c) only attempt to tackle the fire if it is safe to do so & they have been trained in the safe use of fire extinguishers.

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Appendix Two – Evacuation Procedures

1. General

- 1.1. Each zone has a Fire Marshal and where possible more than one in order to allow for cover arrangements. All Fire Marshalls will work as a team during the event of a fire or emergency to ensure all zones are covered in the case of absence.

2. Training and Competence

- 2.1. The Fire Evacuation Coordinator and Fire Marshals shall receive appropriate fire safety-training

3. Duty Holders

- 3.1. The Fire Evacuation Coordinator is responsible, in the event of the fire alarm activating, for managing the evacuation of the School and coordinating the efforts of the other duty holders.
- 3.2. The Headteacher/Deputy Headteacher is responsible in the event of the fire alarm activating, for controlling the evacuation muster point, liaising with Fire Marshals, recording details of any areas within the building that remain unchecked or personnel that are known to be trapped, and reporting to Fire Evacuation Coordinator.
- 3.3. Fire Marshalls are responsible, in the event of the fire alarm activating, for ensuring that all persons in their assigned area proceed to vacate the building via the nearest fire exit and reporting details of any areas within the building that remain unchecked or personnel that are known to be trapped to the Assembly Point Fire Marshal

4. Fire Evacuation Coordinator

- 4.1. In the event of the fire alarm activating immediately proceed to the fire panel in the main reception:
 - a) collect and put on the fluorescent tabard that signifies their specific role (if the tabard has been collected by another Fire Evacuation Coordinator then assist with the safe evacuation of the location as the situation demands);
 - b) appoint a competent and trained person as Assembly Point Fire Marshal and issue them with the fluorescent tabard signifying their specific role, a radio, and the Evacuation Report, and dispatch them to the Muster Point ;
 - c) check the fire alarm panel to identify the location of the fire.
- 4.2. Make preliminary enquiries to determine the validity of the alarm and if it is believed that the alarm is, or may be an emergency, contact the emergency services.
- 4.3. To contact the emergency services dial 999 and ask the operator for 'The Fire Brigade'; you will be connected to the Fire Brigade Control Room. Speaking slowly and clearly state, "This is Holy Family Catholic School . We have a fire alarm activated". Wait for the operator to repeat it back to ensure that they have heard it correctly.
- 4.4. Having contacted the emergency services collect a radio, a loudhailer and the ICO Control Point Sign, and position yourself at the Muster Point Area.
- 4.5. Direct evacuees to the assembly point using the loud hailer. On a regular basis state, "Please move away from the building. Please move to the muster point".
- 4.6. Ensure you are fully appraised of Fire Evacuation situation.
- 4.7. Ensure bells are kept ringing until buildings completely empty.
- 4.8. Liaise with the Fire Brigade upon their arrival and having obtained the information from the Assembly Point Fire Marshal report to them:

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- a) the names of any people who have not evacuated or are known to be missing along with their last known location;
 - b) any areas that remain unchecked.
- 4.9. Prevent anybody returning to the building, for whatever reason, until the Fire Brigade gives the all clear.
- 4.10. Ensure that the Fire Brigade reset the fire alarm panel and the panel is showing that it is in normal working mode before they leave. NOTE: Only the Fire Brigade should reset or silence an alarm, unless a false alarm is recognised.
- 4.11. Record the details of any incident on the Fire Incident and Defect Report and enter it into the relevant section of the logbook.

5. Assembly Point Fire Marshal

- 5.1. In the event of the fire alarm activating:
- a) immediately proceed to the fire panel in the main reception;
 - b) collect from Fire Evacuation Coordinator and put on the fluorescent tabard that signifies their specific role (if the tabard has been collected by another CFM they should assist with the safe evacuation of the location as the situation demands);
 - c) collect the CFM fire and emergency pack;
 - d) proceed to the Assembly Point.
- 5.2. Upon arrival at the assembly point make radio contact with the Fire Evacuation Coordinator.
- 5.3. Liaise with Fire Marshals at the Assembly Point and record the details of reports made by Fire Marshals on the Evacuation Report. When the evacuation is complete, or if requested by the Fire Evacuation Coordinator, notify them by radio of:
- a) the names of any people who have not evacuated or are known to be missing along with their last known location;
 - b) any areas that remain unchecked.
- 5.4. Keep in contact with the Fire Evacuation Coordinator about the status of the situation.
- 5.5. Inform persons at the Assembly Point on the status of the situation using the loud hailer; ' The Fire Brigade is 5 minutes away and will inform us as soon as possible whether it is safe to return to the building.'
- 5.6. Ensure nobody leaves the assembly point or returns to the building until instructions have been received from Fire Evacuation Coordinator that the building is safe.
- 5.7. Using the loud hailer, advise people in the Assembly Point that they can return to the building.

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6. Fire Marshall

- 6.1. In the event of the fire alarm activating collect your folder and put on the Fire Marshals fluorescent tabard that signifies your specific role.
- 6.2. Wherever possible liaise with all other Fire Marshals on their floor to prevent duplication of duties and identify one person to report on behalf of the Team to the Assembly Point Fire Marshal.
- 6.3. Direct all occupants of the area towards a safe exit route. You are responsible for ensuring that all personnel in your assigned area proceed to vacate the building via the nearest fire exit.
- 6.4. As far as it is safe to do so check all areas within your designated area to ensure that they are clear and record this on your checklist.
- 6.5. Once you are satisfied that their primary area is clear check the location of the other Fire Marshals and follow the secondary responsibility procedure agreed by their Fire Marshall Team;
- 6.6. If it is unsafe to remain in the area/building proceed directly to the Assembly Point, closing all doors of vacated rooms to prevent the spread of fire;
- 6.7. If appointed, report to the Assembly Point Fire Marshal on behalf of the team:
 - a) the names of any persons known to be trapped and their last known location; and,
 - b) any areas for which they are responsible that remain unchecked.
- 6.8. If you are not in your designated area at the time of an evacuation - real or otherwise - please proceed directly to the assembly area via the nearest fire exit.
- 6.9. If Fire Marshals are absent from the school (school visits, illness, approved absence) the person should inform their Fire Marshal stand-in.

Additional Reference Documents

- Appendix A1 – List of Fire Wardens
- Appendix A2 – List of Fire Zones
- FSP01 – Record of training
- FSP02 – Record of fire drills
- FSP03 – Fire Alarm Test and Inspection Log
- FSP04 – Dry Riser Test and Inspection Log
- FSP05 – Fire Extinguisher Inspection and Test log
- FSP06 – Hose Reel Test and Inspection Log
- FSP07 – Floor Evacuation Report
- FSP08 – Emergency Contact List