CATS
• LONDON •

FIRE SAFETY - POLICY AND PROCEDURES

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Introduction

This document should be read by all staff as an addition to the two Fire Policy appendices at the end of this document.

CATS College London has a responsibility to ensure that a fire evacuation policy is in place and to comply with all current fire safety legislation and standards. CATS College London will ensure that the following are adequately provided, maintained and effective for use at all times:

- Fire Escapes
- Emergency Lighting
- Fire Alarm System
- Fire Fighting Equipment
- Roles and responsibilities defined
- All staff and students are made aware of the actions to be taken in the event of a fire.

Everyone in CATS College London must play their part in maintaining a high standard of awareness about the risk of fire.

In the event of fire, the prime objective is prevention of loss of life, and therefore:

- Familiarise yourself with the fire call points and fire exits.
- Know where firefighting equipment is located, and if a trained appointed Fire Marshall, know how to operate.
- Know how to carry out an evacuation of Students, Staff and Visitors

If an activation of the alarm system happens out of hours or College Holidays a separate measure is in place to ensure all who are in the building are accounted for.

Staff Responsibilities

This section describes the responsibilities expected by all staff followed by specific staff additional instructions.

Teaching/Educational staff should also understand the scenarios for evacuations During Timetabled lessons and Outside of Timetabled Lessons

Staff - Shall mean: All persons based at CATS College including those specifically mentioned in this document. Responsible for:

- Being alert and reporting any fire hazards to the Operations Team.
- Ensuring electrical items are switched off at night or, when not in use, within their working area.
- Ensuring combustible material, such as paper, is not stored near ignition sources and that large amounts of discarded paper are reported to the Operations Team for removal.
- Ensuring that fire doors are kept closed at all times unless a specific notice on the door states otherwise, or if Magnetic door and Dorguard holders are used.
- Ensuring all emergency exits remain clear at all times to allow for adequate means of escape.
- Taking part in fire evacuation practices as required.

- Ensuring students leave the building in an orderly manner and making their way to the fire assembly point safely.
- Ensuring visitors go to the assembly point and report to the A/Principal.
- Not delaying the process in order to collect personal belongings.

Fire Marshall - Shall mean: Staff appointed and trained by CATS College London to assist with fire evacuation. Responsible for:

- Advising Evacuation Incident Controller of any new staff member, visitor or guest who will require assistance should an evacuation take place.
- The control and co-ordination of the assembly point, in particular guiding teachers, PT's and students to the assembly area.
- Ensuring a safe means of escape from all areas is available at all times, advising the Operations Team of any irregularities.
- Co-ordinating the return to the building once the all-clear is given.
- During an evacuation, walking the designated area of their floor where applicable and ushering people to the exits.
- Being alert and reporting any fire hazards.
- Taking part in fire evacuation practices as required.
- Ensuring all emergency exits remain clear at all times to allow adequate means of escape.
- Advising that their area is clear to the Evacuation Incident Controller on their way out of the building.
- Attending periodic training sessions arranged by CATS College London.

Receptionist - Shall mean: staff designated to reception duties, either permanent or temporary, at 44 Bloomsbury Square, and this includes Student Services. Responsible for:

- Briefing new visitors to the college on what to do and where to meet should there be an evacuation.
- **Outside of Timetabled Lessons** retrieving the Personal Tutor Student list and handing to the relevant PT at the Assembly Point. The lists need to be kept up-to-date whenever there are changes in students. Additionally a student register will be issued to record names of those students not present.
- Taking the Visitor's Book to the assembly point ensuring all ground floor visitors go to the assembly point and report to the A/Principal.
- Calling Students who are not accounted for on the phone upon returning to college.

Administration Staff - Responsible for:

- Reporting to the A/Principal at the Assembly Point.

Operations Staff - Responsible for:

- Reporting to the Operations Manager or in his absence the Maintenance Supervisor.

Chef or Assistant Chef - Responsible for:

- Ensuring all catering staff are accounted for, passing names of any missing to incident controller before proceeding to the Assembly Point, and reporting to the Operations Manager or in his absence the Maintenance Supervisor.

Head of Boarding and Welfare - Responsible for:

- Collating all registers, questioning all PTs or teachers regarding missing students.
- Covering Assistant head of welfare should they be absent.

Higher Education Officer - Responsible for:

- Ensuring that the following groups of people report to them at the Assembly Point:
- all Students not in lessons
- all Teaching/non-PT staff not teaching

A/Principal - Responsible for:

- Ensuring all Visitors are accounted for.
- Ensuring all Admin staffs are accounted for.

Principal or (in their absence) A/Principal - Responsible for:

- Directing students and staff to the right areas, ensuring all know where they are meant to be and issuing instructions silence, dismissal, etc.

Evacuation Incident Controller: Shall mean: Operations Manager or Operations Team Supervisor. Responsible for:

- Liaising with the Emergency Services during an Incident.
- Advising fire services if assistance is required to evacuate any person.
- Ensuring that all Marshalls have given the all clear and then liaise and relay information to and updates from fire services.
- Providing reports to the Principal following an incident.
- Calling additional emergency services should they be required.
- Co-ordinating the return to the building once the all clear is given.

Operations Manager - Responsible for:

- Ensuring all areas comply with statutory requirements and current building regulations.
- Monitoring levels of Marshall cover, recruitment and training.
- Ensuring all emergency exits remain clear at all times to allow adequate means of escape.
- Ensuring the maintenance and testing of Equipment and the Fire Alarm, including upkeep of records.
- Carry out an evacuation drill at least once in every academic term, with the assumption that one escape route is not available per academic year.
- Informing Insurers and Fire Brigade of any major shutdown or failure of fire alarm system.
- Ensuring a safe means of escape from all areas is available at all times.

- Supplying up to date floor plans showing means of Escape, Fire call points and extinguisher locations and displaying floor plans adjacent to the Fire Panel.
- Supply and maintenance of Fire Extinguishers and Signage ensuring both are kept free from obstruction at all times.
- Applying to the local council and LFEPA if wishing to make alterations to the fire exit routes.
- Ensuring that all Emergency Break Glass points and Emergency Lighting are tested regularly.
- Producing and maintaining fire risk assessments and maintenance records.
- Communicating Policy and Procedures to all staff.
- Ensuring that all staff, including new joiners, are aware of the procedure to evacuate and can locate the assembly points.

DURING TIMETABLED LESSONS – EVACUATIONS:

Teachers - Responsible for:

- Making their way to their PoS assembly point line, ensuring students line up on the grass in silence.
- Recording on the register students who were in the lesson and are now missing to the HWB.

Teachers Not In Lessons - Responsible for:

- Reporting to Higher Education Officer

OUTSIDE TIMETABLED LESSONS – EVACUATIONS:

Personal Tutors - Responsible for:

- Making their way to the Assembly Point line, ensuring students line up on the grass in silence.
- Recording on the register students not present at the assembly point. You will be handed a list of current students for reference.
- Giving completed register to Head of Boarding and Welfare.

Programme Directors + (in their absence) Assistant to Boarding and Welfare - Responsible for:

- Ensuring all PTs in their PoS is staffed, taking register for absent tutors, ensuring order is maintained at all times in their PoS, helping out other PDs if necessary.

Fire Personnel Identification

Evacuation Incident Controller – Hi Viz Yellow Jacket and Armband.

Fire Marshall - Hi Viz Yellow Jacket.

How the Fire System Works

The Fire Alarm System works on a single stage evacuation.

Should the Break Glass or a Smoke detector be activated the alarm will sound by way of a siren.

Alarm Panel

The Fire Alarm Panel is located by the entrance of 44 Bloomsbury Square and is clearly marked.

Monitoring

Upon activation the fire alarm system will automatically notify the Fire and Intruder alarm monitoring company at which point they will do one of the following

- If the Intruder alarm is set i.e. Out of Hours the Fire Brigade will be called.
- If the Intruder alarm is unset they will do nothing unless the alarm rings for more than 5 minutes without a member of the Operations Team Letting them know what the activation is.

Areas with Specific Risks

Basement 43 Kitchen.

Science Labs Floor 4 – 43/45.

Out of Hours and College Holidays

Out of Hours shall mean weekends, and before 0845 and after 1730 weekdays.

College Holidays shall mean all other times when students are not expected to be in the college and staff numbers and key personnel may be greatly reduced.

Out of Hours and Weekends- The evacuation will be co-ordinated by a member of the Operations Team who will take a register of all those staff and students who have signed in as per our out of hours protocol.

During Examinations

The Joint Council for Qualifications (JCQ) have produced a document that states what invigilators must do when an evacuation is sounded during an examination this document can be found in the appendices. During the exams term all staff and invigilators will be reminded of what to do should an evacuation arise and any informed of any changes of assembly point reports.

Assembly Point

The Assembly Point is Bloomsbury Square Park

Proceed to your designated area upon hearing the fire alarm.

Take care when crossing the road.

Do not block the road and adhere to traffic signals

Policy reviewed: August 2020

Next review: August 2021

FIRE PREVENTION POLICY
COVID-19 ADDENDUM

Date added to Policy	July 2020
Next Review Date	As required, based on UK Government guidance
Lead for Review	Operations Manager

Introduction

In response to the global Covid-19 outbreak we have made amendments to our Fire Prevention Policy to safeguard the health and wellbeing of the whole college community.

Fire Doors

Whilst it is important to limit use of door handles and aid ventilation where possible, if fire doors are to be propped open it must only be by using automatic Door Guards that will shut automatically in the event of the fire alarm being sounded.

Fire Risk Assessments

All Fire Risk Assessments must be reviewed prior to opening to determine whether any changes that are made to the premises or staff to control the spread of Covid-19 are managed and mitigated. Any significant changes should be identified and recorded in the Fire Risk Assessment.

The Fire Risk Assessments should include the increased use and storage of alcohol hand sanitiser; for example, the location of dispensers, safe storage/disposal requirements and guidance on use for staff and students.

Any changes to fire escape routes must be clearly identified and communicated effectively to all staff and students.

Fire Drills

Fire Drills will continue to be carried out as detailed in the Fire Drill Policy.

All students, including continuing students, will be taken through fire evacuation procedures at the start of term to ensure they are aware of any revised instructions.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this Addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.

Related policies

Fire Drill Policy