



Fire Safety Management Policy

CHARITY POLICY & PROCEDURE

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Aims

Talbot House Children's Charity ("the Charity") is committed to the promotion of a safe and risk-free environment for staff, pupils, and all other users of the Charity site. We are committed to working within the framework provided by the Local Authority and the Tyne and Wear Fire and Rescue Service.

This policy applies to all employees, trustees and governors, agency workers, pupils, visitors and contractors.

This procedure does not form part of any employee's contract of employment, and it may be amended at any time. The Charity may also vary this procedure, permanently or temporarily, from time to time, including any time limits, as appropriate in any case and at any time.

Purpose & Scope

Protect life first, then property and business continuity.

Applies to all employees, contractors, visitors, and to all premises under the Charity's control.

Legal and Guidance Framework

- Regulatory Reform (Fire Safety) Order 2005 (FSO).
- Fire Safety Act 2021; Fire Safety (England) Regulations 2022.
- Building Safety Act 2022.
- DSEAR 2002 for dangerous substances.
- NFCC/HSE guidance; relevant British Standards (e.g., BS 9999, BS 5839, BS 5306, BS 5266).

Fire Safety Management Polic

1. Roles & Responsibilities

This **Fire Safety Management Policy** reflects the Charity's serious intent to accept its responsibilities in all matters relating to fire safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

- 1.1 The Board of Trustees and the Governing Body ("the Board") are responsible for:
 - Monitoring a management structure that is responsible for the fire management safety of the Charity.
 - Ensuring there is an enforceable policy for fire safety and that all personnel implement this.
 - Ensuring the Charity is a safe place for all.
 - Ensuring safe and healthy working conditions, that comply with statutory requirements, codes of practice, and guidance.
 - Ensuring there are adequate funds available for appropriate staff fire training and equipment etc.
- 1.2 The Chief Executive (CEO) is ultimately responsible for:
 - Ensuring that the **Fire Safety Management Policy** is created, implemented and monitored for the Charity.
- 1.3 The HR Manager is responsible for ensuring:
 - That legislative requirements are met.
 - Testing, maintenance and / or repairs are initiated, as required.
 - The Charity has a suitable **Fire Safety Management Policy**, and that this policy is reviewed annually.
 - A Fire Risk Assessment is completed and reviewed annually by a competent person.
 - The completion and upkeep of the Fire Log and all fire related records.
 - That staff are notified of the significant findings of the fire risk assessment.
 - Any recommended actions derived from the fire risk assessment are completed.
 - The maintenance / testing / repairs of all firefighting systems and equipment are completed and recorded in the Fire Safety Logbook.
 - The Charity Fire Evacuation Procedure is regularly reviewed.
 - That the Charity has a **Major Incident Evacuation Plan** which includes agreements with local providers and additional training for staff.
 - All pupils, employees, visitors and others who use the building are made aware of the Fire Evacuation Procedures.
 - The provision of fire awareness training to all staff.
 - The provision of fire warden training for designated staff.
 - That an emergency fire drill is undertaken at least every term.
 - The preparation of specific Personal Emergency Evacuation Plans (PEEPs) for pupils, or risk assessments for staff with special needs and / or disability.
 - The provision of suitable fire safety systems, e.g. fire alarm/s, automatic fire detection systems and emergency lighting.
 - The provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.

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- Compliance with any external fire prevention officer's recommendations, and / or enforcement notices.
- Any necessary actions are taken to protect the safety of staff, pupils and visitors, in instances where contractors create hazardous conditions and refuse to eliminate them or take action to make them safe.
- A Fire Incident Report (see **Appendix C**) is completed following a fire evacuation. The report will:
 - log all details of the fire drill, including how the evacuation drill went and any inappropriate actions or problems which were noted as a result.

The Head Teacher or Deputy Head Teacher will take on the responsibilities of the HR Manager in their absence.

1.4 The HR Department, and Administration Team will assist the HR Manager and Head Teacher to ensure:

- The policy is clearly communicated to all staff and relevant persons.
- All staff are provided with adequate information, instruction and training on fire safety management.
- Appropriate information on significant risks is given to visitors and contractors.
- **Appendix H** details the roles and responsibilities of the Administration Team regarding pupil and staff fire registers.
- The pupil medications, first aid kit and defibrillator are taken outside during a fire evacuation.

Each person within this section is made aware of their individual responsibilities.

1.5 The HR Manager and Maintenance Team are responsible for:

- Controlling maintenance work, maintaining safety systems and maintenance of such systems.
- Ensuring equipment is always kept fully functional when the building is in use.
- The formal maintenance and regular testing of the fire alarm system.
- The formal maintenance and regular testing and record keeping of the emergency lighting.
- The maintenance, inspection, record keeping of the firefighting equipment, and ensuring that it is accessible, e.g. fire hydrants and dry risers.
- The maintenance of exit / escape routes and signage.
- The supervision of contractors undertaking work within the premises.
- The fire compartmentation is in full working order and any fire engineering solutions are suitably maintained.
- Any hazards are reported (which cannot be dealt with) to the HR Manager and / or the CEO without delay.
- Access to the electric and gas shut off devices are clear and free of obstructions at all times.
- Fire critical plant, such as gas boilers, are annually serviced in line with the Charity's preventative maintenance plans.
- Electrical equipment is suitably maintained and that fixed electrical wiring is inspected at least every five years in line with the Charity's planned preventative maintenance regime, and PAT testing is fully completed on a bi-annual basis, unless electrical equipment is brought into the building during this period, in which case it should usually be completed as soon as is reasonably possible.

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- Periodic and timely meetings are held with the link Health & Safety advisor.
- Fire inductions are completed with all new staff (this is arranged via the HR Department).
- Weekly testing of the fire alarm is completed successfully, any issues or faults reported to the HR Manager and / or the CEO.
- Collecting Orange Zone and Blue Zone - Pear 2 pupil fire registers and staff registers from reception and placing at fire point 6, twice daily (at around 9:45am & 1:25pm).

1.6 The Head Fire Warden (or nominated person on the day) is responsible for:

- Collecting all pupil registers from the Fire Wardens.
- Passing the pupil registers to the Deputy Head Teacher once collected (or to the Head Teacher, if the Deputy Head Teacher is not available).
- Ensuring any messages are passed on from other Fire Wardens are reported to the Head Teacher.
- Ensuring that a member of the Pastoral Team is deployed to Orange Zone and Blue Zone - Pear 2 for roll call procedures.
- Ensuring that radio communication is silent and coordinate any radio contact required.

1.7 Fire Wardens are responsible for:

- Ensuring that their designated area/s are clear before leaving the building.
- Checking toilet areas that they pass on the way out of the building, if safe to do so.
- Closing all fire doors (that are not on automatic closers), if it is safe to do so.
- Taking an active, day to day, role in fire prevention and hazard spotting.
- Reporting fire safety issues, such as missing fire extinguishers, without delay, by logging onto the maintenance spreadsheet.
- Proactively ensuring fire escape routes, including stairways, and fire exits are clear at all times and not blocked.
- Ensuring any hazards (which cannot easily be dealt with) are reported to the Maintenance Team, via the maintenance spreadsheet.
- Confirming the occupancy status of their area, by responding to the Head Fire Warden, when requested.
- Assisting the Head Fire Warden in securing the building and ensuring that no one re-enters the premises, until it is deemed safe to do so by the CEO (HR Manager and Head Teacher / Deputy Head Teacher in their absence).

1.8 Teachers are responsible for:

- Evacuating their class from the building.
- Ensuring their classrooms are kept free of hazards that may block escape routes.
- Ensuring all electrical equipment used within the classroom is used correctly and are suitably maintained.
- Reporting any hazards (which cannot be dealt with) to the Maintenance Team, via the maintenance spreadsheet.
- Ensuring that pupils with a prohibitive injury are assessed and that a PEEP is put in place.
- Following the Charity's Fire Evacuation Procedure.
- Controlling their class at the fire assembly point, and that no pupil re-enters the building.
- Ensuring no pupils leave the premises.
- Be aware of the **Business Continuity & Major Incident Plan** which may require escorting the class away from the premises to a safe site.
- Ensuring all required training is promptly completed within deadlines taking part in any fire safety training provided by the Charity.

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- 1.9 Pupils, in accordance with their age and aptitude, are expected to:
- Exercise personal responsibility for the safety of themselves and others.
 - Observe all of the safety rules of the school, and in particular any instructions given by staff in an emergency situation.
 - Not wilfully misuse or interfere with equipment provided for their safety.
- 1.10 Contractors are responsible for:
- Identifying and controlling any risks arising from their activities and informing the HR Manager or CEO of any risks that may affect staff, pupils and / or visitors.
 - Reporting details of any faults or issues to the Maintenance Team as they are discovered.

2. Arrangements

The Regulatory Reform (Fire Safety) Order 2005 specifically requires a fire risk assessment to be carried out and to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first. Significant changes include, but are not limited to:

- Any structural changes, including but not limited to, alternations to the layout of the premises, erection of partitions, refurbishments, etc. which may affect the spread of fire.
- Any change to the use of the premises which may affect the risk rating.
- Any change to work processes or work equipment which may introduce new fire hazards.
- Changes in the number of people using the premises to ensure that escape routes can accommodate the numbers safely.

2.1 The **Fire Safety Management Policy** sets out:

- The objectives in respect of fire prevention and emphasises the Charity's commitment to fire safety.

2.2 The Charity aims to:

- Have proactive liaison with the local fire department, including notification of any:
 - changes to the occupancy.
 - periods of abnormal occupancy.
 - identified fire growth characteristics.
 - other relevant factors.

The arrangements allow for routine meetings with the fire department and additional meetings where a change in the building or its occupancy is proposed.

3. Fire Management Procedures

There are clear fire management procedures in place to ensure that the Charity can suitably manage the risk of a fire. The system seeks to anticipate and proactively identify the impact of any proposed changes. The Maintenance Team will identify any alternative protection and measures that may be required as a result of any proposed changes and ensure that they are implemented.

3.1 Staff and training

- The staffing level provided is appropriate to the fire safety requirements of the Charity. It includes sufficient trained personnel to ensure that all occupants are assisted or supported, to make their way out of the building effectively in an emergency.

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- The training ensures that there are enough staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment when it is safe to do so, to provide full coverage of the building, with provision for contingencies, sickness or holiday absences.

4. Planning

The implementation of corrective actions is ongoing following each risk assessment review with priority given to the highest risks. Where restraints delay implementation, a risk assessment will be put in place.

- The planning procedures are proactive and considers a wide range of possible emergencies and incidents. These are likely to include planning for logistical issues such as the provision of shelter, communications, transport, the weather, time of day, time of the week, time of year (holidays, etc.) and traffic-related issues, as well as scenarios such as power failures or floods.

5. Fire Evacuation Procedure - Appendix A (to be displayed in every area / classroom)

The HR Manager will ensure a suitable emergency evacuation procedure is prepared and made available to all staff. The procedure shall:

- Be displayed in every area and classroom, near doors or on notice boards.
- Describe the fire alarm activation procedures.
- Describe the responsibilities of all staff during a fire emergency / drill.
- Describe the actions staff need to take to safely evacuate the premises.
- Describe the location of the fire assembly points.

5.1 The Charity will ensure:

- The Fire Evacuation Procedure is reviewed following significant changes to the building's infrastructure or following significant events such as fire.
- All staff, whether temporary or permanent, will have the evacuation procedure explained to them, together with information on the location of fire alarm call points and the location of escape routes, exits and assembly points.
- All persons with the responsibility of ensuring the safe evacuation of staff and / or pupils with special needs and / or disabilities will be made aware of the Risk Assessments (for staff) / PEEPs (for pupils) in place.
- The SENDco and Pastoral Manager will ensure parents are consulted during the preparation of the PEEP for their child.
- All PEEPs will be reviewed following significant changes to the infrastructure of the building, following substantial events such as fire or changes to the user's individual needs.

5.2 The HR Manager will meet with the CEO, Administration Team, Maintenance Team and Head Fire Warden to discuss and gather information regarding any issues. The Head Fire Warden will carry out a debrief to all Fire Wardens on the significant findings, including any improvements which are to be made during an evacuation. The Head Fire Warden will then meet with staff to discuss any issues that need to be raised, which may include training requirements.

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6. Managing False Alarms and System Impairments

- The school is committed to ensuring the reliability of all fire detection and alarm systems.
- Every false alarm will be thoroughly investigated, with root causes identified and corrective actions implemented to prevent recurrence.
- Any temporary impairment to fire alarms, detectors, or suppression systems must be reported immediately.
- During such impairments, appropriate safety measures—such as a fire watch or temporary protective systems—will be put in place until full functionality is restored.

7. Fire Prevention

The school aims to prevent fires by keeping all areas clean, safe, and free of unnecessary combustible materials. Electrical equipment must be used safely and any defects reported immediately. Heat-producing equipment is only to be used by trained staff and monitored at all times. Waste is to be removed regularly, and fire doors, alarm equipment, and extinguishers must remain unobstructed. Smoking, including e-cigarettes and vaping, is strictly prohibited anywhere on school grounds. All staff and students are expected to follow fire-safety rules and report hazards without delay.

8. Fire Risk Assessment (FRA)

- An FRA will be completed for each premise by a competent person.
- Competent Person/Fire Safety Lead: Maintains policy; coordinates FRAs, testing, maintenance, drills, training; keeps records.
- Fire Wardens/Marshals: Sweep areas, assist evacuation/PEEPs, roll call, report hazards.
- Line Managers: Ensure staff compliance; support training; keep exits clear; control hot works/contractors.
- All Employees: Follow procedures; keep routes clear; report hazards; know alarms and assembly points; attend training.
- Contractors: Comply with site fire safety rules; permits to work; hot-works controls.
- Review annually, after incidents, or after significant change (layout, process, occupancy).
- Maintain an action plan with owners, target dates, and closure evidence.

9. Protection Measures

- Detection and alarm systems to BS 5839 (category per risk).
- Emergency lighting to BS 5266.
- Fire-fighting equipment located and maintained to BS 5306.
- Maintain compartmentation and fire doors; conduct routine checks.
- Provide clear signage for escape routes and equipment.

10. Testing, Inspection, and Maintenance

- Alarms: weekly call-point tests; 6-monthly service by a competent contractor.
- Emergency lighting: monthly function test; annual full-duration test.
- Extinguishers: monthly visual checks; annual service; overhauls per type.
- Fire doors: monthly visual checks; log defects and remedials.
- Sprinklers/other systems (if installed): inspections per standard; periodic servicing.
- Retain records for at least 3 years (or per insurer/client requirement).

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11. Training and Drills

- Provide induction fire safety training to all with an annual refresher thereafter.
- Train Fire Wardens / Marshals for their role and refresh at least every 2 years (or per risk).
- Conduct at least one evacuation drill per site annually; record outcomes and improvements.

12. Incident Reporting and Investigation

- Report all alarms, near-misses, and fires immediately to the HR Manager.
- Investigate causes; implement corrective actions; notify insurers/authorities as required.

13. Contractor Controls

All contractors working on school premises must follow strict fire-safety requirements to prevent fire risks during maintenance or construction activities.

- Site Induction
 - Contractors must complete a site induction before beginning work. The induction will cover fire safety arrangements, emergency procedures, assembly points, restricted areas, and reporting processes for hazards or incidents.
- Permit to Work
 - High-risk activities—such as hot work, electrical work, intrusive works, or any task affecting fire-protection systems—require an approved Permit to Work. Permits outline required controls, ensure risks are assessed, and must be signed off by the Site Manager before work begins.
- Fire Safety Compliance
 - Contractors must keep work areas tidy, store materials safely, and prevent the buildup of combustible waste. Fire doors and escape routes must never be obstructed. Any temporary fire system impairments must be reported immediately and agreed in advance.
- Supervision and Monitoring
 - The school will monitor contractor activities to verify compliance with fire-safety requirements. Work may be stopped if contractors fail to follow fire-safety rules.

14. Documentation and Records

- Maintain FRA and action plans.
- Keep maintenance/test logs (alarms, emergency lighting, extinguishers, fire doors, sprinklers where applicable).
- Record training attendance, drills, PEEPs, permits to work, and hot-works logs.
- Maintain contractor inductions and method statements.

15. Review

This policy is subject for review at any time, in line with recommended changes and may be subject for review prior to the date shown if deemed necessary, however, this policy is usually reviewed on an annual basis. The HR Manager will be responsible for reviewing this policy in conjunction with the CEO, Head Teacher and HR Manager. Following every review, the policy will be shared with the Board.

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Appendix A – Fire Evacuation Procedure

What staff / people should do if they discover a fire
Raise the alarm by operating the nearest fire alarm call point (all staff have a fire key with a red topper to easily identify the fire key). DO NOT ATTEMPT TO PUT OUT THE FIRE - tackle the fire only if appropriate (i.e. small fire or fire blocking the escape route).
What staff / people should do if they hear the fire alarm
You should always use the nearest exit route , if safe to do so. If you have responsibility for assisting pupils / persons with Personal Emergency Evacuation Plans (PEEP), you should respond as identified in the plan. If not, lead your pupils / persons out of the building.
Do not stop or return to collect personal belongings. Make your way to your nominated Fire Assembly Point (1 to 6). If anyone is missing raise this at the earliest opportunity.
Do not use firefighting equipment unless it is safe to do so, and life safety is threatened.
A staff member from the Maintenance or Administration Team (inc. CEO) who is passing the fire panel, will check the fire panel while evacuating the building, unless the fire prevents this.
The Administration Team and / or the CEO will start a timer, from the fire alarm going off, recording times when a) everyone is out of the building and b) when everyone has been accounted for. The HR Manager, and Head Teacher will do this in the event that they are unavailable.
The Administration Team will take out the staff & off-site registers, the visitors' book, the 'grab-bag' containing: the defib, a first aid kit, all required pupil medications and spare Fire Warden jackets.
House Group Leads will check off their House Group pupils and staff names against those present on the pupil and staff register once safely outside.
Facilities (Kitchen, Domestic and Maintenance Teams) and the Administration Team will check off their House Group pupils and staff names against those present on the pupil and staff register once safely outside.
Everyone must remain at their assigned Fire Assembly Point until the CEO (HR Manager and Head Teacher / Deputy Head Teacher in their absence) confirms that it is clear to re-enter the building.
What Fire Wardens & the Pastoral Team should do if they hear the fire alarm
Fire Wardens will support the evacuation, closing windows and doors as they leave, if it is safe to do so.
Fire Wardens who pass toilets should check the toilets before leaving.
Ensure any pupils and / or visitors that are found to be alone are escorted from the building to the Fire Assembly Point and follow any staff instructions.
Aid the Head Fire Warden to ensure all staff, pupils and persons are accounted for.
The nominated member of the Pastoral Team will radio their response from Blue Zone - Pear 2, and Orange Zone Fire Assembly point.
Contacting the Emergency Services
The Alarm Monitoring Centre automatically call the Charity when a Fire Alarm is raised to ask if assistance is required. If we have not heard from the Alarm Monitoring Centre, the Maintenance Team, or other nominated person, will contact the Fire Department / Emergency Services, if required.

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Appendix B – Fire Log

Fire Safety Logbook – Section 1

Below is the fire log, this shows the date of a fire drill or an unplanned fire evacuation. The time the building was evacuated and re-entered. There is a column to say if this was a planned or un-planned fire drill and if the fire brigade arrived.

Date	Time	Planned	Un-planned	Fire Brigade	Missing people	Time taken	Signed

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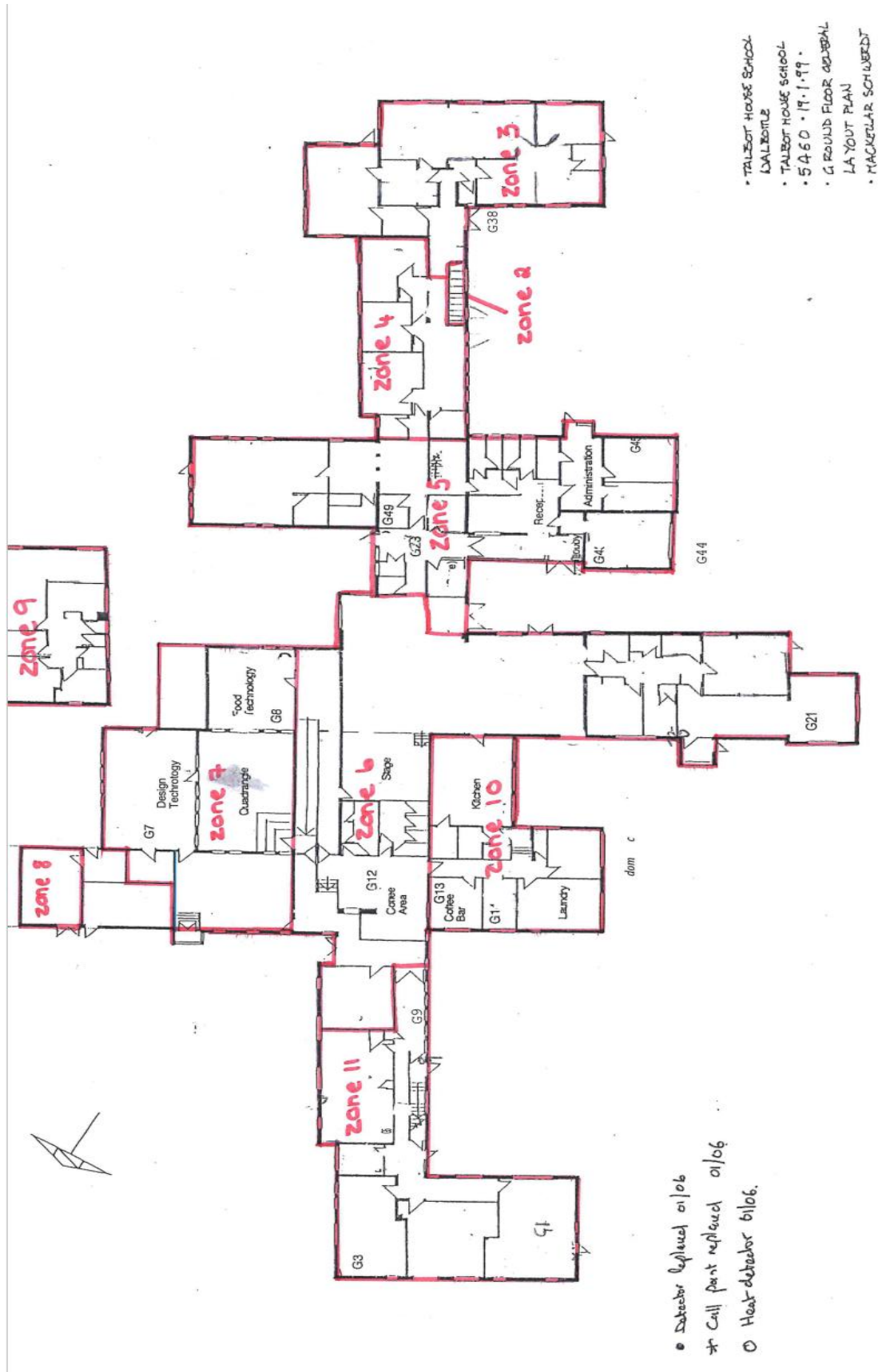
Appendix C – Fire Incident Report

This document records notes and issues highlighted follow all the planned and non-planned fire drills.

Fire Incident Report			
Date of evacuation?		Fire Wardens present? (Y/N)	
Time alarm raised:		Time building was safely evacuated:	
Fire Department called out?		Time of confirmed persons safely out:	
Any missing persons?		Time taken overall:	
Notes taken during the evacuation:			
Any issues raised by staff?			
Any issues noted by the Head Fire Warden?			
Any issues noted by the Administration Team?			
Improvements to be made.			
Any points for the Head Fire Warden to raise with Fire Wardens?			
Possible training requirements?			
Agreed points for Head Fire Warden to share with the wider staff?			
Date of de-brief with all staff and share finding.			
Signed and dated (HFW)			
Signed and dated (HT)			
Signed and dated (PM)			

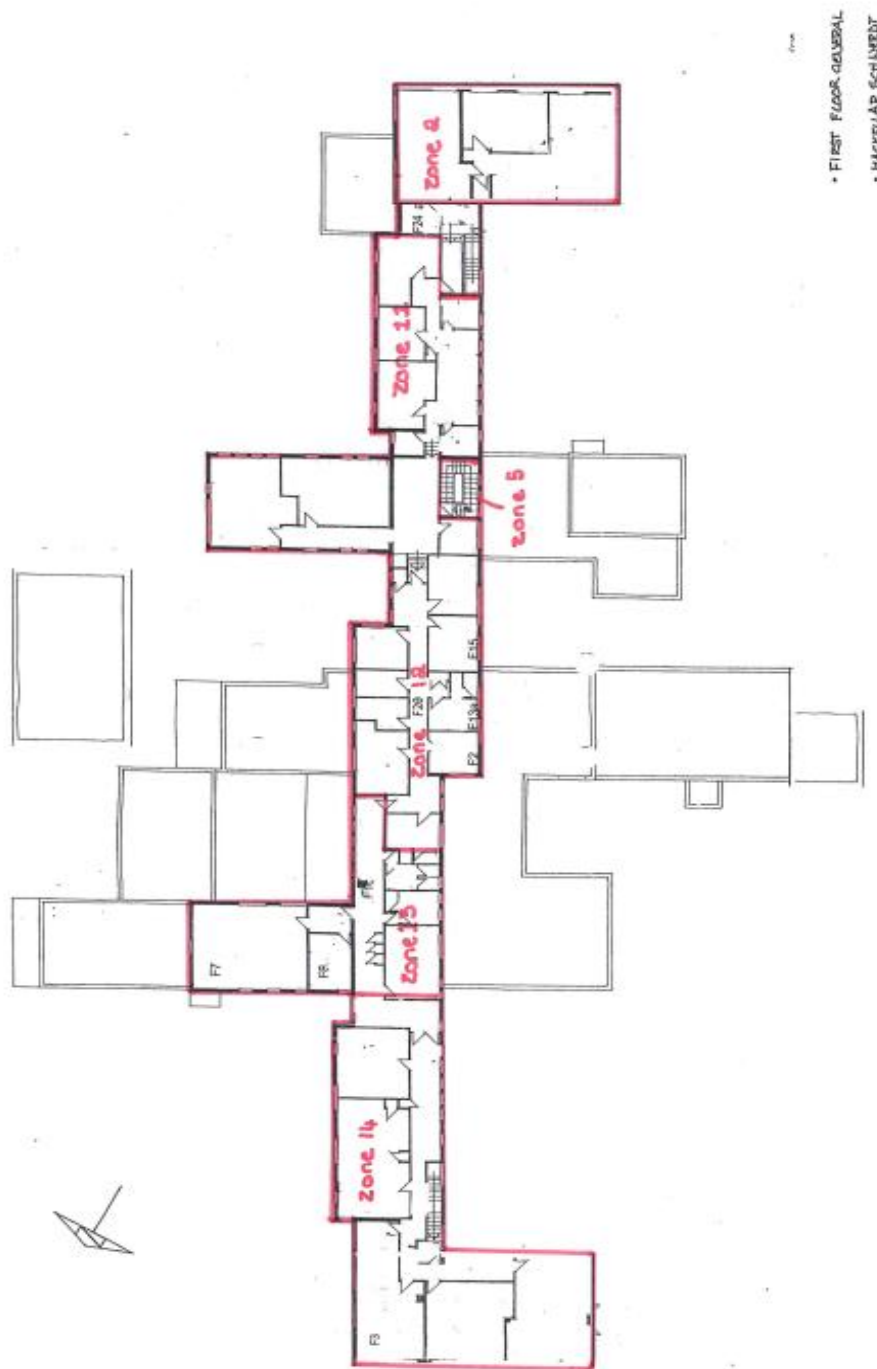
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Appendix D – Ground Floor Plan



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Appendix E – First Floor Plan



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Appendix F – Fire Exit Routes

When you hear the fire alarm, you must presume there is a fire and follow this Fire Evacuation Procedure. This **Appendix E** gives further detail. Fire Wardens and Pastoral Team should wear their high-viz jackets (if they are able to grab them on the way out of the building, you must not go back into the building, or further back into the building to get them. A limited number of spare high-viz jackets will be outside with the Administration Team.

Area / Zone	Primary Fire Exit	Secondary Fire Exit	Fire Assembly Point (FAP)
Green Zone - upstairs	Down the Green Zone School stairs and exit at the bottom of the stairs	Down the HR stairs and exit by the Reception door	1
Library	Exit underneath the Green Zone School stairs	Exit from the door, in the Library	1
Hair and Beauty, Thrive	Exit underneath the Green Zone School stairs	Exit from the door, in the Library	1
Green Zone – Art, Coffee Area, Head Teachers Office, Cookery	Exit at the bottom of the Green Zone School stairs	Exit near the Head Teachers Office	1
Yellow - Sycamore	Reception door	Fire exit from the Hall	3
Yellow - Apple	Exit from the fire door in the classroom	Through the main door and out through the fire door in the dining room	3
Orange - Beech	Exit from the Orange Zone main door		6
Orange - Palm	Exit from the main door, through the gate		6
Blue Zone – Pear 2	Exit from the fire door in the Classroom	Exit from the front of the Classroom and across the corridor by the Deputy Head Teachers Office (in which case go to FAP 5)	6 (or 5)
Blue Zone – Pear 1	Leave the double fire doors into the play area, turn right through the gates	Through the storeroom and exit by the fire exit in the corridor	5
Blue Zone Peach 1	Exit through the staff room fire door	Head out into the corridor and leave through the corridor fire exit door	5
Administration Team and CEO	Exit from the Reception door	Exit from the fire door within Administration Office.	4
HR – upstairs (inc. Boardroom)	Down the HR stairs and exit by the Reception door	Down the Green Zone School stairs and exit at the bottom of the stairs	4

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Kitchen	Exit from the fire door at the back corridor	Exit from the Hall	2
Domestic Team	Exit by your nearest fire exit, this will differ depending on your location within the building. Do not re-enter the building if you are already outside.		2
Maintenance Team	Working inside - leave through the nearest fire exit and go to your Fire Assembly Point. Do not re-enter the building if you are already outside.	Working outside - walk around the building to your Fire Assembly Point. Do not re-enter the building if you are already outside.	2
Pastoral Team	If in Pastoral Team Office, exit through fire exit at the bottom of the Green Zone stairs.	If out of the Pastoral Office, exit through the nearest fire exit. Do not re-enter the building if you are already outside.	Fire Warden Duty

Green Zone

Once at your Fire Assembly Point, please go to your House Group Fire Assembly Point, as shown below:

1 - A	1 - B	1 - C	1 - D	1 - E	1 - F
Cherry	Maple	Oak	Pine	Willow	Cedar

All staff:

- You may not be in your normal place when a fire alarm goes off, therefore you should be aware of your nearest fire exit. Make your way to the nearest fire exit and join your group at your allocated Fire Assembly Point.
- If any member of staff has a visitor (or visitors) with them, or in their room, make sure they come with you and direct them to Fire Assembly Point 4.
- If the fire alarm is heard prior or post children in the building, head to the nearest fire exit and assembly and your Zone fire point.

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Appendix G – Procedure for Fire Evacuation – ‘Out of Hours’ & ‘Special Events’

Out of Hours - all persons in the building
Leave the building by the nearest exit in a calm manner, and without delay.
DO NOT ATTEMPT TO PUT OUT THE FIRE - tackle the fire only if appropriate (i.e. small fire or fire blocking the escape route).
Do not stop to collect personal items.
Once outside you should go to Fire Assembly Point 4 (in front of building).
Contact a member of staff listed on the Emergency Contact Card to report and give details of the emergency.
Out of hours staff will be issued with an Emergency Contact Card detailing names and numbers to contact in an emergency situation.
Confirm on the call that you and any colleague/s are present.
Confirm on the call if you require assistance from the fire department (or other emergency service).
A nominated Emergency Contact will make their way to the Charity and will follow the usual Procedure for Fire Evacuation from time of arrival.
You must not, under any circumstances, re-enter the building until you are told it is safe to do so by the nominated Emergency Contact.

Special Events	
Special Events are occasions where there are a number of guests present (for example Celebration of Success Day or Christmas Concerts etc.).	
Special Events can take place both inside and outside of the building.	
Leave the building by the nearest exit in a calm manner, and without delay.	
DO NOT ATTEMPT TO PUT OUT THE FIRE - tackle the fire only if appropriate (i.e. small fire or fire blocking the escape route).	
Do not stop to collect personal items.	
Outside – go to Top Yard	Inside – Go to Fire Assembly Point (FAP) 4
If outside of the building on the top yard, field or in the Sports Hall: - Visitors should remain on or go to the top yard – visitors are responsible for your own party (family members attending with you), but not pupils attending school during school hours (staff will collect pupils and follow the usual procedures for Fire Evacuation). - Visitors must always follow the instructions of the Fire Wardens and staff.	If inside the main school building: - Visitors should go Fire Assembly Point 4 – visitors are responsible for your full party (but not pupils). - Visitors must always follow the instructions of the Fire Wardens and staff. - Staff will collect pupils and follow the usual procedures for Fire Evacuation.
You must not, under any circumstances, re-enter the building until you are told it is safe to do so by the Maintenance Team.	

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Appendix H – Table of Current Fire Wardens

Pupil and Fire Register Procedures and Responsibilities

Morning Pupil and Staff Fire Register Procedures and Responsibilities

- House Group registration time is between 09:10 and 09:15
- House Groups take their own pupil registers via Sims.
- The pupil fire register will close at 09:30 (to give time for late arrivals to be added) and will be printed, in House Groups, by the Administration Team, between 09:30 and 09:40.
- The staff fire register will be printed, in Fire Assembly Points, by the Administration Team, at 08:15 and then again between 9:30 and 9:40. Agency staff names will be manually added to the correct staff register.
- The Administration Team will keep all fire registers, with the exception of the pupil and staff fire registers for Fire Assembly Point 6 (located at the rear of the building). These will be collected from a member of the Maintenance Team, at 9:45, and stored at Fire Assembly Point 6.

Afternoon Pupil and Staff Fire Register Procedures and Responsibilities

- Following afternoon registration, the fire registers and will be printed, in House Groups, by the Administration Team, at 13:20.
- The staff fire register will be printed, in Fire Assembly Points, by the Administration Team, 13:20. Agency staff names will be manually added to the correct staff register.
- The Administration Team will keep all fire registers, with the exception of the pupil and staff fire registers for Fire Assembly Point 6 (located at the rear of the building). These will be collected from a member of the Maintenance Team, at 13:25, and stored at Fire Assembly Point 6.

Pupils / Staff Arriving Late / Leaving Early

- Should a pupil arrive late, the Administration Team will update Sims and inform the Pastoral Team of their arrival. The Administration Team will manually write the pupil's name on the pupil fire register.
- Should a member of staff arrive after fire registers are printed their name will be added to the staff fire register.
- Should a pupil leave school early, the Pastoral Team will update Sims and inform the Administration Team, who will manually remove their name from pupil fire register.
- Should a member of staff leave work after 13:20 and before 16:00, the Administration Team will manually remove their name from the staff fire register.

In the Event of an Evacuation

- The Administration Team will take all fire registers to Fire Assembly Point 4.
- Nominated Fire Wardens will collect the fire registers from Fire Assembly Point 4, and disseminate to the Fire Assembly Points 1, 2, 3 and 5.
- Using the fire registers, a nominated Fire Warden at each Fire Assembly Point will ensure all pupils and staff (including any agency staff) are present.
- Any visitors (excluding agency staff) must be directed to Fire Assembly Point 4, the Administration Team will ensure visitors are present.

Fire Safety Management Policy

Staff Fire Register Procedures and Responsibilities Non- term Time (School Holiday Periods)

- During school holiday periods, the Administration Team will print staff registers at 9:15 and 13:15 only.
- The Administration Team will take all fire registers to Fire Assembly Point 4 in the event of an evacuation.
- Using the fire registers, a nominated Fire Warden at each Fire Assembly Point will ensure all staff are present.
- Any visitors must be directed to Fire Assembly Point 4, the Administration Team will ensure visitors are present.
- All staff on site during school holiday periods **must** have their radios switched on at all times.

Fire Safety Management Policy

Appendix I – Table of Current Fire Wardens

Note: this list is correct as at the date of this policy. The list will change with staffing changes; this list will be updated periodically.

Fire Wardens must ensure they wear their high-viz jackets (keep these to hand at all times).

Job Title / Team / Zone	Fire Wardens
Acting Head Teacher	Stacy M
Deputy Head Teacher	Stacy M
Pastoral Team	Lenny L (Head Fire Warden) Karen C Ian W Owen H Ross S Kate L
Blue Zone	Kelly S, Jess P, Theo S Steph G
Orange Zone	Abbey J
Yellow Zone	Becky C, Natasha P Charleigh McD
Green Zone	Claire J, Leona T, Steve H, Ron B, Sam D, Victoria J Kate G, Lynda D
Kitchen	Sam M, Caroline F, Chris K
Domestic	Sascha P
Maintenance	Chris P, John P, Richard H
Administration, Reception & HR	Lorraine L, Helen G, Emma C

Fire Safety Management Policy



I have read, understood, and acknowledge this **Fire Safety Management Policy** and will endeavour to follow the guidance outlined within.

Print Name: _____

Job Title: _____

Signature: _____

Date: _____

Please complete full details above, once complete please return to the HR Department within 5 working days.

Please do not hesitate to contact me should you have any questions.

HR Department

Talbot House Children's Charity