



# TALBOT HEATH SCHOOL *"Honour Before Honours"*

## FIRE SAFETY POLICY

**Date adopted:** 17<sup>th</sup> June 2025

**Date for next adoption:** Summer Term 2026

**Reviewed by:** F&R Committee

### IN THE EVENT OF A FIRE CALL 999

This policy should be read alongside the Fire Procedures document. Its aim is to make all staff aware of Fire Safety and to ensure that procedures in place are adhered to.

### Statement

This policy is to ensure the health and safety of all staff, pupils and visitors in the event of a fire. It satisfies the requirements of fire safety legislation and in the event of a fire will protect life, reduce property damage, business interruption and consequential loss and reputational damage.

### Legislation

The Regulatory Reform (Fire Safety) Order (RRO 2005) puts the responsibility for undertaking and reviewing fire risk assessments, mitigation measures and maintaining a fire emergency plan on the school and its Governing Body.

### Responsible persons

Under the terms of the RRO 2005, each building should have a "responsible person". The Head is the school's responsible person and she has appointed a Facilities Manager (FM) who is responsible for the fire safety manual, the fire risk assessments, fire emergency plans and reporting mitigation measures. The Deputy Head Pastoral (DHP) oversees Fire Safety in the school and the Link Governor for Health & Safety audits fire safety standards across the school sites.

### Meetings

- There are weekly SLT meetings of responsible and key staff in which Health and Safety and fire safety matters can be raised.
- All evacuations are reviewed by the Headteacher and FM, with actions and changes recorded in the fire safety manual and implemented if necessary.
- The Resources committee of the Governing Body meet termly and discuss Health and Safety matters and fire safety.

### Management of fire precautions

1. The Fire Drill procedures are updated annually and on display in all areas of the school along with Fire action Notices.
2. A Fire Safety manual is kept and maintained by the FM.
3. Signing in and out procedure
  - The aim is to have a continuing and up to date record of persons on site so they can be accounted for in an evacuation.
  - All staff and visitors including contractors must sign in and out of the site
  - All pupils must be recorded on class registers at the start of the morning and afternoon session.
  - Senior pupils arriving between 8.00am and 8.15am must sign in at the school office. Junior School pupils arriving between 8.00am and 8.20am are signed in by staff at "Before school Club".
  - Pupils leaving the site must sign out in the folder at the school office and they must sign in on their return to school.
  - Pupils arriving after a register has been taken must sign in with the time of arrival at the front office.

#### **4. Training**

- All staff have an induction to Talbot Heath School which includes fire safety awareness.
- All staff are required to complete fire safety eLearning annually.
- Pupils are reminded of the fire drill procedures termly.
- The schools fire assembly point is Borders Green and signage is in place to indicate this. Visitors should have the fire assembly point made known to them and should be able to recognise the fire alarm.
- Persons leasing parts of the site will be made aware of and sign a hire form, to confirm they are aware of, relevant procedures.
- A record of all training will be kept by the HR department. This should include the date of training, the nature of the training, the trainer and the trainee.

#### **5. Evacuation drills**

- A fire evacuation drill will be held at least once per term.
- Additional drills must be held if there is a change of circumstances e.g. building works which necessitates a change of escape route or a change in the fire alarm system.
- All drills will be debriefed by the FM or DHP and any actions drawn up and implemented to address matters requiring attention.
- The time taken from the alarm sounding to everybody being accounted for should be recorded every time a drill is undertaken.

#### **6. Controlling the risk**

- The school has both passive and active fire control measures in place.
- These fire control measures combined with fire procedures and trained staff to produce a fire safety scheme which is appropriate to the risk.
- Any change in risk e.g. change of use of rooms, changes to buildings, reduced escape capacity, increase in combustible materials may affect the fire risk assessment which will be reviewed with the inclusion of the changes.
- Any damaged, missing or unserviceable fire precaution items must be reported to the Facilities Manager for immediate action. This must also be recorded as a high priority ticket on the maintenance help desk.
- Exit routes which include corridors, stairwells and doorways must always be kept clear and immediately available in case of fire.

#### **7. Seeking advice**

- Emergency assistance 999 (24hr)
- Online advice <https://www.dwfire.org.uk/business-fire-safety/>

**Addendum:**

**June 2025** the following people are in post:

Head:	Mrs T Harris
Designated Safeguarding Lead:	Mrs A Karanja
Facilities Manager	Mr A. Poole
Link Governor, H&S:	Mrs R. Newton

**Appendices:**

Appendix 1: Fire Drill Procedures for Senior School  
Appendix 2: Fire Drill Procedures for Junior School  
Appendix 3: Fire Drill Procedures for Boarding House

(N.B. All the appendices were reviewed in June 2025)

## Appendix 1

### FIRE DRILL - Evacuation of Senior School

- The Fire Alarm is a high pitched siren. When activated the swing fire doors in the corridor will close automatically.
- When the alarm sounds, girls should line up by the classroom door and exit the building IN SILENCE. Use the shortest or least crowded route. The Front Door can also be used to exit the building if safe to use.
- Staff with classes should supervise the orderly evacuation of the girls ensuring all girls leave the room.
- Other staff should leave the building by the nearest exit. Classroom doors and windows should be closed if possible.
- Disabled persons (this includes anyone temporarily on crutches) must be escorted out of the building via the nearest exit. If a ramp is required they are situated at the Junior Exit and the exit outside the girls dining room. A separate personal evacuation plan (Peep) must be in place for these individuals.
- Staff and girls exit and wait in silence.
- Girls line up in alphabetical order in forms – in line with the bollards opposite the Boarding House.

### FORM STAFF OR TEACHER WHO HAS REGISTERED A FORM THAT SESSION

1. Go to the member of the office staff to collect the register for your form.
2. Register your form and ensure girls are standing in silence. Note any absentees.
3. Return register to the register box and report any girls not present to office staff.
4. Return to form immediately and maintain silence of form.
5. The office staff will mark you as present whilst you are registering your form and the DHP will gather a list of absentees (staff and pupils).

### JUNIOR SCHOOL CLASSES

**The member of staff teaching the group who does not have responsibility for a Senior School form, should:**

1. Collect a register from office staff and register the form.
2. Return the register to the office staff and report any absentees, which will be reported to DHP.  
If a Junior School list is not collected, The Office Administrator will ask a member of staff to register the class and follow the above procedures.

### ALL OTHER TEACHING STAFF AND SCIENCE TECHNICIANS

**If you are not responsible for a form:**

1. Report to designated area to register yourself. The member of staff present will report any staff missing to DHP.
2. Wait quietly in **STAFF AREA**. You may be asked to take a register for an absent colleague.

### SUPPORT SERVICES, ACCOUNTS & OFFICE STAFF

1. The signing in folder at the maintenance shed should be taken to the assembly point.
2. Report to Facilities Manager or DHP to register yourself. FM will report to DHP.
3. Go straight away to **STAFF AREA** and wait quietly.
4. Once registered a member of the site team will be assigned to check the fire alarm system panel. If safe to do so, a second member of the team will check the area of the reported fire. If it is a false alarm the system should be reset, once it is deemed to be safe a return to school buildings can be issued. If there is any signs of fire, smoke or heat in the alarming building a confirmation call MUST be made on 999 to the fire service and all site team report back to assembly points. A member of the site team must report to the swimming pool entrance to instruct if an evacuation is required.
5. Once the fire service arrives the designated 'Person in charge' must report all relevant information to the fire service officer and follow their instructions.
6. Users of the swimming pool MUST evacuate the water but can hold at the entrance of the swimming pool building, unless the fire is presenting a danger. A register of attendees should be held at this point and foil safety blankets need to be ready for use if an evacuation is required.

*\*Fire evacuation map (current version displayed in classrooms)*

### **IN THE EVENT OF EVACUATION DUE TO A BOMB WARNING:**

**Follow instruction for the Fire Drill as above and further instructions will then be given. (Everyone will be sent to the Sports Field).**

## Appendix 2

### FIRE DRILL - Evacuation of Junior School

- The Fire Alarm is a high-pitched siren.
- In the event of the fire alarm sounding, the Junior School Office staff are responsible for collecting the lists/registers and taking them outside.
- When the alarm sounds, pupils should line up by the classroom door and exit the building IN SILENCE. If possible, use the safe escape route. If this is very busy other exits should be used to aid swift exodus.
- Staff with classes should supervise the orderly evacuation of the pupils, ensuring all pupils leave the room. Other staff should leave the building by the nearest exit
- Staff and pupils exit to the assembly point and wait in silence.
- Pupils line up in alphabetical order in forms – on the Front lawn outside Senior School
- Disabled persons (this includes anyone temporarily on crutches) must be escorted out of the building via the nearest exit. If a ramp is required it is situated at the Junior Department Front Door. A separate personal evacuation plan must be in place for these individuals.

### **Procedure for Fire Drills**

1. Site team member will follow instructions to inform Southern Monitoring Services **0844 871 2223** – ask for control
  2. Account number 106678
  3. Pin number 2033
  4. Take key from box and place in control panel
  5. Turn switch once and switch on the evacuate switch
  6. Turn Key (12.00 clock position) and press reset button
  7. Return evacuate switch off and return alarm to silence
  8. Turn Key (12.00 clock position) and press reset button
  9. Remove key from pane and return to box
- Inform Southern Monitoring Services that the test is over

### FORM STAFF OR TEACHER WHO HAS BEEN WITH A FORM THAT SESSION

1. Check the form are all present and inform Fire Officers and/or the office staff of any discrepancies.
2. Go to form – ensure students wait in silence.

### ALL OTHER TEACHING STAFF, TEACHING ASSISTANTS and OFFICE STAFF

If you are not responsible for a form:

1. Go straight away to the **Staff Area** and wait quietly. Your presence will be checked by the 'Person in charge'.
2. The site team and Senior school office **MUST** be contacted to notify them that the Junior school fire alarm has activated.

*\*Fire evacuation map (current version displayed in classrooms)*

Once registered a member of the site team will be assigned to check the fire alarm system panel. If safe to do so, a second member of the team will check the area of the reported fire. If it is a false alarm the system should be reset, once it is deemed to be safe a return to school buildings can be issued. The auto dial monitor call centre **MUST** be called to report a false alarm. If there is any signs of fire, smoke or heat in the alarming building a confirmation call **MUST** be made on 999 to the fire service and all site team report back to assembly points.

No children are to be allowed back into the building until the alarm has been silenced and the all clear given. The Head of Junior School will liaise with the FM and/or the Fire Brigade and determine when people may re-enter.

### **IN THE EVENT OF EVACUATION DUE TO A BOMB WARNING:**

**Follow instruction for the Fire Drill as above and further instructions will then be given.**

### **Additional details**

Staff should remember that the alarm activates the magnetic door closers. A fire practice is held at least once in each term. Staff and children are not given warning in order to simulate reality. The exception to this rule is the practice in the Autumn Term when Kindergarten pupils are warned in advance so that they do not become unduly worried.

## Appendix 3

## **BOARDING HOUSE FIRE PROCEDURE**

**Testing of the Alarm** – Fire alarms are tested every Saturday.

**Fire Drills** – A fire drill must take place at the beginning of the school year at the start of the Autumn term when all students are on site and then at least once a term. Practices during the year must take place in daylight and at night.

If a drill is held during school hours the Resident Caretaker, FM, DHP and the Junior and Senior School must be informed. After school it is only necessary to contact the Resident Caretaker or FM.

### **Procedure for Fire Drills**

1. Inform Southern Monitoring Services **0844 871 2223** – ask for control
2. Account number 106678
3. Pin number 2033
4. Take key from box and place in control panel
5. Turn switch once and switch on the evacuate switch
6. Turn Key (12.00 clock position) and press reset button
7. Return evacuate switch off and return alarm to silence
8. Turn Key (12.00 clock position) and press reset button
9. Remove key from pane and return to box
10. Inform Southern Monitoring Services that the test is over

**Assembly Point** - The assembly point is the Boarder's Green. At night the HUB can be opened to accommodate evacuees if weather is unfavourable.

**ALL ALARMS MUST BE RECORDED AND THE FM MUST BE INFORMED.**

## **EVACUATION PROCEDURE**

- The Fire Alarm is a high-pitched siren. When the alarm sounds, girls should exit the building IN SILENCE, via the Front door or the nearest side door.
- Girls line up in single file in year groups on the Boarders Green.
- The Head of House (or her Deputy) brings out the register which is kept outside the lounge in the racking unit.
- The Housemistress brings out the signing/out book, the Boarding House keys – to prevent being locked out and Main School keys.
- The register is taken by a Boarding House Assistant.
- Girls must not return until asked to do so by the Housemistress.
- SILENCE is to be kept at all times.
- The on-duty caretaker or FM MUST be informed.

**IN THE EVENT OF EVACUATION DUE TO A BOMB WARNING: Follow instructions for the Fire Drill as above and instructions will be given by the person in charge (PIC) to move from Boarders Green to the Playing Field. Everyone will assemble again at the Playing Field.**

## **TO SILENCE THE FIRE ALARM**

1. Take key from box and place in the control panel
2. Turn key to right and press silence switch
3. Turn Key (12.00 clock position) and press reset button
4. Remove key from panel and return to box
5. Check that the alarm has been registered in the fire book
6. Inform FM as soon as possible