



(Talbot House Trust North East)

# Fire Safety Policy

TRUST POLICY & PROCEDURE

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| Document Revised:     | February 2023 |
| Ratified by Trustees: | March 2024    |
| Next Review Date:     | March 2024    |

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## **Statement of Intent**

Talbot House Trust is committed to the promotion of a safe and risk-free environment for staff, children, and all other users of the Trust site. We are committed to working within the framework provided by the Local Authority and the Tyne and Wear Fire and Rescue Service.

We will achieve this by educating our young people, training staff, and ensuring the Trust's fire safety measures are checked regularly and in full working order.

## 1. Legal Framework

This policy has due regard to statutory legislation and government guidance, including but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005.
- Department for Communities and Local Government (2006) “Fire Safety Risk Assessment – Educational Premises”.
- DfE (2015) ‘Supporting Pupils at School with Medical Conditions’.
- Health and Safety at Work Act 1974.
- Management of Health and Safety at Work Regulations 1999 (as amended).
- This policy also has due regard to Talbot House Trust documents including, but not limited to the following:
  - **Health and Safety Policy**
  - Fire Safety Risk Assessment

## 2. Roles & Responsibilities

2.1 The Governing Body is responsible for:

- Ensure personal and whole Trust familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety within the Trust, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety and that this is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them from occurring.

2.2 The Governing Body endeavours to provide:

- A safe place for all users of the site, including staff, children, and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds, and systems of work which are safe.
- Safe arrangements for the handling, storage, and transportation of any articles or substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice, and guidance.
- Supervision, training, and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure appropriate training of Fire Wardens and all other staff.

2.3 The Fire Marshall will:

- Take responsibility for the Trust’s fire safety matters in collaboration with the Head Teacher and Residential Manager.
- Coordinate the implementation of all fire safety measures, ensure appropriate training takes place for staff and children, and monitor the standard of the Trusts fire detection and protection equipment.
- Ensure the Fire Safety Protocol is implemented according to this **Fire Safety Policy**.
- Review relevant and updated legislation to ensure the Trust is working within the parameters of the law and as safely as possible.

- Communicate relevant correspondence regarding fire safety to all members of staff and where necessary, the governing board.
- Review the Fire Safety Policy at least once per year.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of the Trust buildings, including the locations of all fire extinguishers and fire exits.
- Create Personal Emergency Evacuation Plans (PEEP's) for those who will require assistance during fire drills.
- Contact emergency services in the event of a fire. This responsibility falls to the shift leader in Chadersley when school is closed.
- Use fire extinguishers where necessary, if necessary.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

2.4 The Head Teacher and Residential Manager are responsible for:

- The implementation of the policy and the day-to-day management of fire safety.
- Ensuring that all staff and children are aware of the information contained in the **Fire Safety Policy**.
- Liaising with outside agencies to ensure an adequate exchange of fire safety information.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them from occurring.

2.5 The Maintenance Team are responsible for:

- Undertaking a regular check of the fire alarm systems and recording the result in the Fire Log Book.
- Carrying out a weekly safety check of the Trust's grounds.
- Day-to-day monitoring of contractors on site.
- Half termly meeting with a member of the Health & Safety Focus Group.
- All staff.

2.6 Shift Leaders are the Responsible Person(s) for Chadersley. They will:

- Take responsibility for the Trust's fire safety matters, in collaboration with the Head Teacher and Residential Manager.
- Coordinate the implementation of all fire safety measures, ensure staff and children training takes place, and monitor the standard of the Trust's fire detection and protection equipment.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Have an up-to-date plan of the Trust, including the locations of all fire extinguishers, hosepipes, and fire exits.
- Create personal emergency evacuation plans (PEEPS) for anyone who will require assistance during an evacuation.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

2.7 Members of staff representing all departments within the Trust are responsible for completing a Fire Safety Awareness course or a Fire Warden training programme.

- All staff are aware of their individual responsibilities in the event of a fire alarm.
- Staff should also:
  - Take reasonable care of their health and safety and carry out their work in accordance with fire safety training and instructions.
  - Avoid any conduct which puts themselves or others at risk.
  - Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain improper use of such equipment.
  - Use the correct equipment and tools for their work and any protective equipment/clothing provided.
  - Ensure any toxic, hazardous, or flammable substances are used correctly and stored and labelled as appropriate.
  - Exercise good standards of housekeeping and cleanliness.
  - Adhere to their common law duty to act as a prudent parent would when in charge of children.
  - Ensure that children in their care behave in a safe and proper manner, adhering to proper and expected safety precautions, and being always aware of their vulnerabilities.

2.8 It is the responsibility of children to:

- Respond to instructions given by staff members in an emergency, e.g., evacuation procedures.
- Observe all health and safety rules of the Trust.
- Not misuse, neglect, or interfere with items supplied for their safety.
- Report any defects in equipment or facilities to a member of staff as soon as possible.
- Exercise personal responsibility for the health and safety of themselves and others.

2.9 All visitors will:

- Be expected to report to the main office, where they will be asked to sign the visitors' book and collect a 'Visitor' badge.
- Challenged politely if they are not recognized as wearing either a 'Visitor' or another authentic staff badge.
- Made aware of the evacuation procedure and fire assembly points on arrival and sign an Information for Visitors form confirming this.
- Respond to the instruction given by staff in an emergency.
- Report any defects in equipment or facilities to a member of staff as soon as possible.

### 3. Guidelines

All incidents of unsafe practice must be brought to the attention of the Head Teacher or Residential Manager, who will decide on further action including the completion of any reports. In the first instance the member of staff in charge at the time of the incident will be responsible for investigating the causes of the incident and, if necessary, making recommendations to prevent a recurrence. A risk assessment of the activity may be required for future reference.

- The Maintenance Team are responsible for weekly fire alarm tests using a different call point each time and recording the result in the Fire Logbook.

- A whole school evacuation must take place at least once every half-term, to ensure staff, young people, and visitors know what to do in the event of a real fire.
- Chadersley must complete a full evacuation once every three months but participate in all school evacuations in the interim.
- Chadersley must also conduct an overnight evacuation on an annual basis.
- Chadersley must also conduct an evacuation every time a new resident arrives in placement.
- The time and circumstances of the practices for both the school and the home will be varied to cover different times of the day and different eventualities.
- All staff must ensure that they are familiar with the fire evacuation procedures.
- Firefighting equipment is serviced regularly, and the date noted in the Fire Log Book. A copy of the Fire Risk Assessment is available for inspection; paper copies are held in the admin office. A copy of the 'Fire Risk Assessment' has been placed on the computer network Staff drives.
- All defects and hazards relating to the buildings or grounds that may affect the integrity of the 'Fire Risk assessment' must be reported immediately and in writing using the Maintenance Log on the Facilities Drive.
- The Head Teacher and Residential Manager are responsible for monitoring the progress on all items reported. Fire safety issues will be raised in Senior Management Team meetings as part of the overall Health & Safety agenda.

#### **4. Fire Safety & Control of Substances Hazardous to Health (COSHH)**

The responsibility for carrying out COSHH assessments will rest with the Domestic Assistant(s) or Responsible Person(s), depending on the substance concerned.

- Day to day management rests with the most appropriate person (e.g., Science Teacher; Art Teacher) COSHH will be carried out according to the Local Authority's guidance and that of the Health and Safety Executive.

#### **5. Specific Areas of Risk, Fire Risk Assessments & Audits**

Because of the nature of some of our children, some activities, events, and situations carry a greater risk in Talbot House Trust. These will be the subject of specific risk assessments.

- This Policy complements the Local Authorities Health, Safety and Risk Assessment Manual and is intended to help all staff to understand how health and safety is managed in the Trust and understand their personal responsibilities regarding Health and Safety.
- The Fire Marshall in cooperation with the Head Teacher and Residential Manager, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of the Trust, in accordance with the Department for Communities and Local government (2006) 'fire safety risk assessment – education premises guidance.
- Termly/three monthly assessments of high-risk areas such as kitchens, will be undertaken.
- Annual risk assessments will be conducted for all other, lower risk, areas of the Trust.
- The Fire Risk Assessment will be reviewed by the Fire Marshall and, where necessary, amended after:
  - Any structural changes, e.g., alterations to the layout of the premises or refurbishment, have taken place.
  - Any change to the use of the Trust grounds which may affect the risk rating.
  - Any change to the work processes or equipment which may introduce new fire hazards.

- Any change to the number of people using the Trust, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.
- All visitors/contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering the Trust premises.

## 6. Preventative Measures

Fire hazards such as hot surfaces, naked flames, electrical equipment and flammable liquids are all identified, and measures are put in place to ensure these risks are mitigated and controlled.

- Hot surfaces such as electrical heaters are kept uncovered and clear at all times.
- All flammable materials and fuels such as paper, cardboard and solvents are disposed of appropriately.
- Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.
- Relevant risk assessments are undertaken before using certain equipment.
- Stocks of flammable liquids, materials and gases are kept to a minimum and where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked securely, away from children.
- Flammable liquids, materials and gases are kept separate from each other in storage.
- All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.
- Children **under the age of 10** will not be allowed to carry out processes involving heat, such as welding and using Bunsen burners. Children **over the age of 10** will be supervised at all times whilst undertaking these activities.

## 7. Educating Children

Children will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is heightened risk of fire, e.g. cooking lessons and science experiments.

- At least one PSHE lesson, per year group/class, per academic year is dedicated to fire safety and mitigating the risk of fire.
- For children in Chadersley, this can be part of a young person's meeting or keyworker session.
- The Fire Marshall will invite the local fire service to perform a presentation to children once per year.
- Talbot House Trust's zero-tolerance approach to children unnecessarily tampering with fire alarms will be communicated during the lessons.
- Any updates relevant to children, such as changes of responsibility within the Fire Safety Policy, will be communicated to parents/carers and children.

## 8. Measures for People with Disabilities

The Fire Marshall, Head Teacher and Residential Manager will be made aware of anyone who is unable to evacuate the buildings unassisted – this individual will be subject to a PEEP, created by the Fire Marshall/Head Teacher/Residential Manager. This may include being led out by a member of staff.

- To avoid serious injury, extra measures will be taken to ensure disabled individuals do not attend lessons, meetings etc. unless reasonable provisions are in place.
- Staff are taught to modify evacuation routes for people with disabilities as part of their annual training.



- Assembly points are clearly marked around the Trust's grounds; in the event of a fire, and if there is no alternative escape route, people with physical disabilities should go to the nearest assembly point.

## **9. Cooking Facilities**

To ensure potential fire hazards are mitigated whilst cooking, either as part of the curriculum, in the school kitchen or residential kitchen, extra measures will be taken to ensure the safety of staff, children, visitors and contractors.

- The school kitchen and residential kitchen will be thoroughly cleaned each day, to ensure potential fire hazards such as excess grease, are mitigated.
- Additional cookery rooms used for food technology lessons are thoroughly cleaned after each lesson.
- All electrical equipment in the Trust will be checked to ensure usability and safety.
- Food waste, including paper food wrappers will be disposed of and bins emptied daily to mitigate fire risks.
- Any defective equipment will be reported to the Maintenance Team as soon as possible.
- Flammable materials such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.
- Children will be allowed to use the cookers and microwaves, under close supervision from Talbot House Trust staff.

## **10. Fire Hazards**

Relevant risk assessments will be conducted to ensure areas of concern are identified and addressed.

- Wastepaper bins are emptied daily to mitigate risk.
- To minimise the risk of fire, outside waste containers and refuse bins will be always kept at least 5 metres from the building.
- Lighters, matches and other sources of ignition are kept in a locked store cupboard away from pupils and young people.
- Electrical equipment is reviewed and regular checks are made to ensure equipment is maintained to a high standard.

## **11. Detection Equipment and EMCS**

The fire alarm system at Talbot House Trust has been adapted in such a way to prevent the number of false alarms, un-necessary evacuations and resulting call-outs of the fire brigade.

The system works as follows:

- Single Manual Call Point (key switch) = Full Alarm
- Single Smoke Detector = Full Alarm
- Single Heat Detector = Full Alarm
- Single Multi Sensor = Full Alarm
  - Full alarm = All Sounders / All Interfaces (access control doors release) / Off Site Monitoring Fire Signal Sent to EMCS.
  - During office hours, the Admin Team will all be able to connect to the Trust phone lines from a mobile app in order to communicate with the EMCS (monitoring centre).
  - The designated Fire Warden will call 999 if required. Out of office hours, the Shift Leader on duty in Chadersley will speak to EMCS and call 999 if necessary.

## **12. Protection Equipment**

Fire protection equipment is available and easily accessible throughout the Trust.

- The type of fire extinguisher available is relevant to the type of room or area it is located e.g., foam extinguishers and water extinguishers in the Science Lab. Water extinguishers in the D.T room.
- Fire blankets are in all kitchen areas, laboratories, and workshops.
- All fire protection equipment, including but not limited to fire extinguishers and fire blankets are checked by the Maintenance Team monthly.
- Records are kept ensuring the equipment is not kept beyond shelf life.
- Emergency lighting is installed to illuminate emergency exit routes in the event of a power failure.
- Emergency lighting is tested every month to ensure it is in full working order.
- Protective clothing such as lab coats and goggles are made available.

## **13. Evacuation Procedure**

Please refer to Annex A for the whole Trust and Annex B for Chadersley only.

## **14. Monitoring and Review**

This policy will be reviewed on an annual basis and updated if necessary, in accordance with and changes to relevant legislation or statutory guidance. Any changes pertaining to staff or children will be communicated accordingly.

## Annex A

### Talbot House Trust Emergency Evacuation Procedure

#### **Staff Action on Hearing the Fire Alarm:**

- Stop what you are doing and do not wait to establish whether it is a false alarm or question if it is necessary to evacuate.
- Leave the building immediately, and direct visitors and students via the nearest available exit.
- Do not stop to collect belongings.
- Maintain radio and phone silence to allow effective communication between Fire Wardens and Senior Management Team.
- If it is practical, close open windows.
- Close all doors behind you when exiting the building.
- Do not run or shout - this can cause panic.
- Do not take risks.
- Report to your designated Assembly Point (see table below). If this is not practical, please report to the nearest Assembly Point. The designated Assembly Point is marked on each fire exit door.
- Do not return to the building for any reason until authorised to do so by the Fire Marshall (Jo Reiling).

#### **Fire Wardens Responsibilities:**

- On exiting the building, ensure they take with them: -
  - Teaching Staff: pupil fire registers. A hard copy must be printed for each house group/class (in SIMS) as soon as the morning and afternoon registers are completed.
  - Admin: Staff sign in sheets, visitor signing in book, offsite registers, pupil medication & medication documentation, radios, mobile phones (for THT telephone app).
  - Maintenance Team: pagers.
  - Chadersley Staff: emergency grab bag, medication for yp's and Personal Emergency Evacuation Plan's (P.E.E.P's) for each young person.
- On hearing the alarm, close any windows or fire doors in your room and vacate the building immediately via the nearest exit.
  - Check any toilet areas, and if anyone is present instruct them to evacuate immediately.

- Proceed directly to the exit, do not enter any other rooms or areas of the school along the way. Whilst exiting the building, close any open windows or fire doors ONLY if it is safe to do so.
- Calling the pupil and staff registers at the nominated assembly point: Note:
  - Notify Admin, by radio, the names of any visitors present at the assembly point.
  - Notify a member of the Senior Management Team of any pupils, staff members or visitors who are unaccounted for.
  - Admin Fire Wardens to make a note on the registers of the time the alarm was raised and the time of re-entry to the building for fire records.
- Returning the completed fire register and a photocopy of the staff sign in sheet to Admin.

|                                    | Fire Warden  | Assembly Point No. | Location   |
|------------------------------------|--|--------------------|--|
| <b>Kitchen</b>                     | Kayleigh Mather<br>Richard Kemp<br>Sascha Pringle            | 1                  | Top end of car park near gate to top yard                    |
| <b>Domestics &amp; Maintenance</b> | Kayleigh Mather<br>Richard Kemp<br>Sascha Pringle            | 1                  | Top end of car park near gate to top yard                    |
| <b>Yellow Zone</b>                 | Laura Lopera   | 2                  | Middle section of carpark, directly opposite kitchen door    |
| <b>Orange Zone</b>                 | Rebecca Cook<br>Sophie Rowntree                              | 5 or 6             | Grassy area to left of path, near end of Chadersley building |
| <b>Admin &amp; HR</b>              | Amy Davies<br>Lorraine Lowdon<br>Helen Kakudji<br>Sam Carver | 3                  | Carpark directly opposite path to main entrance.             |
| <b>Chadersley</b>                  | All staff  | 4                  | Grassy area to left of path, near main carpark gate          |
| <b>Blue Zone</b>                   | Ian Walton<br>Kayleigh Harkness                              | 6                  | Area near container  |
| <b>Green Zone</b>                  | Lenny Lansbury<br>Ross Stead<br>Ian Walton<br>Kate Lamb      | 7                  | Area outside pupil entrance                                  |

## Annex B

### Chadersley, Talbot House Trust

#### In the event of a suspected fire staff must:

- Set off the nearest fire alarm and alert the rest of the home.
- Call the fire brigade using 999.
- Collect the emergency grab bag.
- Staff and young people will then evacuate the building through the nearest fire escape route as quickly as possible without taking equipment or possessions and wait at Fire Assembly Point 4, which is on the grassy area by the main entrance gate.

**REMEMBER: ALL FIRE DOORS GIVE 30-MINUTE FIRE PROTECTION.**

**All doors with a magnetic lock will automatically release in the event of a fire alarm.**

#### Fire Escape Routes are:



Down the stairs at the front entrance of the home and out of the front door.



Through the fire escape in the quiet room and down the stairs. You will need the gate key to enter through the gate at the bottom of the stairs.



Through the fire exit door next to the laundry room. You will then go down the stairs on your left. At the bottom of the stairs turn right then immediately left. The fire exit door is on the right before you get to the school hall. You will need a gate key to enter through any locked gates from this side of the building.



Once you have exited the building please make your way to Fire Assembly Point number 4 which is located at the front of Talbot House Trust by main entrance gates.

Staff will then check that everyone is out of the building and safe, if anyone is missing you must report this to the fire brigade immediately. You must follow all instructions given to you by the fire brigade.

**DO NOT RE ENTER THE HOME AT ANY POINT UNTIL ADVISED BY THE FIRE BRIGADE.**

### **False alarm- full alarm sounding- HOME ONLY**

In the event of a false alarm (set off because of something in the home, which you know about such as cooking) follow these instructions:

- Follow the same procedure and evacuate the building.
- The shift lead will then remain indoors and ring EMCS direct 0844 8099980 and quote password Talbot74- explain that it was a false alarm set off in the home.
- Reset the fire panel- press 222 enter, press silence alarm, and then press re-set button.
- YP and staff can then re-enter the building when instructed by the shift lead.

### **If unsure of an alarm sounding**

If the fire alarm panel sounds and has not triggered the full alarm, then please liaise with downstairs who will check the school building and will action anything further. They will call you if they need you to do anything on the fire panel. If the fire alarm panel sounds out of office hours or a full alarm sounds, then follow the normal fire procedure and evacuate the building.