



Redroofs

School for the Performing Arts

FIRE SAFETY POLICY

Fire Safety

The priority of Redroofs Theatre School is to minimise the risk to life and to reduce injury by maintaining the fire safety integrity of school premises.

Aims and Objectives

1. To ensure compliance with relevant legislation and to ensure effective liaison with the local Fire Authority RBWM where appropriate
2. To undertake suitable risk assessments of premises.
3. To identify and implement reasonable practicable control measures to control the risk of fire
4. To conduct regular fire drills
5. To conduct regular testing of emergency equipment and regular fire safety inspection

Responsibilities

The overall and final responsibility rests with the Proprietor. Redroofs will ensure that all policies and procedures are in place and reviewed regularly.

Redroofs will ensure Action Plans, and Evacuation Plans are reviewed regularly.

Log Books and Assessments

The Fire Officer for Redroofs will maintain a log book of fire drills, fire and communication with the fire brigade.

Routine Maintenance

Weekly testing of the Fire Alarms will be made by Eloise Mayling.

Staff Training

There will be regular instruction on fire evacuation for all staff.

In the event of a fire – Staff Instruction

Give priority to the evacuation of persons in your care. If it is safe to do so, check that those in your group have heard the alarm and are evacuating the premises.

Do not attempt to collect baggage or valuables.

Check that all persons are accounted for by carrying out a roll call.

Reviewed 1st March 2017



Redroofs

School for the Performing Arts

As the last person in the room, make sure windows are closed and lights are switched off if it is safe to do so.

If any of the group members are missing, report immediately to the Fire Officer in charge.

On no account should you or any member of your group re-enter the premises to locate or attempt to rescue any missing persons.

Assemble your group at the Assembly Point **The Front Car Park** where a register will be taken by the Fire Officer.

Do not re-enter the building until you are told it is safe to do so.

In the event of a fire – Pupil Instruction

Listen to your teacher or adult in charge.

Remain silent and do not run.

Do not stop to collect any personal belongings.

Leave the building on instruction from your teacher or adult in charge as quickly and quietly as possible.

Assemble with your group at the Assembly Point **The Front Car Park** where a register will be taken by the Fire Officer.

Do not re-enter the building until you are told it is safe to do so.

If you discover a fire

Operate the nearest fire alarm call point.

Inform a member of staff on the location of the fire.

Proceed immediately to the fire assembly point at **The Front Car Park**.

Fire Officer for Redroofs – Anthony Mackey

The Fire Officer has responsibility for ensuring that:

1. The Fire Safety Policy is made available to all members of the school community.
2. Clear written instructions on the course of action to take place in the event of an emergency are displayed in all areas of the school.
3. Emergency evacuations and fire procedures are carried out.
4. The fire prevention systems and equipment in its place are all in good working order and are regularly checked.



Redroofs

School for the Performing Arts

Emergency 'In Case of Fire' Notices

The 'In Case of Fire' notices are displayed clearly through the building.

If you discover a fire:

1. Operate the nearest fire alarm call point
2. Proceed immediately to the assembly point at **The Front Car Park**
3. A register will be taken by the Fire Officer
4. Do not run
5. Remain silent at all times
6. Listen to instruction from the teacher
7. Do not stop to collect personal belongings
8. Do not re-enter the building until you are told it is safe to do so.