

FIRE RISK MANAGEMENT POLICY & STATEMENT OF INTENT

UP-DATED MAY 2020

This policy is relevant to

Studio One (Dorset's Centre for Performing Arts) Ltd

& Dorset Foundation College for Performing Arts

Studio One (DCPA) Ltd & The Dorset Foundation College for Performing Arts will ensure, so far as is reasonably practicable, that all Staff, Students, contractors and visitors are protected from the risks of fire while on the premises (Regulatory Reform Order 2005)

Objectives of the policy

To ensure that Staff, Students, Parents & All visitors to the premises are safeguarded from injury or death in the event of fire. There are arrangements in place for systems and procedures to minimise the risk of fire starting and spreading;

Our aim is to reduce the potential for fire to disrupt the School / College activities, damage premises or harm the environment; and to ensure the school complies with relevant fire legislation and standards.

Responsibilities

The Studio Directors are ultimately responsible for ensuring that the company complies with all statutory fire safety requirements. They may share this responsibility with relevant senior Staff members when applicable.

Up-to-date Fire Risk Assessment & Policy are in place for the building;

The installation and maintenance of fire detection and warning systems, fire fighting equipment, emergency signage and lighting are implemented

Adequate means of escape from buildings, ensuring means of access for the emergency services, is provided at the school in the event of fire;

New building works or modifications to existing buildings meet the requirements of relevant fire legislation and standards were considered early in the planning and design stages of the work, therefore all building or modification work meets those requirements;

Contractors will minimise the risks of fire and explosions caused by any work undertaken on the premises by following safe working procedures and any particular precautions/procedures required by the Studio one (DCPA) Directors due to the nature or location of the work being undertaken

In the event of an evacuation, Senior Teachers will act as Fire Evacuation Controllers and are responsible for establishing control, communication protocols, gathering information and liaising with emergency services;

Fire protection and fire response arrangements are in place on the premises, and fire evacuation drills are carried out periodically;

Any remedial actions identified in the annual review of the fire risk assessment are assigned to the appropriate staff to implement;

The status and progress of any outstanding actions are monitored and the fire risk assessment is periodically updated to reflect any status changes;

Weekly fire alarm testing is carried out – this will usually be done between 1700hrs – 1800 hrs on Tuesdays. If the test is not carried out on a Tuesday for any reason, it will be carried out on the next available working day.

Evacuation Procedures are clearly signposted in all areas.

The Studio One (DCPA) Directors are responsible for:

Ensuring that fire issues are included in workplace inspections and risk assessments are carried out in their areas

Making their Staff and Students aware of fire hazards and emergency procedures;

Providing fire safety information and training to Staff & Students

Delegating sufficient Staff to carry out Fire Warden Duties; and Consulting with Staff on major changes to the use of a space or work that may compromise a building's fire integrity.

Fire Wardens (Senior Teachers) are responsible for:

On hearing the fire alarm, ensuring that all Students, Staff and visitors in their designated or immediate area are directed to leave the building via the nearest escape route; taking care that, in the execution of their duties, they do not put themselves or others at risk.

Checking all accessible rooms in their designated or immediate area(s) and reporting their findings, including notification of any missing people or areas not searched

Fire Wardens (Teachers) will wait at their designated assembly point. Registers will be taken and findings logged.

Where applicable, Staff will feed back relevant information to the Studio One Directors regarding any fire-related matters raised at Health and Safety meetings.

Senior Teachers/all other Staff are responsible for ensuring that they:

On hearing the fire alarm, follow standard evacuation procedures and leave the building immediately via the nearest emergency exit;

Take note and act upon instructions given by the Fire Wardens/ Senior Teacher who may be assisting in the evacuation of the building;

Proceed to the designated assembly point, making sure they report any issues on arrival at the assembly area;

Pupils are responsible for ensuring that:

They take care not to put themselves or others at risk; and

They follow instructions and report any shortcomings in fire safety arrangements.

Everyone has a duty: Not to damage or deliberately misuse any equipment provided for fire safety.