**FIRE SAFETY POLICY**

**2023 to 2024**

**Aim**

It is the overall aim of Shockout to minimise the risks to staff and employees, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

**Fire Safety Management**

Main duties are:

* To minimise risk from fire through thorough risk assessments
* To ensure adequate staff/ fire manager training has taken place
* To produce an emergency plan and put up fire notices
* To conduct fire drills
* To check adequacy of fire fighting apparatus and its maintenance
* To implement recommendations from the Fire Risk Assessment
* To consult with a Fire Risk Assessment officer (Company) on matters of fire safety
* To conduct regular fire safety inspections and record the findings
* To make frequent informal checks
* To ensure fire escape routes and fire exit doors/ passageways are unobstructed and doors operate correctly
* To check fire detection and protection systems are maintained and tested and records kept
* To ensure Fire Safety Log Book is kept up to date and accessible

**Fire procedures**

Notices displaying the fire procedures are displayed at each fire alarm call point.

See Fire Procedures (March 2022) for most up to date procedures.

**Persons responsible for Fire Safety**

|  |  |
| --- | --- |
| **Responsible Person is:** | Yvonne McCrae, first instance For  Nicole Ferris |
| Competent Person | Fire Wardens or member of staff |
| Fire safety training, induction and revision | Responsible person or nominated competent staff member |
| Fire risk assessment | Fire Warden or responsible person or nominated staff member. |
| Fire drills | At Valo Bruntwood Management |
| Updating of log book/recording | Bruntwood Management |
| Check on Call points | Responsible person or competent member of staff |
| Checks on emergency lighting | Bruntwood Management |
| Fire escapes unobstructed | All members of staff |
| Check all fire detection and protection systems are maintained | Bruntwood Management |

**Fire Safety Training**

Appropriate specific training for the Responsible and Competent persons will be undertaken at least every three years. All staff will have internal training annually during the month of September.

This will include:

* Understanding the emergency plan/ fire procedure
* The importance of fire doors
* The significant findings of the Fire Risk Assessment
* Guidance on the use of relevant fire fighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
* Reporting to the assembly area
* Exit routes including alternatives
* General matters of fire safety e.g. keeping combustibles away from possible ignition sources
* Assisting visitors and any disabled persons from the building

All records of training & induction to be recorded in the Training Folder on shared drive.

**Fire Risk Assessment appraisal**

This will be carried out on an annual basis by Fire Safety Officer (external fire protection company).

All issues that present a fire risk will be actioned as per the priority rating. Where this is not possible a mitigating statement will be written into the assessment according to premise health and safety procedures.

**Evacuation Drills**

The procedure for emergency evacuation is displayed by each fire alarm call point. The main Fire Alarm panel is located at reception near entrance door at the Valo building to the right as walk in.

Fire drills are executed by Bruntwood Management.

Evacuation drills will be carried out by Bruntwood Management as and when notified.

Different times and days of the week are used, drills are spontaneous and unplanned whilst others are planned with certain members of staff being given notice.

**Staff Roles and Responsibilities (See Appendix A)**

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **In Case of Absence** |
| Evacuation of all staff | Fire Wardens  Classroom Teachers | Most senior person in section |
| Evacuation of Students | Class Teacher/Fire Wardens | Assistant Teachers |
| Class Teacher to take their mobile phones in order to take the class register through My School. | All Classroom teachers  Fire Warden |  |
| Checking of Toilets | Fire Warden | Nominated Staff Member  (***this would only occur if no fire wardens on premises)*** |
| Checking of studio rooms, offices, changing rooms, toilets and classrooms. | Fire Warden | Nominated Staff Member  (this would only occur if no fire wardens on premises) |
| Calling Fire Brigade | Responsible Person | Any member of staff/Fire Warden |
| Meeting the Fire Brigade | Responsible Person | Fire Warden |

In general all staff will assemble at the agreed assembly point, unless the source of the fire makes this impossible or if this is a city centre evacuation as mentioned in the Fire Evacuation Procedure (Appendix B). Nominated person/Fire Warden will immediately do a head count and if appropriate call the register. Absentees will immediately be reported to the nominated person.

**Fire Doors and exits**

All doors within the building are fire doors and should be closed after the last person has exited, all. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows.

Follow up to evacuation drills the Drills must be recorded in the Fire Evacuation Folder located in the shared drive for the Valo Building. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

**Maintenance of fire doors, fire exit doors, fire equipment and systems**

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants by Bruntwood Management. Staff will also carry out the routine tests on the systems and precautions as follows:

Shockout are responsible for the fire extinguishers on the 2nd and 3rd floor only. External areas are the responsibility of Bruntwood, therefore all records are kept by them.

**Disabled pupils/ members of staff**

Due to the nature of our business there are no physically disabled students, however for those students that we know get anxious from the continuous sound of the alarm the below will apply.

* assistance to evacuate the building
* should have a written Personal Emergency Evacuation Plan (PEEP).
* Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service.

**Fire Procedure**

**In accordance with the fire procedure, a fire plan has been devised. See Below:**

|  |  |
| --- | --- |
| **Action on Discovery of a fire** | Raise the attention of others by sounding the fire alarm.   * Evacuate all occupants according to fire procedure. * On hearing the unscheduled alarm, Responsible Person/Fire Warden to call 999, ask for Fire service stating fire at   Calls for Valo Building are made by Bruntwood Management based on the premises, however if out of hours call 999.   * precise details about fire. * Use fire-fighting equipment only if necessary to make your escape |
| **What to do if the fire alarm sounds** | Follow fire procedure and evacuate all occupants to the assembly point.   * Fire Wardens to ensure teachers have their mobile phones to take register. If any student hire customers in the space then they should bring the signing in book. * Ensure all windows and doors are closed. * All areas to be checked for occupants. * Keep silent to ensure instructions from Management Staff can   be heard |
| **Liaison with Emergency Services** | On arrival the emergency services will require the following  information:   * Where is the fire located? – give site map * What does the fire involve? * Are all persons evacuated from the building? |
| **Fire fighting equipment use** | * Fire fighting equipment is provided to assist in securing your means of escape. No person should put themselves and others at risk when fire fighting. * Only staff trained to use fire extinguishers should use. |
| **Responsibilities and duties to assist in case of fire** | * All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times |

**Appendix A**

Reponsible Person: Yvonne M McCrae (Angie)

Nicole Ferris

Senior Management Cordelia Joseph

Eric Carpenter

Garry Clarke

Michael Lowry

Nicole Ferris

Yvonne M McCrae (Angie)

Fire Wardens Trained Cordelia Joseph

Dannielle West

Kyra Walters

Lisa Norris

Michael Lowry

Michelle Koffman

Nicole Ferris

Rennae Wilson

Yvonne McCrae (Angie)

Responsibility for

Checking Fire Exits etc.: As above

Weekly Fire Alarm Tests Valo Bruntwood Management

**Appendix B**

**FIRE EVACUATION PROCEDURE**

**Valo Building**

**If you discover a fire**

* **Activate the fire alarm.**
* **Do not delay your evacuation, on leaving where possible check all the corridors, toilets etc. to make sure no one is left behind.**
* **Keep calm and try to keep others calm**.

**In the event of hearing the fire alarm**

The emergency evacuation alarm is a siren.  If the alarm sounds continuously and is not a test then you should evacuate the buildings following the procedures set out below.

**Tutors/Instructors are responsible for yourself and the students in your class.**

* Evacuate the students/customers in your class from the building immediately on hearing the alarm by using the nearest fire exit. Where possible take a head count. **DO NOT** stop to collect any personal belongings or equipment.
* **Do not** use the lift.
* Students/Studio Hirer - if you are concerned that another student has not been able evacuate the building, you should advise a member of staff of that person's last known location.
* Teachers/Dance Instructors must assist disabled students as required. Seek help from a Fire Warden who will be in the vicinity ensuring that people are evacuating.
* Assemble at the fire meeting point for Valo Building directly across the road by Cricket Ground gates close to Hilton Hotel.
* Tutor/Fire Warden will take the class register and wait for further instructions – any absences or concerns should be reported immediately to the Facilities Manager/Fire Warden/Management.
* **For studio hire clients** if they have a register should take if not consult the receptionist so they can check the sign in book for the numbers taking that class..
* **Do not** re-enter the building until you are informed to do so by the Facilities Manager/Fire Warden/Management. When re-entering Shockout staff and students along with Reception and any disabled persons will be the first re enter the building.