

## 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

<b>Responsible Person is:</b>	Yvonne McCrae, first instance For Studio 25 Nicole Ferris in First Instance for Valo Building
Competent Person	Staff member with relevant training & experience or knowledge or other qualities.
Fire safety training, induction and revision	Responsible person or nominated competent staff member

Fire risk assessments	Responsible person or nominated staff member.
Fire drills	Responsible person or nominated staff member
Updating of log book/recording	Responsible person or nominated staff member
Check on Call points	Responsible person or competent member of staff
Checks on emergency lighting	Responsible person or nominated staff member
Fire escapes unobstructed	All members of staff
Check all fire detection and protection systems are maintained	Responsible person or nominated Competent person

### **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

In addition:

- All Studio 25 evening staff to be given fire procedure information.
- New staff to be taken through annual training schedule as part of induction package.

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. See plan of where call points are situated kept in the office for Studio 25. The main Fire Alarm panel is situated above the Photocopier in reception area at Studio 25 and at reception near entrance door at the Valo building to the right as walk in.

Fire drills are executed by the Responsible Person or nominated person/competent person via this panel at Studio 25.

Fire drills are executed by Bruntwoods at the Valo Building.

Evacuation drills will be carried out a minimum 6 monthly.

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 <b>(this would only occur if no fire wardens on premises)</b>
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	Senior Management
Meeting the Fire Brigade	Responsible Person	Senior Management

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 and in the Fire Safety Log Book at Studio 25. 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. Staff will also carry out the routine tests on the systems and precautions as follows:

The below applies to Studio 25.

**A plan of where fire extinguishers are located, and their specific use can be found in the Office.**

<b>System</b>	<b>Frequency</b>	<b>Method of Test</b>
Fire Alarm Panel	Daily Check	Checking indicator light each morning.
Fire Alarm Panel & Call points	Weekly	Test key operation of different call points each week in rotation
Fire Alarm/Testing	At least 6 monthly	Maintenance by Fire Protection Company: Servicing/Battery test
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Maintenance by Fire Protection company. Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire Extinguishers	Annual (5 yearly replacement)	Service (extended service)

Records for these tests are kept in the Fire Safety Log Book located in the office for Studio 25 only.

The Valo Building Shockout responsible for their fire extinguishers on the 2<sup>nd</sup> and 3<sup>rd</sup> 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:**

<p><b>Action on Discovery of a fire</b></p>	<p>Raise the attention of others by sounding the fire alarm.</p> <ul style="list-style-type: none"> <li>• Evacuate all occupants according to fire procedure.</li> <li>• On hearing the unscheduled alarm, Responsible Person/Management Staff/Fire Warden to call 999, ask for Fire service stating fire at Studio 25, 25 Church Street, Manchester M4 1PENotify a senior manager as soon as possible and give. Calls for Valo Building would be made by Bruntwoods based on the premises, however if out of hours 999.</li> <li>• precise details about fire.</li> <li>• Use fire-fighting equipment only if necessary to make your escape (applies to Studio 25)</li> </ul>
<p><b>What to do if the fire alarm sounds</b></p>	<p>Follow fire procedure and evacuate all occupants to the assembly point.</p> <ul style="list-style-type: none"> <li>• Admin staff 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 (studio 25)</li> <li>• Ensure all windows and doors are closed.</li> <li>• All areas to be checked for occupants.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep silent to ensure instructions from Management Staff can be heard</li> </ul>
<b>Liaison with Emergency Services</b>	<p>On arrival the emergency services will require the following information:</p> <ul style="list-style-type: none"> <li>• Where is the fire located? – give site map</li> <li>• What does the fire involve?</li> <li>• Are all persons evacuated from the building?</li> </ul>
<b>Fire fighting equipment use</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Only staff trained to use fire extinguishers should use.</li> </ul>
<b>Responsibilities and duties to assist in case of fire</b>	<ul style="list-style-type: none"> <li>• All persons have a responsibility to ensure the building is evacuated immediately, safety of all occupants is our priority at all times</li> </ul>

## **Appendix A**

Reponsible Person:	Yvonne M McCrae (Angie) Nicole Ferris
Senior Management	Cordelia Joseph Eric Carpenter Garry Clarke Michael Lowry Nicole Ferris
Competent Persons/ Fire Wardens:	Cordelia Joseph Dannielle West Eric Carpenter Garry Clarke Lisa Norris Michael Lowry Michelle Koffman Nicole Ferris Rennae Wilson
Responsibility for Checking Fire Exits etc.:	As above
Weekly Fire Alarm Tests Studio 25:	Yvonne M McCrae (Angie) Cordelia Joseph Kyra Walters Michael Lowry
Weekly Fire Alarm Tests Valo	Bruntwoods

## Appendix B

# FIRE EVACUATION PROCEDURE

## Valo Building & Studio 25

### 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 to 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. At Studio 25 on Red Lion Street, (next to Church Street Car Park).
- If this is a City Centre evacuation then assemble is on Port Street large Main Car Park (near our old Newton Street building)
- 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. At Valo building when re-entering Shockout staff and students along with Reception and any disabled persons will be the first re enter the building.