

# FIRE EVACUATION POLICY

## General Statement

We take our fire and safety duties seriously and have formulated this Policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe premises to conduct our business where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority, at all times, is the safety of individuals.

To assist us in achieving a high level of fire safety we will ensure that:

- all staff, students and visitors are aware of our fire procedures; and
- fire evacuation drills are carried out so that everyone is aware of evacuation procedures and the fire assembly point.

## Staff Duties

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff members are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors

## Communication

All staff will be kept informed of any relevant changes to fire safety procedures or fire risk assessments.

## Procedures

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken (and are reviewed regularly).
- The fire evacuation procedure will be practised as recommended and a record will be kept of the date and the time taken to evacuate the building.
- It is noted that there are two distinct situations where different evacuations procedures are required, firstly, when students are in class and secondly, during break time and when students are out of their class. Evacuation procedures may be practised for both scenarios.
- All new and temporary members of staff will be given training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstruction at all times.
- Fire Action Notice and evacuation procedures are displayed.

If any staff member notices defective or missing equipment they must report it to Asher Ludlam.

## Emergency Evacuation Plan

If you discover a fire:

- **Raise the alarm immediately!**
- Evacuate immediately. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of the studio should ensure that the door is firmly closed.
- If a teacher is with their students, they should take the sign-in sheet/register with them.
- The onus is on staff to ensure that under 18s, in particular, get out of the building safely.
- Report to the fire assembly point– outside Roseville Dentist. [Exit the studio, and turn right]
- Fire Action Notices clearly state the fire assembly point – outside Roseville Dentist.

If you hear the fire alarm:

- **Leave the building immediately.**
- Staff need to ensure that any students under 18 in their presence, get out of the building safely. If you know that an under 18 is in the toilet or another part of the building away from the class, inform the fire marshal as you leave.
- Report to the fire assembly point – outside Roseville Dentist. [Exit the studio, and turn right]

Teachers are responsible for taking roll calls and they should encourage everyone around them to evacuate as soon as possible.

The fire marshal needs to check that rooms are empty and that anyone who was in the building at the time the alarm sounded is accounted for at the roll call.

In the event that the fire alarm is for a genuine fire we will call the fire brigade as soon as possible. However, in the event that the fire alarm is a false alarm, then the fire marshals will establish the cause before letting anyone re-enter the building.

Before the fire brigade arrive and if there is a fire, the fire marshals can, if it does not place them at risk, make use of the correct fire extinguisher(s) to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the fire brigade to arrive.