



SOPHIE GALLIE  
Dance Academy

## Sophie Gallie Dance Academy FIRE SAFETY POLICY 2020

### **AIMS OF THE POLICY**

Our policy is that:

- no life be put in jeopardy in anyway whatsoever
- that regular evacuation procedures are regularly tested
- that possessions and equipment are replaceable and no person's life or an injury to a person is worth their rescue
- that the responsible person will undertake a fire safety risk assessment on a regular basis
- that we put in place, and maintain, appropriate fire safety measures
- that fighting any fire is only undertaken when the alarm has been raised, when there is no risk to a person or persons and that person to have received appropriate training
- that all staff receive information, fire safety instruction and training

### **Introduction**

It is our priority to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school; to ensure that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out.

The fire safety policy, procedures and risk assessments at Sophie Gallie Dance Academy are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our venues.

### **Responsibilities**

The Sophie Gallie Dance Academy Principal is the appointed Fire Safety Officer. The FSO has the ultimate responsibility for fire safety throughout the academy.

## **Role of the Fire Safety Officer**

Fire Safety Officer and is responsible for ensuring that:

- the Fire Safety Policy is kept under regular review
  - the Fire Safety Policy is communicated to the entire school community
  - everyone in the school community (including visitors and contractors) are given clear written instructions on where they should go in the event of a fire - with additional information being provided when large numbers of visitors are on site, ie for Parents evenings or events within the school
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- contractors working for the School will be given written documentation detailing the procedures that they should follow whilst working on the venue, and also informing them of the school's procedures in an emergency situation
  - records are kept of the fire induction training given to all new staff and pupils
  - procedures and arrangements for emergency evacuation are regularly tested and reviewed Fire Risk assessments are regularly reviewed and updated
  - Records are kept of all fire practices

## **Role of Teaching Staff**

Staff are responsible for escorting their pupils safely out of the building and in an orderly fashion. They are responsible for conducting a head count on arrival at the muster point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Safety Officer.

## **Procedure in the Event of a Fire**

In the event of a fire, safety and preservation of life will override all other considerations. The safe evacuation of all pupils and staff is our priority. Buildings and property come second and no one should attempt to fight any fire at the expense of their own, or anyone else's, safety. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures which will be given by the Schools Principal. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

## **Emergency Evacuation Procedures**

It is the responsibility of individual members of staff to ensure the safe evacuation of all pupils for whom they are responsible, to a previously designated muster point set by the School Principal.

The School operates an evacuation system based on attendance register and headcount.

When an alarm sounds, pupils should be marshalled in an orderly fashion via the nearest escape route and, if possible, any open windows should be closed. The class teacher will always bring up the rear. If possible, doors should be closed behind the group. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked. Use of any lifts by pupils and staff to evacuate a building is strictly forbidden.

The group will assemble at the predetermined place of safety. On arrival, names should be checked against the attendance register. The fire alarm system does not automatically alert the fire service. The fire service will be called by a member of staff as soon as it has been confirmed that a real fire situation exists. As a general rule, if someone is missing, the building should not be re-entered but information should be given immediately to the Fire Safety Officer who will liaise with the fire service to make a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present. Visitors on site will be made aware of fire safety arrangements upon arrival by the School Principal.

### **Evacuation of Disabled Persons from the School Buildings**

Students and employees with a disability should be identified and a Personal Emergency Evacuation Plan (PEEP) prepared by the School Principal for the person concerned.

### **Fire Warning Equipment**

It is the responsibility of the School Principal to be informed about all Fire Warning Equipment at their Venue and to ensure it is maintained and that they understand how to use it.

### **Fire-fighting Equipment**

It is the responsibility of the School Principal to know where Fire-fighting equipment (commonly known as "fire extinguishers") is located throughout the school. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit. The Principal need to ensure staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items. No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building. This equipment is to be maintained regularly. It is a disciplinary offence – for pupils and staff alike – to tamper with any fire-fighting or alarm equipment.

## **Evacuation Drills**

The School Principal is responsible for an evacuation to be carried out at least once a term either in the form of an accidental or planned practice evacuation. After each evacuation, staff are required to provide information and observations on positive and negative aspects. The conditions and timings of the practice will be varied, such that sometimes no notice will be given to either Staff or

Students, and sometimes a false fire will be used to block a major exit route to test how people cope when required to deviate from the normal route.

## **Fire Prevention Measures**

The School Principal is responsible for their staff to know they should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks:

- Sources of ignition should be controlled.
- Heaters should not be covered up and electrical sockets should not be overloaded.
- Electrical appliances are tested by an NICEIC qualified electrical engineer
- Catering equipment is switched off at the end of every day
- Portable electrical equipment should be checked regularly. Rubbish should not be left lying around.
- Care should be taken to avoid large flammable displays along escape routes.
- Escape routes should always be kept clear and fire exit doors never blocked.
- Outside rubbish storage (bins) should always be located away from buildings.

Exit routes are regularly walked by the Fire Safety Officer to ensure that they are, and remain, clear of obstruction.

## **Certified Fire Marshalls**

Sophie Alexandra Day

Lucy Margaret Warburton