

## FIRE SAFETY POLICY

2022 to 2023

### 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> (Angie) Yvonne McCrae, HR & Facilities in the first instance.	The identified responsible person (Management Team members and Head of Years)
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 Fire Safety Log Book located in the office.

### **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 (see Fire Procedures – March 2022) is displayed by each fire alarm call point. See plan of where call points are situated kept in the office. The main Fire Alarm panel is situated above the Photocopier in reception area.

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

Evacuation drills will be carried out a minimum 6 monthly.

Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

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

<b>Action</b>	<b>Person Responsible</b>	<b>In Case of Absence</b>
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 Pro-resolution Student Management Database.	All Classroom teachers Fire Warden	
Checking of Toilets	Fire Warden	Nominated Staff Member <i>(this would only occur if no fire wardens on premises)</i>
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 Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health and Safety monitoring, members from the Management Team will periodically check the Fire Safety Log Book and the evacuation schedule.

### **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:

### **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)	Service (extended service)

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

### **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</li> <li>• precise details about fire.</li> <li>• Use fire-fighting equipment only if necessary to make</li> <li>• your escape</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.</li> <li>• Ensure all windows and doors are closed.</li> <li>• All areas to be checked for occupants.</li> <li>• Keep silent to ensure instructions from Management Staff can be heard</li> </ul>
<p><b>Liaison with Emergency Services</b></p>	<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> </ul>

	<ul style="list-style-type: none"> <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> <li>• Once evacuation complete fire procedure to be put into place.</li> </ul>

## **Appendix A**

Reponsible Person: Yvonne M McCrae (Angie)

Senior Management  
Cordelia Joseph  
Eric Carpenter  
Garry Clarke  
Nicole Ferris

Competent Persons/  
Fire Wardens:  
Alex Bradley  
Cordelia Joseph  
Dannielle West  
Emily Turner  
Eric Carpenter  
Garry Clarke  
Kathryn Key  
Michael Lowry  
Michelle Koffman  
Nicole Ferris  
Rennae Wilson  
Robert Croll

Responsibility for  
Checking Fire Exits etc.:  
Yvonne M McCrae (Angie)  
Nicole Ferris  
Michelle Koffman

Weekly Fire Alarm Tests:  
Yvonne M McCrae (Angie)  
Cordelia Joseph  
Michelle Koffman

## Appendix B

# FIRE EVACUATION PROCEDURE

## Shockout & Studio 25

25 Church Street, Manchester M41PE

### 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 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.