

Fire Safety Policy

Freesoles Dance

This policy is to be read and understood by all those working with or for Freesoles Dance. A copy of this policy will always be available on the school website.

Introduction and Aims

It is the overall aim of the school to minimise the risk to staff and pupils 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

The main duties are:

- to minimise risk from fire through risk assessment
- to ensure adequate staff training has taken place.
- to produce an emergency plan and put up fire notices
- to conduct fire drills and record dates and attendants
- to conduct regular fire safety inspections and record appropriately
- to ensure fire escape routes and fire doors are unobstructed and open correctly.

Fire Procedures

- There will be notices displaying fire safety procedures as appropriate.

Person Responsible for Fire Safety

- The person responsible for fire safety is Victoria Race
- They will undertake appropriate fire safety training for all new staff including induction process and appropriate revision of that process.
- They will oversee fire risk assessment as needed
- they will oversee fire drills.
- they will ensure that all records are kept up to date.

- they will take responsibility for checking escape routes are clear.
- they will take responsibility for checking fire safety doors.

Fire Safety Training

- appropriate specific training for those working at Freesoles dance will be undertaken.
- all staff will receive internal training this will include:
 - understanding the emergency plan and fire procedure
 - the importance of fire doors
 - any significant findings from fire risk assessment
 - reporting to the assembly area
 - general fire safety
 - assisting visitors and any disabled persons from the building
- all records of training and induction are recorded.

Fire Risk Assessment

Fire risk assessment will be carried out annually or after any significant changes to the centre. The building / site manager will be made aware of any concerns that need addressing.

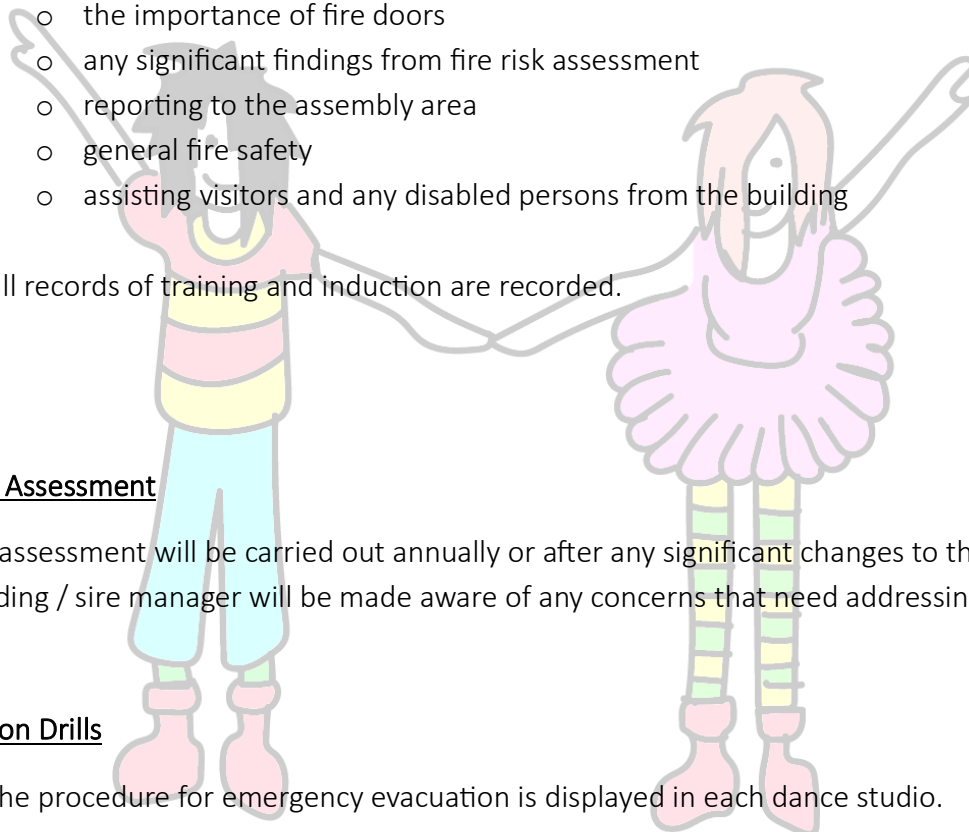
Evacuation Drills

- the procedure for emergency evacuation is displayed in each dance studio.
- fire drills will be carried out every six months or as necessary if new staff or pupils join school.
- drills must be recorded.

Staff Roles and Responsibilities

- the first priority of all staff is to ensure that all pupils and staff leave the building safely.
- all staff and pupils will assemble at the designated assembly point.
- a count and register will then take place.

Fire Doors and Exits



Freesoles Dance

- all final fire doors must open outwards and be fitted with release locks and will open immediately.
- all fire exit routes are signed clearly with directional arrows internal doors must not be routinely held open.
- no fire doors to be locked whilst the school is open.
- Any concerns should be reported to Victoria Race who will notify the appropriate site manager.

Maintenance of fire doors fire exit doors and fire equipment:

Shall be undertaken by the building owners and site managers. All testing shall be undertaken by the building owners and site managers. Any concerns about maintenance shall be reported to Victoria Race who shall inform the appropriate site manager.

Disabled Pupils

All staff should be aware that they must endeavour to evacuate in the event of fire if this does not create a personal risk to them. Certain students may require a personal emergency evacuation plan and this should be checked at enrolment with parents or carers.

Policy Review

This policy was reviewed in January 2024 and will be reviewed annually by Victoria Race

Signed V Race Date 17 January 2024

Freesoles Dance