

THE ARTS EDUCATIONAL SCHOOLS, LONDON

FIRE RISK MANAGEMENT POLICY

STATEMENT OF INTENT

The Arts Educational Schools, London, will ensure, so far as is reasonably practicable, that all staff, students, contractors and visitors are protected from the risks of fire while on the premises.(Regulatory Reform Order 2005)

Objectives of the policy

The objectives of this policy are:

- To ensure that staff, students, contractors and visitors to the premises are safeguarded from injury or death in the event of fire;
- To have arrangements in place for systems and procedures to minimise the risk of fire starting and spreading;
- To reduce the potential for fire to disrupt the school's activities, damage premises or harm the environment; and
- To ensure the school complies with relevant fire legislation and standards.

Responsibilities

The Principal is ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They may share this responsibility with relevant senior managers.

The Head of Facilities Management is responsible for ensuring that:

- Up-to-date fire risk assessments are in place for school buildings;
- The installation and maintenance of fire detection and warning systems, fire-fighting equipment, emergency signage and lighting are carried out;
- Adequate means of escape from buildings, ensuring means of access for the emergency services, is provided at the school in the event of fire;
- New building works or modifications to existing buildings meet the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work, and the proposed building or modification work meets those requirements;
- Contractors minimise the risks of fire and explosions caused by their work on the premises by following safe working procedures and any particular precautions/procedures required by the school's staff due to the nature or location of the work being undertaken;
- In the event of an evacuation, they act as a Fire Evacuation Controller and are responsible for establishing control, communication protocols, gathering information and liaising with emergency services;
- Fire protection and fire response arrangements are in place on the premises, and fire evacuation drills are carried out periodically;

- Any remedial actions identified in the annual review of the fire risk assessment are assigned to the appropriate staff to implement;
- The status and progress of any outstanding actions are monitored and the fire risk assessment is periodically updated to reflect any status changes;
- Weekly fire alarm testing is carried out – this will usually be done at 08.15am on a Tuesday. If the test is not carried out on a Tuesday for any reason, it will be carried out on the next available working day; and
- Evacuation procedures are clearly signposted in all rooms.
- Ensure that any additional requirements relating to Covid-19 are implemented and monitored

Heads of All Schools/Departments are responsible for:

- Ensuring that fire issues are included in workplace inspections and risk assessments are carried out in their areas.
- Making their staff and students are aware of fire hazards and local emergency procedures;
- Providing fire safety information and training to staff/pupils;
- Delegating sufficient staff to carry out Fire Warden functions; and
- Consulting with Facilities Management on major changes to the use of a space or work that may compromise the building's fire integrity.
- Compiling Personal Emergency Evacuation Plans (PEEP's) for any staff/student or visitor with a permanent or temporary disability which may affect their ability to evacuate a building in the event of an emergency

Fire Wardens are responsible for:

- On hearing the fire alarm, ensuring that all pupils, staff and visitors in their designated or immediate area are directed to leave the building via the nearest escape route;
- Taking care that, in the execution of their duties, they do not put themselves or others at risk;
- Following instructions and reporting any faults or shortcomings in fire safety arrangements to the Fire Evacuation Controller/Facilities Coordinator or Fire Brigade Official;
- Ensuring they are easily recognisable during an evacuation by wearing a fluorescent garment;
- Checking all accessible rooms in their designated or immediate area(s) and reporting their findings, including notification of any missing people or areas not searched, to the Head of Facilities/Facilities Coordinator/delegated authority or Fire Brigade Official waiting at their designated assembly points;
- Checking if the refuge point located in their area is being used and, if so, informing the Fire Marshall if a person needs assistance in evacuating the building;
- Attending any training provided by the school in relation to their function as Fire Warden;
- Ensuring no one re-enters the premises; and
- Where applicable, feeding back relevant information to staff/co-workers regarding any fire-related matters raised at Health and Safety meetings.

Teachers/all other staff are responsible for ensuring that they:

- On hearing the fire alarm, follow standard evacuation procedures and leave the building immediately via the nearest emergency exit;
- Take note and act upon instructions given by the Fire Wardens who may be assisting in the evacuation of the building;
- Proceed to the designated assembly points, making sure they report any issues to a Fire Warden on arrival at the assembly area;

Students/Pupils are responsible for ensuring that:

- They take care not to put themselves or others at risk; and
- They follow instructions and report any shortcomings in fire safety arrangements.

During Shows

The **Front of House Manager and Stage Manager** are responsible for ensuring that:

- Confirming any fire alarm activation is genuine
- All ushers are trained appropriately in fire evacuation procedures; and
- All audience members are escorted out of the theatres in an orderly manner and directed to the fire assembly point should there be a fire alarm.

Everyone has a duty:

- Not to damage or deliberately misuse any equipment provided for fire safety.

Arrangements

Fire Risk Assessment of buildings

- Facilities Management arranges for a review of the fire risk assessment to be carried out annually and updated as necessary.
- The fire risk assessment may be reviewed independently from time to time by our contracted Health and Safety Consultants.

Fire detection and alarm installations and fire-fighting equipment

- Arrangements for the maintenance, inspection, examination and testing of fire detection equipment, alarm installations and fire-fighting equipment are made by external specialists and are arranged as required by the Facilities Department.
- Visual checks on fire-fighting equipment are carried out during building audits conducted by internal maintenance staff.

Risk assessment of activities

- Every department must include fire issues in risk assessments of their activities, including research and pupil projects, open days, and any other activities arranged or hosted by them on or off the premises. Control measures must be implemented to minimise any risks from fire or explosion.
- Risk assessments must be copied to the Head of Facilities, and must be reviewed annually and updated as necessary following any change in activity, process or location.

Training and instruction

- New staff and pupil induction training for action in the event of a fire should be given by line managers/department heads or appropriate academic staff.
- Task training specific to work or study activities, including relevant fire issues and precautions, should be given by line managers and appropriate academic staff.
- Fire Warden training is arranged by the HR Manager in consultation with the Head of Facilities.
- In general, only Fire Wardens will be trained in the use of fire extinguishers. Individual schools or departments may have additional trained personnel where a risk assessment has shown the need.
- Appropriate information on fire hazards, precautions and emergency arrangements can be provided by Facilities Management to contractors, visitors and relevant organisations where they are using shared/common areas of the School premises.
- Information on fire evacuation procedures should be communicated to pupils regularly via year tutors, or heads of department.
- All ushers should be appropriately trained by the Front of House Manager.
- Written instructions for dealing with emergencies are available from Facilities Management.
- Fire escape route and fire exit signage/fire action notices are displayed at appropriate locations throughout the building.

Monitoring by inspections

- Individual schools/departments should carry out workplace inspections twice yearly in their areas and include fire issues in these inspections.
- Facilities Management maintenance staff carry out monthly general inspections via the building audit process.
- Remedial actions identified during individual school/department inspections should be discussed with Facilities Management.

Monitoring by fire evacuation drills

- Facilities Management schedule fire evacuation drills for the premises at least once a term. These will be carried out at different times of the day/week to incorporate alternative groups of staff/pupils/visitors.
- Fire drill reports and recommendations are written by the Head of Facilities, and are discussed at Health and Safety Committee meetings; the minutes of these meetings are sent to the attendees of the Facilities Committee and brought to the attention of the Board of Trustees.

Emergency evacuation

- Emergency evacuation procedures are in place, with fire action notices displayed in all classrooms/studios.
- In the event of a fire alarm activation, everyone should leave the building immediately, go to the designated assembly point and remain there until the 'all clear' to return to the building is given by the Fire Evacuation Controller or their deputy.
- Staff and students with disabilities that may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed in their PEEP.

Reporting fire incidents

- Fire incidents should be reported to the Facilities Management Office via email.
- Fire alarm activation logs for the premises are kept electronically by Facilities Management.
- All activations and fire incidents on the premises are initially investigated by Facilities Management.
- An annual summary of fire incidents (if any) would be discussed at the last Health and Safety Committee meeting of the year.

Review of Fire Risk Management Policy

Policy written:	September 2013
Policy written by:	Frank Daniel
Date policy reviewed:	September 2020
Next review date:	September 2021