



## Fire Safety Policy for the Arts Educational Schools (ArtsEd)

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## Section A: Fire Safety Policy

### A. Introduction

1. This document sets out the Arts Educational Schools' (ArtsEd) Policy in respect of fire safety. The school aims to ensure that all staff, students, contractors and visitors are protected from the risks of fire while on the premises in accordance with the Regulatory Reform (Fire Safety) Order 2005 (referred to as the "Order") and any other relevant guidance or standards.
2. The objectives of this policy are:
  - i. To ensure that staff, students, contractors and visitors to the premises are safeguarded from injury or death in the event of fire;
  - ii. To have arrangements in place for systems and procedures to minimise the risk of fire starting and spreading;
  - iii. To reduce the potential for fire to disrupt the school's activities, damage premises or harm the environment;
  - iv. To make sure, that in the event of fire all personnel in the workplace are sufficiently familiar with the fire routine and fire safety arrangements; and,
  - v. To ensure the school complies with relevant fire legislation and standards.

### B. Other Relevant Policies

3. This policy should be read in conjunction with the following documents:
  - Health and Safety Policy

### C. Legislation

4. This policy is based on advice from the Department for Education on [Health and Safety in Schools](#), guidance from the Health and Safety Executive (HSE) on [Incident Reporting in Schools](#), and the following legislation.

### D. Scope

5. This policy applies to all employees, students, pupils, volunteers, contractors, trustees and visitors whilst onsite at ArtsEd, 14 Bath Road, Chiswick, London W4 1LY .

### E. Persons Responsible

6. The **Board of Trustees** has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal and suitable senior leaders.
7. The **Principal**, (Executive Leadership Team in their absence), is ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They may share this responsibility with relevant senior managers.
8. The **Head of Facilities** is responsible for ensuring that:
  - i. An up-to-date Fire Risk Assessment is in place for school buildings and ensure that this is reviewed annually.

- ii. The installation and maintenance of fire detection and warning systems, fire-fighting equipment, emergency signage and lighting are carried out;
  - iii. Adequate means of escape from buildings, ensuring means of access for the emergency services, is provided at the school in the event of fire;
  - iv. 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;
  - v. 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;
  - vi. In the event of an evacuation, they act as the Fire Marshal in Control and are responsible for establishing control, communication protocols, gathering information and liaising with emergency services;
  - vii. Fire protection and fire response arrangements are in place on the premises, and fire evacuation drills are carried out periodically;
  - viii. Any remedial actions identified in the annual review of the fire risk assessment are assigned to the appropriate staff to implement.
  - ix. The status and progress of any outstanding actions are monitored and the fire risk assessment is periodically updated to reflect any status changes;
  - x. Weekly fire alarm testing is carried out.
  - xi. Evacuation procedures are clearly signposted in all rooms.
9. The Responsible Person for each area of the Workplace (**Head of Department**) is responsible for:
- i. Ensuring that fire issues are included in workplace inspections and risk assessments are carried out in their areas.
  - ii. Making their staff and students aware of fire hazards and local emergency procedures.
  - iii. Providing fire safety information and training to staff, pupils and students.
  - iv. Delegating sufficient staff to carry out Fire Warden functions.
  - v. Consulting with Facilities Management on major changes to the use of a space or work that may compromise the building's fire integrity.
  - vi. 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
  - vii. Be a member of the ArtsEd Fire Control Team. Be prepared to act as the Fire Marshal in Charge (FMiC) if required. FMiC roles is as described in the Fire Control Team document
10. The **Fire Marshal in Charge** (FMiC) carries out the following duties:
- i. Assuming control in the event of a fire evacuation.
  - ii. Checking the fire control panel to determine location of the fire activation.
  - iii. Confirming that the alarm activation is due to a genuine fire.
  - iv. Contacting the Fire Brigade if the activation is due to a genuine fire that has not been extinguished.

- v. Checking the disabled refuge panel for any activation and ensuring that aid is provided where possible to assist anyone left at a refuge point.
- vi. Receiving reports from the Fire Marshals that all areas have been cleared and completing the fire evacuation checklist.
- vii. Ensuring all persons are well away from the main entrance to be used by the Fire Service and any unaware visitors.
- viii. Obtaining all information in relation to the incident and passing to the Fire Brigade when they arrive.

**11. Fire Marshals** for each area 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;

- i. Taking care that, in the execution of their duties, they do not put themselves or others at risk;
- ii. Following instructions and reporting any faults or shortcomings in fire safety arrangements to the Fire Marshal in Charge or Fire Brigade Official;
- iii. Ensuring they are easily recognisable during an evacuation by wearing a fluorescent garment;
- iv. 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 Fire Marshal in Charge or Fire Brigade Official waiting at their designated assembly points;
- v. Checking if the refuge point located in their area is being used and, if so, informing the Fire Marshal in Charge if a person needs assistance in evacuating the building;
- vi. Attending any training provided by the school in relation to their function as Fire Marshal
- vii. Ensuring no one re-enters the premises; and
- viii. Where applicable, feeding back relevant information to staff/co-workers regarding any fire-related matters raised at Health and Safety meetings

**12. Maintenance Supervisors** are responsible for ensuring that:

- i. Fire Exit doors are available for use and are unlocked and unobstructed.
- ii. Fire extinguishers are in position with tamper seals unbroken.
- iii. Fire instruction notices and FIRE EXIT notices are in position.
- iv. Fire alarm call points are indicated and clear from obstruction.
- v. Fire-resisting doors to corridors, lobbies, and stairs are correctly self-closing.
- vi. Fire-resisting doors to stores and plant rooms are kept locked shut.

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

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

14. **Students/Pupils** are responsible for ensuring that:
  - i. They take care not to put themselves or others at risk; and
  - ii. They follow instructions and report any shortcomings in fire safety arrangements.
15. The **Front of House Manager** and **Stage Manager** are responsible **during Shows** for ensuring that:
  - i. The activation of any fire alarm is confirmed as genuine
  - ii. All ushers are trained appropriately in fire evacuation procedures; and
  - iii. 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.
16. Everyone has a duty:
  - Not to damage or deliberately misuse any equipment provided for fire safety.

## **Section B: Fire Safety Procedures**

### **F. Fire Risk Assessment of Buildings**

17. A Fire Risk Assessment will be carried out annually by our Contracted Health & Safety Consultants.
18. A copy of the Fire Risk Assessment report is available on site from the Head of Facilities, who will ensure that the findings and recommended actions from the Fire Risk Assessment are reviewed and actions within the stated time frame.

### **G. Fire Detection, Alarm Installations and Fire Fighting Equipment**

19. Each of the School buildings has an adequate means of raising the alarm in the event of fire.
20. The fire alarm system is constantly monitored by an external monitoring company. The monitoring centre notifies designated persons immediately on activation of the alarm. If they are unable to contact the designated persons an operative is despatched to investigate the alarm or if necessary the emergency services are called.
21. The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Maintenance Supervisors. The alarm will be activated using a different activator point each week, where this is practicable.
22. The fire alarm system is serviced six monthly] by a competent contractor (e.g. ISO 9001 / BAFE)
23. Records of these tests and servicing are maintained electronically by the Maintenance Department.
24. The maintenance, inspection, examination and testing of fire detection equipment, alarm installations and fire-fighting equipment are undertaken by external specialists and are arranged as required by the Facilities Department.
25. Visual checks on fire-fighting equipment are carried out during building audits conducted by internal maintenance staff.

### **H. Emergency Lighting**

3. Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.
4. Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual

full discharge test by a competent contractor.

5. Records of testing and servicing of emergency lights will be maintained by the Head of Facilities.

## **I. Risk Assessment of Activities**

6. 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.
7. 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.

## **J. Training and Instruction**

8. 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.
9. All staff to receive annual fire awareness training arranged by the Head of HR department.
10. Task training specific to work or study activities, including relevant fire issues and precautions, should be given by line managers and appropriate academic staff.
11. Fire Marshal training is arranged by the Head of HR in consultation with the Head of Facilities.
12. In general, only Fire Marshals 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.
13. 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.
14. Information on fire evacuation procedures should be communicated to pupils regularly via year tutors, or heads of department.
15. All ushers should be appropriately trained by the Front of House Manager.
16. Written instructions for dealing with emergencies are available from Facilities Management.
17. Fire escape route and fire exit signage/fire action notices are displayed at appropriate locations throughout the building.

## **K. Fire Prevention**

18. The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Head of Facilities and Heads of Department will:-
19. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);
20. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
21. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
22. Consult regularly with the Fire Marshals;
23. Include fire prevention and evacuation procedures during the induction process with all new starters; and
24. Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## **L. Monitoring by Inspections**

25. Individual schools/departments should carry out workplace inspections twice yearly in their areas and include fire issues in these inspections.
26. Facilities Management maintenance staff carry out weekly and monthly general inspections via the building audit process.
27. Remedial actions identified during individual school/department inspections should be passed to the Head of Facilities who will ensure that the work is carried out in a timely manner.

## **M. Monitoring by Fire Evacuation Drills**

28. 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.
29. 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.

## **N. Emergency Evacuation**

30. Emergency evacuation procedures are in place, with fire action notices displayed in all classrooms, studios and corridors.
31. 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 Marshal in Control.
32. Staff, students and visitors 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 Personal Emergency Evacuation Plan (PEEP).

## **O. Reporting Fire Incidents**

33. Any fire incidents which do not lead to a fire alarm activation, should be reported to the Head of Facilities via email.
34. Fire alarm activation logs for the premises are kept electronically by Facilities Management.
35. All activations and fire incidents on the premises are initially investigated by Facilities Management.
36. An annual summary of fire incidents (if any) would be discussed at the last Health and Safety Committee meeting of the year and reported to the Board of Trustees.

## Section C: Supporting Documents

The following documents are used in conjunction with the Fire Safety Policy to provide a comprehensive system of managing fire safety.

1. Fire Emergency Plan
2. Fire Control Team
3. Fire Alarm Activation Procedure
4. Fire Drill Procedure & Schedule



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