

Fire Safety Policy

1. A Fire Risk Assessment has been completed for the premises by a third-party (Uckfield Fire Station) in accordance with the Company Director (RBARTS) which gives details of the controls in place in order to minimise risk to life in the event of fire. All employees are instructed on the action to be taken in the event of a fire or other emergency.
2. All employees will be fully conversant with procedures for fire prevention, detection and evacuation.
3. The Company Director will be the Lead Fire Officer and will attend suitable training. Sufficient senior personnel will be nominated to act as Fire Officers. They will attend suitable training on a regular basis. Certificates confirming training course attendance will be kept on file within the office.
4. Employees are not to interfere with any equipment provided to detect or fight fires.
5. Employees noticing any shortcomings in firefighting equipment are to report the matter immediately to the Health and Safety Officer or Company Director who will report it.
6. Action on discovering a fire:
 - Raise the alarm by using the nearest alarm call point.
 - Shout “FIRE FIRE FIRE”.
 - Trained Fire Marshals may attempt to put out the fire, but only if safe to do so.
 - All occupants should evacuate the building, via the safest route to the nearest fire exit.
 - Once clear of danger, the Fire Brigade should be called.
 - Programme Leaders should check that all those for whom they are responsible in his/her department are safe and present at the Assembly point (back right-hand side of the car park) and inform the Lead Fire Marshal accordingly.
 - Teachers and anyone responsible for a studio activity should check that all those who are recorded in the register for the activity are present and inform the Lead Fire Marshal accordingly,
 - **NO ONE SHOULD RE ENTER THE BUILDING OR LEAVE THE FIRE ASSEMBLY POINTS, UNTIL INSTRUCTED BY THE FIRE BRIGADE THAT IT IS SAFE TO DO SO.**
7. The Health and Safety Officer will ensure that all firefighting equipment is regularly maintained and that suitable records are kept.
8. There will normally be weekly fire alarm tests on Wednesdays at 9pm. It may be necessary to alter the time and date of fire alarm tests. Fire drills will be held on a quarterly basis. The records for tests for the main building will be maintained and kept by RBARTS.

Employees are made aware of the correct location to go to in the event of an evacuation. This information is posted on signage around the building and is included in employee inductions.

Signed: Rebecca Boutle Date:29/07/2020 Reviewed: 29/07/2021