

## Fire Safety Procedure

At Carlisle Dance Academy we make sure the Academy is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The designated fire marshal **Laura Irwin**, responsible for makes sure the premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

### Fire checklist

	Who checks	How often
Escape route/fire exits (all fire exits must be clearly identifiable)	Officer in charge	When opening the premises and closing
Fire extinguishers and blankets	Officer in charge	When opening the premises and closing
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Officer in charge	When opening the premises and closing
Fire alarms	Officer in Charge	Monthly  This is recorded in the Fire log book, stored in the staff office.

### **Registration**

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. These records must be taken out along with the studio class register and the payment registers, emergency contacts list (member of staff working within the office is responsible for taking the laptop), and a first aid kit.

### **No smoking policy**

The Academy operates a strict no smoking policy – please see this separate policy for details.

### **Fire drill procedure**

On discovering a fire:

- Calmly raise the alarm
- Immediately evacuate the building under guidance from the manager on duty.
- Using the nearest accessible exit lead the children out, assemble on the pavement on Lorne Crescent, or walk to the nearest safety point.
- Close all doors behind you wherever possible.
- Free staff are to support the evacuation of children.
- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.
- Wait for emergency services and report any unaccounted persons to the fire service/police.
- Take children's register with you.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

The manager is to:

- Pick up the payment register, mobile phone, keys, and fire evacuation pack.
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area – check all pupils against the register.
- Account for all adults: staff and visitors.
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

**Remember**

- Do not stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

Reviewed by Owner/Principle: L.Irwin \_\_\_\_\_

Date: July 2020

Date to be reviewed: July 2021