



# THE ACTORS' WORKSHOP

## Teaching Talent

### Fire Safety Policy & Procedures

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#### Fire Safety Managers (FSM): Hannah Klewin and Clara Marullo

- **General Statement**

The Actors' Workshop takes the following fire and safety duties extremely seriously. We have formulated this policy to help us comply with our legal obligations to teachers, visitors and participants to minimise fire safety risks under the Fire Safety Order (2005). All regular teachers will be issued with a copy of this document and a clearly marked copy will also be available in the space at all times.

- **The Actors' Workshop Staff Duties**

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others in their care at risk or harm. They are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and wellbeing of students and visitors. All regular teachers at The Actors' Workshop will be trained as Duty Fire Safety Officers, and there will be a trained Fire Safety Officer on duty whenever the space is used.

**Teachers are responsible for ensuring that all heaters are switched off at the wall and that the fire-retardant dividing curtains are drawn back to the walls.**

#### 3. Role of Duty Fire Safety Officers

- Assist in the effective communication of Fire Safety procedures to all relevant users.
- To highlight issues that might impact on Fire Safety in the building.
- To feel confident in the use of fire extinguishers as outlined in Fire Safety procedures.
- Ensure a register is taken at the beginning of all classes to enable roll call in the event of a fire alarm.
- Safely evacuate relevant area of all users to assembly point, take roll call, liaise with other DFSOs and school staff (where relevant) to ascertain the nature of the alarm.
- Where it is ascertained that a genuine alarm has been raised to call the fire brigade.



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- Where it is ascertained that a false alarm has been raised to confirm this, clear and reset the fire alarm and decide when it is safe to allow users back into the building (in collaboration with Fire Safety Managers, other DFSOs, school staff and fire brigade where relevant).
- Where the situation does not place them at any risk, make use of the fire extinguishers to put out the fire (as outlined in the Fire Safety procedures).
- Ensure those with a Personal Emergency Evacuation Plan are safely evacuated from the building.
- **Communication**

All teachers will be kept informed of any relevant changes to fire safety procedures via the Fire Safety Managers.

#### **4. Procedures**

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. Fire risk assessments are carried out by the Fire Safety Managers.
- The fire evacuation procedure will be practised regularly and a record will be kept of the date and the time taken to evacuate the building.
- Training will be provided to all Actors' Workshop staff, enabling them to fulfill their role as Duty Fire Safety Officers, and to ensure that all staff, students and visitors comply with the site-wide no smoking policy and restriction on the use of candles.
- All guest teachers will be given induction training on how to raise the alarm and the available escape routes.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Fire Safety Managers shall routinely check all escape routes.
- Evacuation procedures are posted prominently next to the Fire Alarm Call Points. All fire extinguishers will have a regular visual inspection carried out by the Fire Safety Managers who will ensure that each extinguisher is correctly located in the designated place; is unobstructed, visible; has operating instructions which are clean and legible and face outwards; has not been operated and is not obviously damaged or has any missing parts; any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits; the seals and tamper indicators of each extinguisher are not broken or missing.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor (AdvancedFire Systems Ltd). If any teacher notices defective or missing equipment they must report it to the Fire Safety Manager. Alarms are checked annually by a suitable contractor (Key Integrated Systems Ltd) and tested weekly. Emergency lighting is checked annually by a suitable contractor (Beaver Electrical Ltd) and monthly by the Fire Safety Manager.

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- All teachers are responsible for recording students on site at the beginning of their session.
- ***Emergency Evacuation Plan***

NB: To try and account for occasions where teachers designated with various functions within this Emergency Evacuation Plan are absent, Duty Fire Safety Officers have been allocated to all functions so there is always a suitably trained person on site.

Persons responsible for taking roll calls are: the relevant Duty Fire Safety Officers on each floor. If absent Fire Safety Managers must be contacted in the case of any alarm trigger.

### If you discover a fire:

- Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located next to each exit on every floor and can be activated by raising the plastic cover and pushing firmly against the centre of the panel with your thumb.
- Evacuate immediately and do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
- If a teacher/workshop leader is running a session with multiple participants, he/she should take the class registers with him/her. The onus is on each teacher/workshop leader to ensure that under 18s and those with a Personal Emergency Evacuation Plan in particular get out of the building safely.
- Inform the Duty Fire Safety Officers as to the location of the fire.
- Report to the assembly points for a roll call – the St John's Ambulance entrance opposite (taking care when crossing Upton Road).

### If you hear the fire alarm:

- Leave the building immediately and do not stop to pick up any personal possessions.
- Report to the assembly point for a roll call – the St John's Ambulance entrance opposite (taking care when crossing Upton Road).

### Duty Fire Safety Officers Responsibilities

### Setting off the alarm in event of a fire:

- Encourage everyone around you to evacuate as soon as possible and check the studio is empty before closing door and evacuating.

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- Ensure that the bathroom on the Ground Floor is empty as you leave. Procedures will be in place regarding which floors/rooms the Duty Fire Safety Officers will check.
- Take a roll call at the assembly point to ensure everyone is accounted for.  
**Ensure that any participant under 18 or those with a Personal Emergency Evacuation Plan in their presence get out of the building safely.**
- Call the fire brigade as soon as possible.
- Liaise with Fire Safety Manager Clara Marullo directly.

### Before the Fire Brigade arrives:

- If there is a fire, the Duty Fire Safety Officers can, if the situation does not place them at risk, make use of the fire extinguishers located on every floor to put out the fire.
- If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

### Resetting system in event of false alarm:

- All Duty Fire Officers have been trained in resetting the alarm system
- A hard copy of the system reset procedure is kept in the studio for reference
- Duty Fire Safety Officer should try to establish the cause or contact a designated Fire Safety Manager before letting anyone re-enter the building.

### Assisted Evacuation (Personal Emergency Evacuation Plan)

Any User or participant who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation.

Where appropriate, it is the responsibility of the relevant Duty Fire Safety Officer to ensure a PEEP is in place and to assist the evacuation of the student in accordance with their PEEP. People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a participant with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

For reference a hard copy of this Policy can be found in The Actors' Workshop studio in addition to a digital version which will be emailed to all teachers and shared with visiting tutors/workshop leaders in advance of their sessions.