Fire Risk Assessment

**Aim:**

To ensure everyone’s safety in the event of a fire.

**Procedures:**

Under the Inclusive Academy Dance School’s health and safety policy, parents/carers and participants should familiarise themselves with this policy. They should also be aware of the nearest fire exits. Staff and volunteers will direct participants to the nearest fire exit and to the meeting point in the event of fire alarm activation. The fire assembly point is in the **car park**, directly in front of the venue doors (exit the way we enter) or the **large playground** if we cannot leave the way we entered, and everyone should be made aware of the correct location to go to in the event of an emergency evacuation. Please ensure fire exits are kept clear at all times.

**On discovering a suspected fire:**

* Raise the alarm by using the nearest alarm point.
* Shout ‘fire, fire, fire!’.
* Evacuate the building to the fire assembly point.
* Parents/carers are responsible for themselves and anyone they bring with them (siblings, grandparents, etc.). The teacher will only be responsible for the participants and staff.
* The teacher will be responsible to phone the fire brigade.

**On hearing the fire alarm:**

* Evacuate the building via the safest and nearest fire exit. Take nothing with you.
* Staff to close doors, windows, etc. behind them as they exit.
* Maglocked doors will automatically release when the fire alarm is alerted. The teacher will have a fob to activate the doors if they do not automatically release. The site manager must be notified of any issues.
* Participants in lessons, will be evacuated by staff and volunteers.
	+ Parents/carers MUST NOT enter the hall to collect their child.
	+ Parents/carers MUST NOT collect their child from the fire assembly point unless directed to do so.
* Parents/carers are responsible for themselves and anyone they bring with them (siblings, grandparents, etc.). The teacher will only be responsible for the participants and staff.
* Everyone should avoid using mobile phones and other devices while evacuating the building so everyone can remain alert and be able to listen to further instructions.
* **No one should re-enter the building or leave the fire assembly point until instructed by the fire brigade to do so.**

**In the event of people not responding to the need to evacuate:**

* Leave the building to ensure your own safety and report to the principal.

**Only re-enter the building or leave the fire assembly point when it is safe to so and the fire services have given the authorisation.**

Signed: E Andrews