

## Fire Safety Policy

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, associates, students and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at The Jam Academy for the Jam Theatre Studios are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building. All staff/associates have a duty of care in ensuring that the fire safety policy is embedded in the entire school community.

The SMT meets once a term in order to discuss all matters of health, safety & welfare.

Part of the SMT's duties include:

- Ensuring The Fire Safety Policy and associated procedures are kept under regular review
- Ensuring everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
- Ensuring fire safety announcements are said at the start of special school functions & events
- Ensuring appropriate records are kept of fire drills, fire fighting equipment & escape route checks
- Ensuring appropriate fire awareness training is given to staff/associates
- Ensuring procedures for emergency evacuation are regularly tested
- Ensuring The Fire Risk Assessment is regularly reviewed and updated
- Ensuring Fire prevention measures are meticulously followed
- Ensuring fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired

As the designated Health & Safety Officer, Mark Hartley, ensures that records are kept of the following:

- Fire Risk Assessment and its review
- Fire Safety Policy
- Fire Procedures and Arrangements
- Training
- Fire Practice Drills
- Certificates for the maintenance of fire-fighting systems and equipment.

### **Briefing of staff, associates and students**

All our new staff/associates (teaching and non-teaching alike) and students are given a briefing on the school's emergency evacuation procedures within their first few days at The Jam Academy.

All staff/associates receive a copy of the Associates Handbook on or before their first day at teaching. This Handbook contains details of the school's Fire Safety procedures and arrangements. The dedicated website for staff and associates, [www.jamstaff.uk](http://www.jamstaff.uk), also contains all policies and procedures to do with health and safety, and fire.

### **Fire Safety Procedures**

The safe evacuation of everyone – staff, associates and students alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. On no account should anyone return to a burning building.

Fire notices are clearly displayed in all rooms and public places throughout the building. Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked regularly by SMT to ensure they are kept clear.

Suitable fire fighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested via fire drills and annual servicing. Records of all fire drills are held by the Health & Safety Officer.

The school office is manned between 9am and 9pm during weekdays (during term time) and at other times during the holidays. The fire alarm panel is situated by the side entrance to 'Excel Communications', and a plan of all the call points is displayed there. SMT are responsible for summoning the fire brigade. All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. A summary of the FEOP is printed on the badge. All members of staff and associates are responsible for ensuring that anyone in their classroom or office are able to exit the building safely.

Associates are responsible for escorting their students safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to a senior member of staff or Health & Safety Officer.

### **Fire Prevention**

The following fire prevention measures are in place at The Jam Academy:

- There are presently 2 escape routes from the main school building, and 2 from Studio 3
- Fire notices are clearly displayed in all rooms, corridor areas and stairwells
- Fire safety documents are available in the school office should they be required by the Fire Brigade.
- Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire Brigade.
- Call points are activated by breaking the glass (or by using the break glass key during fire drills)
- Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Qualified electricians inspect and maintain all electrical installations, which are suitably protected and meet the requirements of BS7671 IEE wiring regulations
- All gas appliances are regularly maintained and serviced by Gas Safe registered engineers

### **Fire Risk Assessment**

The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically it identifies:

- The hazards
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The management of fire safety procedures
- The action plan