

POLICY ON FIRE SAFETY

1. Introduction

It is the policy of the Company to ensure, so far as is reasonably practicable, that all staff, students, contractors and visitors are protected from the risk of fire whilst on the premises. This policy explains how the Company complies with the Regulatory Reform (fire safety) Order 2005, to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

2. Policy objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- To minimise the risk of fire and to limit the spread of fire
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

3. Responsibilities

Responsibility for overseeing fire safety within the Company as a whole lies with the Managing Director, supported by the Health & Safety Group.

The Company delegates the day-to-day responsibility for managing fire safety at Studio Main School to the Head of Health & Safety. He is supported by professional services provided by ACE Security, Chubb & electrical contractors.

The Company delegates the day-to-day responsibility for managing fire safety at rented off-site facilities to the centre Course Director, supported by the Company's Summer Planning Group and overseen by the Head of Health & Safety.

Facility providers at the course centres are asked to provide their own risk assessments in advance and before the start of each course, the Course Directors work closely with facility providers to ensure that a full fire risk assessment will be made, based on Studio's specific use of the facilities.

4. Managing fire safety

The Head of Health & Safety at Studio Main School will:

- ensure that all means of escape are properly maintained, kept free from obstruction and are available for safe and effective use at all times (including emergency lighting), taking into account the needs of any disabled users
- provide and maintain all fire fighting appliances and devices including:
 - fire detection and alarm systems
 - fire fighting equipment
 - notices and signage relating to fire procedure
- carry out fire safety risk assessments on all buildings to ensure that facilities are compliant, to identify any special risks, (e.g. the storage of hazardous materials) and to ensure appropriate procedures are in place to minimise the risks
- ensure that all staff, students, contractors, visitors, off-site course centres and third-party hirers are made aware of, and comply with, the Company's fire policy and procedures
- ensure that a team of staff fire marshals are trained and kept informed of any changes to policy and procedures

- monitor and review this policy on a regular basis, so as to ensure that any new risk or alteration to regulations is addressed

5. Monitoring

The Company utilises the services of various outside personnel to carry out effective monitoring of its duties at Studio Main School.

- Fire detection and alarm systems are maintained and checked by ACE Fire & Security. The alarm sounders are tested on a regular (weekly) basis
- Emergency lighting is checked regularly by the electrical contractor
- Notices and signage are updated as and when required
- Fire fighting equipment is checked regularly by maintenance staff and the extinguishers are checked and replenished or replaced annually by Chubb Fire
- Fire safety procedures are regularly reviewed at Health & Safety Group meetings
- A fire log-book, which contains records of fire safety issues, is kept by the Head of Health & Safety. Issues logged include, fire tests, fire drills, system faults and servicing information
- All other necessary documentation i.e. firefighting equipment certificates, a list of fire marshals and staff training records is kept in the company Health & Safety folder

6. Fire risk assessments

The Company carries out comprehensive fire risk assessments of Studio Main School buildings and works closely with facility providers to provide risk assessments of all rented summer centre facilities.

The fire risk assessments identify who will be at risk if there is a fire where people may be working and who else might be at risk, either in the premises or nearby.

The fire risk assessment will be reviewed and amended if it is either no longer valid or of any changes are planned, such as:

- structural changes which may affect the spread of fire
- changes to processes or equipment which may introduce new fire hazards

7. Fire safety training

Fire drills are carried out regularly to evaluate the effectiveness of the Company's evacuation procedures. Feedback is taken from staff involved in the drills and the findings of the drills are reported to the Health and Safety Group. Any conclusions and remedial actions are recorded and implemented.

Staff receive basic fire safety induction training and attend refresher sessions when required. Staff designated as fire marshals receive more detailed instruction including the use of fire fighting equipment.

8. Evacuation procedures

The evacuation procedures to be followed are available to all staff in the Studio Cambridge Policies document and on display in all classrooms and noticeboards on the premises. This document details the responsibilities of staff and individuals during an evacuation.

*Reviewed: Jan 2021 by LE, MD & RM
Next review due: Jan 2022*