

# International British Theatre School

## Fire Safety and Risk Assessment

International British Theatre School understands the importance of fire safety. To this end:

- Staff and children are aware of the location of all fire exits and the fire assembly point(s). Staff are also aware of where fire safety equipment is stored.
- Fire doors and fire exits are clearly marked, are not obstructed, and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.

### Fire prevention

International British Theatre School will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

### In the event of a fire

- Anyone who discovers a fire should raise the alarm. A member of staff will call the emergency services.
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building, provided that it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available, the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

### Responsibilities of the Fire Safety Officer

International British Theatre School's Designated Fire Safety Officer is [Ben Whiteside](#). The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for

ensuring that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace, based on the Department for Levelling Up,

Housing & Communities' [Fire safety risk assessment: educational premises - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises) and the Home Office's [Fire safety risk assessment: 5-step checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist).

The risk assessment should cover:

- Identifying potential fire hazards
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

This policy was adopted by: <a href="#">International British Theatre School</a>	Date: 31.10.2024
To be reviewed: 31.10.2024	Signed: <a href="#">Ben Whiteside</a>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.56]*