

FIRE AND EVACUATION POLICY AND PROCEDURES 2022

All employees and visiting teachers must be aware of what to do if the building has to be evacuated or if there is a fire.

* Notices will be easily visible around the studio building for customers to see.
* Fire extinguishers are reviewed and checked annually by the Fire Department
* Due to the irregularity of staff’s working hours, all staff will be responsible for ensuring that the building is evacuated if there is a fire.
* All staff must be aware of which fire extinguisher to use in case of a fire
* If the building has to be evacuated all rooms including toilets must be checked.
* Fire exits must be clearly signposted and easily opened with no obstruction
* On leaving the building ALL doors and windows must be closed
* No personal belongings should be taken out of the building with the exception of mobile phones and registers
* In the event of a fire 999 MUST be called
* If the fire has been dealt with by a member of staff by using a fire extinguisher, the Fire Department must still be called so that any damage can be assessed, a report written so that work can continue safely and the fire extinguisher/s replaced

Fire exits:

1) the back of studio 1

2) main entrance

Extinguishers:

1) in the changing room by studio 1 door

2) in studio 1

3) inside The Barre

4) at the top of the main stairs in the communal area

5) on the ground floor by studio 3 door