1 Chesterfield Studios –

Building Policies and Procedures

Contents

1.2 Fire Policy and Procedure

1.2.1 Aims and objectives

A Fire Safety Management System will be created to ensure the above commitments can be met.

To comply with statutory requirements and to work within the Fire Risk Assessment

To assess and control the risks that arise within the work environment.

To ensure safe working methods and provide safe working equipment.

To provide effective information, instruction and training.

To monitor and review the processes and to identify risks to safety of employees, volunteers, participants and others.

1.2.2 Responsibilities

The Operations Director will ensure that:

- this Policy and the Fire Risk Assessment are properly implemented and reviewed.
- that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment
- ensure that a copy of the current fire risk assessment for the premises is readily accessible and its provisions complied with
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration
- ensure that the appropriate testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out
- ensure that weekly fire safety inspections of the premises are carried out and that these address fire safety arrangements

1.2.3 The Fire Risk Assessment

The Fire Risk Assessment is a requirement of the Regulatory Reform (Fire Safety) Order and is a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk.

The Fire Risk Assessment details provision for:

- Fire detection and warning system
- Emergency lighting
- Fire-fighting facilities and equipment
- Emergency routes and exits
- Fire safety signs and notices
- Portable electrical appliances (PAT) and premises installation testing (5 yearly)

Employees, Volunteers & Participants should:

- Make themselves familiar with and conform to the Fire Risk Assessment at all times
- Wear appropriate safety equipment when required
- Must not interfere with anything provided to safeguard their health & safety
- Report all accidents, damage and dangerous occurrences to the Operations Director
- Report all fire safety concerns to the Operations Director
- Take reasonable care of themselves and others who may be affected by their actions
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk