

Knowles Studios - Fire Safety Policy

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- We operate a strict no smoking policy in and around the studios
- Smoke detectors/alarms and fire-fighting appliances are checked regularly and arranged by the landlord.
- All electrical equipment is PAT tested.

Our emergency evacuation procedures are:

- Clearly displayed in the premises.
- Explained to new members of staff and volunteers
- Accessible to parents/guardians and students.
- Practised regularly.
- Records are kept of fire drills and the servicing of fire safety equipment.

Fire evacuation procedures

The studio will follow the procedures for evacuating the building in the event of the fire alarm being sounded, in a way that ensures that all children are safely led away from the building and adults do not take any undue risks.

- The interior and the surrounding area of the studio establishment is a No-Smoking zone.
- The assembly point is: the field behind the main car park.
- No child or adult will take unnecessary personal risks.
- Staff fully understand the required procedures and understand their role.
- Staff will follow day to day procedures to reduce the risk of fire.
- We will follow the advice of the fire brigade on any matters arising from their visit, including discussing with the farm owner on matters outside of our control.
- We will have a fire procedure on the wall.
- We will keep registers of children, staff and visitors to the school for each session. In the event of a fire, the fire alarm will sound.
- All fire exits are clearly marked.

The evacuation procedure to follow is:

- A member of staff will telephone the fire brigade on 999 and give appropriate details.
- We will use the nearest available exit.
- The evacuation will start immediately and people should not try to collect bags and other personal possessions.
- For safe evacuation the teacher will lead the children out, a staff member to follow the children after checking toilets to ensure the area has been cleared.
- If it is safe to do so, the teacher will pick up registers and take them to the assembly point
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people. Nobody will be permitted to return to the building until the all clear is given by the fire brigade.

Knowles Studios Fire Safety Policy reviewed annually.