



Chelis School of Dance  
Mapledene Primary School, Birmingham, B26 3XE  
08/01/2024

## **\*Fire Safety Policy\***

### **1. Introduction**

At Chelis School of Dance, we are committed to ensuring the safety and well-being of our students, staff, and visitors. This Fire Safety Policy is designed to provide clear guidelines and procedures to be followed in the event of a fire or emergency, with the ultimate goal of protecting lives and minimizing damage.

### **2. Responsibilities**

#### **\*2.1 Management:**

- The management of Chelis School of Dance is responsible for implementing and maintaining effective fire safety measures.
- Regular fire risk assessments will be conducted to identify and mitigate potential fire hazards.

#### **\*2.2 Staff:**

- All staff members are responsible for familiarizing themselves with this Fire Safety Policy and participating in regular fire safety training sessions.
- Staff must report any fire hazards or concerns to the management promptly.

#### **\*2.3 Students:**

- Students are expected to follow fire safety instructions provided by staff and participate in fire drills in an orderly manner.
- In the event of a fire alarm, students must leave the premises quickly and calmly following the designated evacuation routes.

### **3. Fire Prevention Measures**

#### **\*3.1 Electrical Safety:**

- Regular checks will be conducted to ensure that electrical equipment is in good condition.
- Electrical appliances should be turned off when not in use, and damaged equipment should be reported immediately.

#### **\*3.2 Fire Detection and Warning Systems:**

- Smoke detectors and fire alarms are installed throughout the premises.
- Regular testing and maintenance of these systems will be carried out.

#### **\*3.3 Emergency Exits:**

- Emergency exits will be clearly marked and kept unobstructed at all times.
- Staff and students should familiarize themselves with the location of emergency exits and evacuation routes.



**\*3.4 Flammable Materials:**

- Flammable materials will be stored in designated areas away from ignition sources.
- Any use of open flames or pyrotechnics must be approved in advance by management and carried out under controlled conditions.

**4. Emergency Procedures**

**\*4.1 Evacuation:**

- In the event of a fire alarm, all occupants must evacuate the building immediately following the designated evacuation routes.
- Assemble at the designated assembly point: Main Playground.

**\*4.2 Emergency Contacts:**

- Emergency services will be contacted immediately by dialling 999.
- The management will ensure that a list of emergency contacts is readily available.

**\*4.3 Fire Drills:**

- Regular fire drills will be conducted to ensure that all occupants are familiar with evacuation procedures.

**5. Review and Revision**

This Fire Safety Policy will be reviewed annually and updated as necessary to reflect changes in the premises, staff, or operations.

By adhering to this Fire Safety Policy, we aim to create a safe and secure environment for everyone at Chelis School of Dance.

A handwritten signature in black ink, appearing to read "H. Martin".

Holly Martin  
Principal  
Chelis School of Dance