

**Artish Huddersfield CIC**

**FIRE SAFETY AND EMERGENCY EVACUATION POLICY**

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**Policy statement**

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. We liaise with Kirklees on fire safety.

**Procedures**

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The risk assessment will be reviewed annually.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews of this assessment.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building, and Kirklees ensures they are checked as specified by the manufacturer.

**Our emergency evacuation procedures are :**

- displayed in the premises;
- explained to new members of staff, volunteers and parents; and students
- practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment

***Emergency evacuation procedure***

- How young people are familiar with the sound of the fire alarm.
  - The fire drill, including sounding the alarm, is practised every 6 weeks, mornings and afternoons.
- How do young people, staff, and parents know where the fire exits are?
  - The fire exits are signposted and also indicated in the evacuation procedure, which is displayed on the fire exit door.
- How young people are led from the building to the assembly point.
  - By the correct ratio of staff, in a calm and practised manner.
- How will they be accounted for and by whom?
  - Accounted for by a member of the Artish staff who will carry out a role call.
  - Artish staff will carry out a final check of all areas.
- How long will it take to get the young people out safely?
  - This will be recorded on the fire drill record sheet.
- Who calls the emergency services and when in the event of a real fire?
  - The person who discovers the fire would call emergency services in the event of any fire.
- How parents are contacted.
  - When all adults and young people are safe and accounted for, parents/carers will be contacted by a member of the Artish team.
- In the event of a fire, staff will evacuate the young people and adults from the area and lead them to the designated evacuation area (On the park driveway close to the skate park)
- In the event of a fire, the Lead will ensure all staff and young people are present.
- The fire drill record book must contain:
  - The date and time of the drill.
  - How long did the drill take to complete?
  - Any problems which delayed the evacuation?
  - Further actions taken to improve the drill procedure?

Signed: 

Dated: 3rd January 2025

Name (please print): D P Barker

Position in organisation: Director

Review Date:

- March 2025 - No changes
- March 2026 -
- March 2027 -
- March 2028 -