LOCOMOTION Dance Studios
Enjoy · Express · Achieve

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Fire Safety Policy

The overall maintenance of fire-fighting equipment & signs etc. is the responsibility of each venue.

Fire Safety

- ✓ Each venue displays their fire evacuation procedure on the walls.
- ✓ Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- ✓ We operate a strict no smoking policy in and around the dance school.
- ✓ Smoke detectors/alarms and fire-fighting appliances are fitted.
- ✓ Fire Safety policy is explained to all associates of Locomotion Dance Studios.
- ✓ We hold a fire drill every 12 weeks.
- ✓ Records are kept of fire drills.

Fire Evacuation Procedures

- The assembly point will vary depending on venue; students & parents are made aware of each assembly point.
- Locomotion Dance Studios will follow the procedures for evacuating the building in the event of the fire alarm being sounded, in a calm way that ensures all children and adults are safely lead away from the building and that all children and adults do not take any undue risks.
- Staff fully understand the required procedures and understand their role, providing training where needed.
- 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 hall owner on matters outside of our control
- We will perform a formal risk management assessment at least once a year and will monitor risks each day.
- 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. The evacuation procedure to follow is:

- A member of staff will telephone the fire brigade on 999 and give appropriate details.
- Everybody will be advised to calmly use the nearest available exit.
- The evacuation will start immediately. People should not try to collect bags or other possessions.
- For safe evacuation class assistant will lead the children out, teacher 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 told to do so by the fire brigade.