

# Fire Safety Policy for Park Street Performing Arts Centre

## 1. Policy Statement

Park Street Performing Arts Centre is committed to providing a safe environment for all employees, volunteers and visitors. This fire safety policy outlines the procedures and responsibilities for preventing, reporting, and responding to fire-related emergencies to minimise the risk of injury, loss of life, and damage to property.

## 2. Scope

This policy applies to all premises leased by Park Street Performing Arts Centre and to all staff, volunteers, visitors, and contractors present on these premises.

## 3. Legal Compliance

Park Street Performing Arts Centre will comply with all relevant fire safety legislation and regulations, including Fire Safety (England) Regulations 2022, and will ensure that appropriate measures are in place to meet these legal requirements.

## 4. Responsibilities

### 4.1 Operational Responsibilities

- **Fire Safety Officer:** A designated Fire Safety Officer (FSO) will be responsible for implementing this policy, conducting risk assessments, and ensuring that fire safety measures are up to date and effective.
- **Training:** The FSO will make sure that all staff and volunteers receive appropriate fire safety training, including how to use fire extinguishers, the location of fire exits, and emergency evacuation procedures.
- **Maintenance:** The FSO is responsible for ensuring that all fire detection and suppression equipment (e.g., fire alarms, extinguishers, sprinklers) is regularly maintained and tested in accordance with legal requirements.

### 4.2 Employee and Volunteer Responsibilities

- **Awareness:** All staff and volunteers must familiarise themselves with the fire safety procedures, including the location of fire exits, alarms, and firefighting equipment.
- **Reporting:** Any fire hazards or deficiencies in fire safety equipment must be reported immediately to the Fire Safety Officer or a senior manager.
- **Evacuation:** In the event of a fire, all employees and volunteers must follow the evacuation procedures and assist in ensuring that all visitors are safely evacuated.

### 4.3 Visitor Responsibilities

- Visitors should be informed of the fire safety procedures upon arrival, including the location of fire exits.
- Visitors must follow the instructions of staff and volunteers in the event of an evacuation.



## 5. Fire Risk Assessments

- Regular fire risk assessments will be conducted by the Fire Safety Officer or a competent person to identify potential fire hazards, assess the effectiveness of existing safety measures, and recommend any necessary improvements.
- The findings of the risk assessments will be documented and reviewed annually or following any significant changes to the premises or operations.

## 6. Fire Safety Measures

- **Fire Detection:** Ensure that all premises are equipped with adequate fire detection systems, including smoke detectors and fire alarms.
- **Fire Suppression:** Maintain appropriate firefighting equipment (e.g., fire extinguishers, sprinkler systems) and ensure it is easily accessible and clearly marked.
- **Fire Exits:** Ensure that fire exits are clearly marked, unobstructed, and easily accessible at all times.
- **Signage:** Post clear and visible fire safety signs throughout the premises, indicating the location of fire exits, alarms, and extinguishers.

## 7. Emergency Evacuation Procedures

- **Evacuation Plan:** An emergency evacuation plan must be in place for each premises, detailing the procedure for safely evacuating the building in the event of a fire.
- **Assembly Point:** Designate a safe assembly point outside the building where all evacuees should gather after leaving the premises.
- **Drills:** Conduct regular fire drills (at least twice a year) to ensure that all staff, volunteers, and regular visitors are familiar with the evacuation procedures.

## 8. Training and Awareness

- All new staff and volunteers must receive fire safety training during their induction.
- Refresher training should be provided annually, or more frequently if required.
- Fire safety information, including the evacuation plan, should be clearly communicated and displayed on notice boards and other prominent areas.

## 9. Incident Reporting and Investigation

- Any fire-related incidents, including false alarms, must be reported to the Fire Safety Officer immediately.
- A thorough investigation will be conducted following any fire incident to determine the cause and to identify any measures that can be taken to prevent future occurrences.

## 10. Policy Review

This fire safety policy will be reviewed annually or following any significant changes to the premises, operations, or legal requirements. Any amendments to the policy will be communicated to all staff and volunteers.