

ITALIA CONTI

Fire Safety Policy

Approved by:	Senior Leadership Team	05.10.2022:
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Monitoring Arrangements: This policy will be reviewed by the Health & Safety Lead and Quality Assurance Team and approved by the Senior Leadership Team annually.

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1. General Statement of Policy

It is the policy of Italia Conti to take reasonable steps to minimise the risk of fire on its premises, and to comply with legal requirements and safety measures to protect its students, staff, support and maintenance personnel, and visitors in the unlikely event of a fire. (Regulatory Reform Order 2005).

2. Policy Aims

- To ensure that the risk of injury or death or damage to property to staff, students, contractors, and visitors to the premises are minimised as far as is possible.
- To have arrangements in place (systems and procedures) to minimise the risk of fire starting and spreading.
- To reduce the potential for fire to disrupt the Italia Conti's activities, damage premises or harm the environment.
- To ensure Italia Conti complies with relevant fire legislation and standards.

3. Responsibilities

3.1 Signing in/signing out:

All staff, students and visitors must correctly sign in and out whenever they come and go from the building throughout the day. This allows Italia Conti to fulfil its duty of care and ensures that an accurate rollcall to be taken in the event of a fire.

3.2 Safe workplace

Italia Conti recognises and accepts its responsibility for providing a safe workplace and working environments for all its employees and students and any others affected by its activities, e.g. contractors, visitors, neighbours, and members of the general public.

3.3 Location(s)

It should be noted that Italia Conti operates programmes/ courses across various education sectors and sites, (with the exception of the Italia Conti Associate Schools which have their own policy).

Italia Conti operates from: 47 Church Street West, Woking, Surrey, GU21 6BQ

When hiring other buildings/sites for classes or rehearsals, although not directly the responsibility of Italia Conti or its Senior Leadership Team (SLT), the policies related to Health & Safety and good practice are integrated alongside any already established policies of those premises to continue Italia Conti's duty of care to all staff, students and visitors.

3.4 CEO and Governors

The Chief Executive Officer (CEO) is ultimately responsible for ensuring that Italia Conti complies with all statutory fire safety requirements. The CEO may share this responsibility with relevant senior managers.

The CEO, as the day-to-day manager, accepts full responsibility for the entire site within the resources provided and in accordance with priorities set by the Italia Conti. In the absence of the CEO, the designated officer should be the Chief Operating Officer (COO) who, as the day-to-day manager, accepts full responsibility for health and safety matters at all Italia Conti

premises within the resources provided and in accordance with priorities set by the Senior Leadership Team (SLT).

3.5 Chief Operating Officer

The Chief Operating Officer has overall responsibility for putting this policy into effect and works in conjunction with the relevant Chief Fire Marshal(s), the Health & Safety Lead and the relevant site Duty Manager(s). All managers and employees have a responsibility for assisting in this aim.

3.6 Practice Drills

The Chief Fire Marshal(s) have a responsibility to oversee evacuation and monitor any issues arising from practice drills.

Italia Conti will achieve this policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment every 2 years;
- implementing any recommended fire safety measures arising from the assessment;
- ensuring that there are adequate means of escape from and access to premises for emergency services in the event of a fire;
- ensuring that all exits, and emergency routes are kept clear at all times. These routes will be properly signed, adequately lit, and fitted with the relevant standard of fire doors;
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms, emergency lighting and evacuation signage;
- ensuring that clear fire safety arrangements incorporating responsibilities for fire safety matters are in place and circulated to all staff members;
- instigating a mechanism for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate arranging for the testing and maintenance of fire safety, electrical and gas installations, and equipment;
- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection, and that these meet the requirements of relevant fire legislation. Standards are considered early in the planning and design stages of the work, and the proposed building or modification work meets those requirements;
- ensuring that managers, employees, and students are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role;
- keeping staff informed of any changes that are made to Italia Conti fire safety procedures and fire safety risk assessment;
- delegating sufficient staff to carry out Fire Warden procedures;
- ensuring that all visitors to Italia Conti premises are briefed on the evacuation procedure, issued with a visitor identification card, and supervised by a member of staff at all times;

- undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented;
- ensuring that the status and progress of any outstanding actions are monitored, and the fire risk assessment is periodically updated to reflect any status changes. (This is carried out by a third-party contractor every 2 years).¹
- arranging (in conjunction with the Landlord), agreed times to carry out fire drills (at least one per term).

This policy and the associated fire safety documentation will be reviewed at least annually and sooner if there are changes in the matters to which it relates.

4. Fire Risk Assessment

A designated third-party Maintenance and Engineering company, via Service Master, will carry out a fire risk assessment every 2 years.

5. Fire Instructions

5.1 Fire Alarm System

Italia Conti's Fire Alarm system is an 'intelligent' networked fire control system. It is connected to the Landlord's Fire Alarm system which allow any fire alarm to be monitored remotely. Where necessary, the Landlord can activate the Italia Conti Fire Alarm system independently. Due to the shared nature of Fire Alarm alerts, any testing of the system or fire drills need to be agreed in advance with the Landlord. When a call point, or automatic detecting device, is activated then the system will sound the alarm siren continuously in all areas. All plant equipment is automatically shut down, the lifts return to the ground floor and all doors in the building are unlocked.

5.2 Siren Note

If the siren note is loud and continuous in a building then all persons in that building must evacuate it immediately using the nearest safe route and gather at the designated muster point outside Gail's Bakery located in Victoria Place Shopping Centre, 1 Commercial Way, Woking, GU21 6XR

6. Procedures in The Event of a Fire

6.1 Fire Alarm Procedures

All staff members are required to sign in and sign out whenever they enter or leave the building. Students' presence on site is recorded electronically using an entry system, and a register is taken for each class throughout the course of the day.

6.2 Fire Marshals

It is the job of Fire Marshals to check, according to the **Fire Alarm and Emergency Evacuation Procedure**, each area of the building to ensure that the evacuation is complete

¹ ACE Fire Protection Ltd
Fire Safety Policy Updated 29.9.22

and that all staff and students have been accounted for. A red lanyard system operates to ensure that there are sufficient Fire Marshals on site at any given time.

Please refer to the **Fire Alarm and Emergency Evacuation Procedure** for the current list of Fire Marshals.

Fire Marshals should ensure that they have notified Reception staff / Duty Manager if they will be off site for a designated cover slot, so that sufficient Fire Marshall cover can be maintained.

The duties of the Fire Marshals include:

- on hearing the fire alarm, ensuring that all students, staff, and visitors in their designated or immediate area are directed to leave the building via the nearest escape route;
- taking care that, in the execution of their duties, they do not put themselves or others at risk;
- following instructions and reporting any faults or shortcomings in fire safety arrangements to the Chief Operating Officer, Chief Fire Marshal, or Fire Brigade official;
- they are easily recognisable during an evacuation by wearing a fluorescent garment;
- checking all accessible rooms in their designated or immediate area(s) and reporting their findings, including notification of any missing people or areas not searched, to the Chief Fire Marshal or Fire Brigade Official waiting at their designated assembly points;
- checking if the refuge point located in their area is being used and, if so, informing the Fire Marshal if a person needs assistance in evacuating the building;
- as required, generate a roll call via the roll call Paxton Connect app.
- attending any training provided by Italia Conti in relation to their function as Fire Warden;
- ensuring no one re-enters the premises until permission has been given by the Duty Manager to re-enter the site;
- where applicable, feeding back relevant information to staff/co-workers regarding any fire-related matters raised at Health and Safety Committee meetings.

If a member of the Italia Conti community discovers a fire, they should activate an alarm point and exit the building as usual.

6.3 Tutors / staff

- When the alarm sounds, tutors will bring their classes to join other staff and students in leaving the building by the nearest available emergency exit in a calm manner, taking note and acting upon instructions given by the Fire Marshals who may be assisting in the evacuation of the building.
- They should proceed to the designated assembly point, making sure they report any issues to a Fire Marshal on arrival at the assembly area.
- Personal possessions should not be collected en-route.
- Staff members should not re-enter the building until they have received permission to do so.

- Staff members should also ensure that they report any learners with permanent/ temporary disabilities or injuries and who may require extra support in a fire evacuation to Welfare, who will then complete a PEEP and report this to the Chief Fire Marshal(s) and Reception. Reception will also notify the Duty Manager.

6.4 Teaching Staff (off-site activities):

Where students and staff have permission to be off-site during normal timetabled hours, e.g. trips, excursions, off-site rehearsals, the tutor in charge is responsible for passing their names to Reception **before** the students leave the building.

6.5 Students

- When the alarm sounds, students are required to move quickly and calmly to the nearest emergency exit and to gather in the muster point area in alphabetical order by surname as stated below in year groups and ensure that their presence is known to the Tutor or Fire Marshal responsible. These groups must stay together until the 'all clear' is announced and permission is given to return to the building.
- Students should take care not to put themselves or others at risk.
- Personal possessions should not be collected en – route, but students who are working in barefoot may put on their dance wear on their way out if it is safe to do so.
- Any staff and students with disabilities, which may impact on their ability to evacuate safely and promptly in the event of a fire, should be provided with a Personal Emergency Evacuation Plan (P.E.E.P.). This will be provided by the Italia Conti Welfare team (students) and Fire Marshals (Staff).

6.6 Italia Conti's Reception staff are responsible for:

- **in conjunction with the Caretaker and / or Duty Manager, checking the Fire Alarm Panel for the location of any fire, noting that if the panel states 'Landlord' the evacuation should proceed as normal**
- **Contacting the Victoria Place Centre Security**
- Where appropriate, ensuring that the daily sign in/ sign out sheets are available in the event that a fire evacuation register needs to be taken.
- As appropriate, in the event of a fire alarm, taking all registers to the fire evacuation point.
- Ensuring that any visitors are safely accounted for by checking the *Visitors' Book*

6.7 Visitors

If a member of staff has a visitor, they should ensure that they are able to leave the building safely by either escorting them or indicating the nearest fire exit. Administrators will check against the *Visitors' Book* to ensure all visitors are accounted for.

6.8 Italia Conti's Welfare Team(s) are responsible for:

- informing the Chief Fire Marshal and Duty Manager of a permanent or temporary disability affecting any member of staff or students that may affect their ability to evacuate a building in the event of an emergency.
- compiling Personal Emergency Evacuation Plans (PEEPs) for students or staff with permanent/temporary disabilities, after consultation with the Chief Fire Marshals and Health & Safety Lead.

6.9 Lockdown Alarm

- There is also a lockdown alert via the Italia Conti tannoy system. In the event of a lockdown, staff and students should please remain where they are and **should not** leave the room unless they are instructed to do so. In this eventuality, students should obey all instructions from staff, who should follow the 'Run, Hide, Tell' guidance.

7. Assembly Points

For Italia Conti, 47 Church Street West, Woking, Surrey, GU21 6BQ:

All staff and students should gather at the muster point outside Gail's Bakery located in:

Victoria Place Shopping Centre,

1 Commercial Way, Woking, GU21 6XR

All students should be gathered in alphabetical order by surname (along with relevant tutor) to facilitate marking of registers by Fire Marshals. Copies of current register sheets are kept in Reception for this purpose. Under no circumstances should the lift be used for evacuation of the building.

7.1 Sounding the Alarm

The person aware of the fire should alert any persons in the vicinity to clear the area and sound the alarm by breaking the glass in the fire-call point. Where possible, that person should then notify a member of the Fire Marshal team via Reception of the location of the fire and evacuate as instructed.

7.2 Italia Conti Trips/Excursions/ Off-site rehearsals

The tutor concerned is responsible for passing the names of students and staff that have permission to be out of Italia Conti during 'normal timetabled hours to Reception **before** the students leave the building.

If the activity concerns a rehearsal/performance in another theatre, staff should confirm that this venue's health and safety induction (including a briefing on fire safety and procedures) has been carried out.

7.3 Outside of Normal Italia Conti Hours

Anyone working on any of Italia Conti's premises after normal working hours or during holidays must sign in/out with Reception on entering and leaving the building (visitors to comply with instructions prescribed in the *Health & Safety Policy*).

During performances, the Production Manager, Stage Manager, Technical Operator and Front of House Duty Manager are the responsible persons. A 'Checklist for Performances' (**Appendix 5**) sheet is to be completed before each performance.

8. Calling the Emergency Services

Nobody (staff or students) should take it upon themselves to unilaterally phone the Fire Brigade unless instructed to do so by the Chief Fire Marshal or the Duty Manager (see **Appendix 3**).

8.1 Standard Information for the Fire Brigade

When you dial 999 you will be directed by a BT operator to the Fire Service. They will take you through a set of questions including location and the circumstances of the incident. You should ensure that you provide a contact number for Fire Service, (which will probably have to be a mobile number) and the following details:

Contact details:

Italia Conti,
47 Church Street West, Woking, Surrey, GU21 6BQ
Telephone number: 01483 322220

What Three Words: Wide. Unwanted. Salt.

9. Evacuation

9.1 Evacuation during normal teaching hours

Staff have been allocated to check certain areas have been successfully evacuated when they leave the building. The list of staff and the locations they are responsible for are listed in our *Fire Evacuation Plan*.

The current list of the Chief Fire Marshals, Fire Marshal, Caretaker and Health and Safety Officer is to be found in the Fire and Emergency Evacuation Procedure.

9.2 Fire Safety Maintenance

All fault-tests and maintenance are to be recorded in the '*Fire Safety Logbook*' which is located in Reception.

10. Fire Alarm system

10.1 Daily Checks

The caretaker will check the Fire Control Panel when opening up the building each day. The panel indicators must be normal, with any faults to be recorded in the *Fire Safety Logbook* as well as informing the Chief Operations Officer and Health & Safety Lead, and ensuring that any previous faults have been rectified.

10.2 Weekly Checks

A single detector or call point will be activated to ensure correct panel indications, with a different detector/call point used each week.

All sounders isolated during the test should be tested when reactivated.

All faults to be recorded in the *Fire Safety Logbook* as well as informing the Chief Operations Officer.

These checks are scheduled to take place every Thursday at 08:15 am.

10.3 Annual Checks

This is arranged and carried out by an external company (currently: Capstone). All faults and recommendations are logged and brought to the attention of the Chief Operating Officer who reviews Italia Conti's Health and Safety arrangements.

10.4 Fire Evacuation Drills

It is the responsibility of the Chief Fire Marshal(s)/ Chief Operating Officer to ensure that a termly Fire Evacuation Drill is carried out. This should simulate a real situation and so only staff directly involved in supervising the drill should be informed of the date and time of this drill. (Exceptions can be made if there is a need to inform other specific staff for health and safety reasons).² A Fire Evacuation Drill Report is to be completed in the relevant site's *Fire Safety Logbook* and any necessary corrective action taken as soon as possible. The exact timing of any drill must be agreed in advance with the Landlord.

11. Fire Extinguishers

11.1 Daily Checks

The Caretaker and / or the Chief Fire Marshals are reminded to take necessary action in ensuring that Fire Extinguishers are not moved from the labelled location and to be mindful of what types of Fire Extinguishers are placed in each location.

11.2 Weekly Checks

Weekly checks are carried out by our staff to ensure that Fire Extinguishers are in their correct positions, that they have not been tampered with or discharged and that checking the pressure gauges for loss of pressure. All faults to be recorded in the *Fire Safety Logbook* as well as informing the admin office/Reception.

11.3 Annual Checks

The Caretaker, in conjunction with the Chief Operating Officer and the Health and Safety Lead, is responsible for ensuring that all extinguishers have been serviced by a competent engineer

² For example, if the health of a student or member of staff will be adversely affected if they hear a fire alarm

to the relevant British Standards and again logged appropriately in the *Fire Safety Logbook*, with faults being resolved as soon as possible.

12. Emergency Lighting

12.1 Monthly checks

A designated third-party Maintenance and Engineering company, via Service Master, will check the emergency lights each month, with a 3 hour drain down taking place once a year.

13. Fire Doors and Emergency Exits

13.1 Fire Doors (Annual Checks)

The designated third-party Maintenance and Engineering company, via Service Master, is responsible for checking all fire doors annually.

Fire Marshals should monitor fire doors during the rest of the time and notify any faults via the *Fire Safety Logbook*.

13.2 Fire Exits Daily Checks

When opening the building the person responsible for unlocking is to check for any Fire Exit blockages or dangers, with any repetitive or immediately unsolvable hazards to be recorded in the *Fire Safety Logbook* as well as informing the Admin Office. The Chief Operating Officer is responsible for ensuring that any previous faults have been rectified.

13.3 Fire Exits Weekly Checks

As part of the Alarm Testing, the Caretaker, in conjunction with the Chief Operating Officer, is responsible for thoroughly checking that Fire Exits are accessible and safe for use. Any repetitive or immediately unsolvable hazards should be recorded in the *Fire Safety Logbook* as well as informing the Admin Office. The Chief Operating Officer is responsible for ensuring that any previous faults have been rectified.

14. Fire Sprinklers

The building is equipped with sprinklers. These are linked to the Landlord's Fire Alarm System and Italia Conti has no control over how these are activated or deactivated.

15. Links with other policies:

This *Fire Safety Policy* links to the following policies:

- *Italia Conti Fire Alarm and Emergency Evacuation Procedure 2022*
- *Health and Safety Policy*
- *Emergency Actions Policy and Plan*

- *Production & Performance Policy*
- *Risk Assessment Policy*

Appendix 1: Location of Fire Call Points

The Fire Alarm system is a modern, intelligent network fire control system. It connects to manual fire call points, smoke detectors, plant interfaces and electronic sounders throughout the building. In its day-to-day operation the system looks after itself.

Additionally, the fire alarm may be **manually** activated at the following **locations**:

Floor:	Area:	Location:
Ground Floor	Reception	Entrance doors
	Side entrance	Entrance doors
	Back corridor	Internal doors
First Floor	Back corridor (near fire exit)	Internal door
	Rear stairs (near caretaker's office)	Internal door
	Plant room	Internal door

Appendix 2: Location of Fire Extinguishers

Area	Location	Type
Lower Ground Floor	Reception 2	1 x foam; 1 x CO ₂
	Lockers/corridor 1	1 x foam; 1 x CO ₂
	Lift Lobby	1 x foam; 1 x CO ₂
	Main Reception	1 x foam; 1 x CO ₂
	Theatre	1 x foam; 1 x CO ₂
Upper Ground Floor	Top of stairs	1 x foam; 1 x CO ₂
	Teaching staff fire exit	1 x foam; 1 x CO ₂
	Outside Welfare Room	1 x foam; 1 x CO ₂
	Plant Room	1 x foam; 1 x CO ₂
	Outside studio control room	1 x foam; 1 x CO ₂
	Acting studios 11 and 12	1 x foam; 1 x CO ₂
	Exit to upper ground loading bay	1 x foam; 1 x CO ₂
	Fire exit corridor 2	1 x foam; 1 x CO ₂
	Outside Studio 4	1 x foam; 1 x CO ₂
	Outside Admin tea point	1 x foam; 1 x CO ₂
	Outside studio 7	1 x foam; 1 x CO ₂

Appendix 3: Performance Checklist

Appendix 4: Evacuation of Theatre Spaces (performance)

Person Responsible	Responsibility
FOH Manager	Evacuate audience members through appropriate exit
Production /Stage Manager	Evacuate actors from dressing rooms through appropriate exit
FOH Assistants	Assist FOH Manager and Production/Stage Manager with evacuation

Appendix 5: Personal Emergency Evacuation Plan (PEEP)

The PEEP on the following page should be completed by the Welfare Team (students) or Chief Fire Marshal / Deputy Fire Marshal (staff).

A copy of each PEEP should be stored in the Fire Safety Folder at Reception, and also uploaded to the individual student ProMonitor file.

A copy of a staff member's PEEP should be sent to HR and stored in the individual staff member's file.

PERSONAL EMERGENCY EVACUATION PLAN			
Name			
DOB			
Course/Department			
Phone No.			
Building			
Room Number and Floor			
Reason for PEEP			
AWARENESS OF PROCEDURE			
..... is informed of a fire evacuation by: (please tick X relevant box)			
existing alarm system:		<input type="checkbox"/>	visual alarm system: <input type="checkbox"/>
		Other (please specify): _____	
DESIGNATED ASSISTANCE			
The following have been designated to give assistance to get out of the building in an emergency			
Name			
Contact Details (Building, Room Number and Extension)			
Name			
Contact Details (Building, Room Number and Extension)			
METHODS OF ASSISTANCE (e.g., Transfer procedures, methods of guidance etc)			
EQUIPMENT PROVIDED (including means of communication)			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)			
1			
2			
3			
4			
MONITOR AND REVIEW			
Signed by Fire Marshal		Date	
Signed by Individual		Date	

END