

*Mary Pugsley MBE*

Director, Hair at the Academy



## **Fire Safety Policy**

**Written by Mary Pugsley MBE**

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## HAIR AT THE ACADEMY FIRE SAFETY POLICY

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- Refuse & general storage
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Director, Hair at the Academy  
Fire Safety Policy

## Introduction

The following policy outlines Hair at the Academy's arrangements for fire safety to comply with The Regulatory Reform (Fire Safety) Order 2005.

## Responsibilities.

- The overall responsibility for fire safety lies with the Director- Mary Pugsley MBE
- The local fire safety responsible person will be the Head Fire Warden-Tyler Gray

There is also an appointed Deputy Fire Warden- Victoria Fricker.

- A minimum of one Fire Warden will be present at any one time.
- Fire safety monitoring and review will be instigated by Hair at the Academy's Director

## Reducing fire hazards and risks

- Good housekeeping: Salon Managers are responsible for maintaining high standards of housekeeping such as paper & files stored properly, electrical cables kept tidy & no overloading of sockets. Good housekeeping will reduce the risk of fire starting and spreading.
- Refuse & general storage: Inside bins will be emptied regularly into outside bins, which will be kept away from the building and emptied regularly. Outside bins should not be allowed to overflow. Storerooms should be kept tidy and sources of fuel stored separately from any sources of ignition.
- Use of equipment (electrical & heating/cooling equipment): Any additional heating/cooling equipment used in Acorn Centres must be PAT tested regularly. Any heaters must be located away from any source of fuel and turned off when left unattended.
- Smoking: All smoking will take place in a designated outdoor smoking area only and all cigarettes will be disposed of safely in the designated cigarette bins.
- Building work: Some building/maintenance work creates an increased risk of fire. Extra care should be taken when work is being carried out. Equipment left on site overnight must be stored safely.
- Disabled staff / young people / users: Wherever there are disabled staff / young people / users, the centre will ensure evacuation routes and procedures are appropriate. disabled staff / users are not on the ground floor, appropriate measures will be taken to ensure their safe evacuation in an emergency.

## Fire safety arrangements

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### Fire detection system:

Hair at the Academy will have a fire detection system installed with 'break glass' call points and smoke detectors.

### Fire Drills

Hair at the Academy will carry out fire drills when new young people are inducted and thereafter at least once each half term. This will be carried out by the Centre Fire officer. Fire drills will be logged, and findings will be recorded. An observer could be nominated to give feedback on the evacuation procedure. Where applicable the alarm receiving centre must be informed of a fire drill. Visitors should be informed of a fire drill. A roll call of young people should be carried out at the assembly point. The visitors ipad should be brought to the assembly point and visitors accounted for. The fire warden will 'sweep' the premises to ensure the building is effectively evacuated. A note should be made of any person unaccounted for. (During a real evacuation this information should be given to the fire services). Fire drill records will be reviewed by Hair at the Academy's Director (supported by the Health and Safety Consultant) annually and any significant findings investigated.

### Fire Alarm test

The fire alarm will be tested at the same time each week by the Centre Fire officer. The details of this test should be recorded

### Fire fighting equipment

Fire extinguishers will be provided as appropriate. Firefighting equipment will be maintained by a specialist firm on an annual basis. It is the responsibility of the Centre Fire Officer to ensure that these checks are carried out.

### Access for fire engines and firefighters

Access to the building will be kept clear at all times to allow emergency services to access the building in the event of a fire.

### Escape Routes

Hair at the Academy will be low to normal risk as there will be low risk of fire breaking out, any fire would be detected quickly and the majority of people to be evacuated will be able-bodied. It would therefore be necessary to ensure that the premises could be evacuated in 2.5 – 3 minutes. Escape routes must always be kept free from obstruction and exits never locked whilst people are on site.

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### Emergency lighting:

All rooms should have 'stand-alone' escape lighting units. Larger premises will have 'fixed automatic' escape lighting. All escape lighting should have a monthly function test. The details of this test should be recorded.

### Emergency plan:

An emergency plan will be in place for each location detailing:

- How people will be warned of fire
- What staff / young people should do in case of fire
- How an evacuation will be carried out
- Location of the assembly point
- Arrangements for fighting fire
- Any identified staff responsibilities i.e. fire wardens
- Arrangements for safe evacuation of visitors
- Arrangements for any hirer of premises
- How the fire service will be called and by who
- Who will meet the fire service
- Any training needs

### Fire Safety Training:

Fire safety training will be given at induction and then annually. Staff responsible for young people will be made aware of what they need to do in the event of a fire. Young people will be given basic fire safety training during induction covering: the emergency plan, location of the assembly point, basic fire prevention measures & exit routes.

### Fire Wardens:

A minimum of one trained fire warden will be required onsite at all times

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