

Fire Safety Policy 2026

Summary

The International British Theatre School (IBTS) is committed to maintaining the highest standards of fire safety to protect children, staff, and visitors. This policy outlines preventative measures, staff responsibilities, and emergency procedures to ensure compliance with the **Regulatory Reform (Fire Safety) Order 2005**, **EYFS 2024 (3.56)**, and the **Home Office Fire Safety Risk Assessment: Educational Premises (2024)**.

Policy Statement

IBTS takes all reasonable precautions to prevent the outbreak of fire and to ensure safe evacuation should a fire occur.

We will ensure that:

- Fire exits are clearly marked, unobstructed, and easily opened from the inside.
 - Fire doors remain closed but never locked.
 - All staff and children are familiar with fire evacuation procedures and participate in regular fire drills.
 - Fire safety equipment, including alarms and extinguishers, is regularly checked and maintained.
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Fire Prevention

To minimise fire risk, IBTS will:

- Ensure electrical outlets are not overloaded and that only approved adaptors are used.
- Inspect all electrical cables and equipment for wear or damage.
- Unplug all non-essential electrical items at the end of each day.

- Store flammable materials safely and away from heat sources.
 - Observe a strict **No Smoking Policy** on all premises.
 - Ensure heating, lighting, and cooking appliances are used safely and maintained regularly.
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Fire Drills and Evacuation Procedures

- Fire drills will take place at least **once per term** and records will be maintained.
 - All staff and children must know the location of fire exits, extinguishers, and the designated assembly point.
 - When the alarm sounds, children will be escorted to the assembly point via the nearest safe exit.
 - Staff must not attempt to collect personal belongings or re-enter the building once evacuated.
 - The **Fire Safety Officer** or designated person will:
 - Check all areas of the premises if safe to do so.
 - Collect the register.
 - Close doors and windows to contain the fire if possible.
 - Once outside, the register will be taken and all individuals accounted for.
 - If anyone is missing, this will be reported immediately to the **Fire and Rescue Service**.
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In the Event of a Fire

- The person discovering a fire must raise the alarm immediately.

- The Fire Safety Officer (or next most senior staff member) will call **999**.
 - The premises must be evacuated calmly and quickly.
 - No one will re-enter the building until cleared by the Fire and Rescue Service.
 - Emergency contact details will be kept both on-site and off-site in the event of evacuation.
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Responsibilities of the Fire Safety Officer

The **Designated Fire Safety Officer** is **Ben Whiteside**. The Fire Safety Officer is responsible for:

- Conducting and updating the **Fire Safety Risk Assessment** annually and after any significant change.
 - Ensuring all staff are trained in fire safety procedures during induction and through refresher sessions.
 - Liaising with the **local Fire and Rescue Service** for advice and compliance support.
 - Maintaining records of fire drills, equipment checks, and risk assessments.
 - Ensuring emergency contact details and evacuation routes are displayed and updated.
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Fire Safety Risk Assessment

In accordance with the **Regulatory Reform (Fire Safety) Order 2005** and the **Home Office 5-Step Risk Assessment Checklist**, IBTS conducts an annual fire safety risk assessment to:

1. Identify potential fire hazards.
2. Identify people at risk.
3. Evaluate and reduce risks.

4. Record findings and communicate the prevention plan to staff.
5. Review the assessment regularly and after any incident or structural change.

The assessment is based on the following official guidance:

- *Department for Levelling Up, Housing & Communities (2024): Fire Safety Risk Assessment – Educational Premises.*
 - *Home Office (2024): Fire Safety Risk Assessment – 5-Step Checklist.*
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Training and Induction

- All staff receive fire safety training during induction.
 - Refresher training is provided annually and following any change in policy or layout.
 - Staff are briefed on evacuation procedures, alarm points, and assembly locations.
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Monitoring and Review

- The Fire Safety Policy will be reviewed annually or sooner if legislation or guidance changes.
 - Fire drill logs, equipment inspection reports, and training records will be kept for a minimum of **three years**.
 - The Fire Safety Officer and Director are responsible for ensuring ongoing compliance.
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Reviewed: 15 November 2026

Next Review Due: 15 November 2027

Fire Safety Officer: Ben Whiteside

Policy Owner: Ben Whiteside, Director

International British Theatre School

