MEPA TRAINING

HEALTH & SAFETY POLICY

THIS POLICY IS WRITTEN FOR AND APPLIED TO MEPA STUDIOS, MEPA ACADEMY AND MEPA COLLEGE.

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HEALTH AND SAFETY STATEMENT

MEPA Training (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of our staff, students and all those attending the premises. This policy is intended to help the employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

In accordance with its duty under Section 2(3) of the Health and Safety at work act 1974 and in fulfilling its obligations to both employees, students and the public who may be affected by its activities, MEPA Training have produced the following statements.

"MEPA Training's Health and Safety Policy aligns with HSE and DfE guidance for performing-arts education, ensuring safe, inclusive, and compliant practice across all sites."

AIMS

It is our aim to achieve a working environment which is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

We aim to implement this procedure by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and
- protective measures
- Establishing and enforcing safe methods of work
- Recruiting and appointing staff who have skills, abilities and competence in their roles and level of responsibilities
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate
- Furnishing sufficient funds needed to meet these objectives

This policy is to be read in conjunction with the responsibilities, procedures and applicable safe systems of work that together form MEPA Training's Health and Safety manual.

ACCIDENT REPORTS

ACCIDENT REPORTING / MONITORING

In the event of an accident on the premises, staff are responsible for completing the following:

- Administer the appropriate first aid care should it be required (only if you are first aid trained), if not please contact reception immediately to get a first aider to help.
- Complete an accident report pro-forma which is kept in reception.
- Contact parent / guardian to make them aware of the incident and any actions that have been taken.
- If the accident was a result of any obstacles at the studio, these must be investigated and reviewed with corrective actions taken and logged to prevent future incidents.
- Inform a member of the Senior Management Team
- Senior Management will carry out 24- and 48-hour monitoring to ensure that the student is safe and well

FIRST AIDERS
MANDY ELLEN
EMMA FINCH
LEWIS MUIR
DANIEL GREENWAY
JEMMA CAPON
VICKY GRANT

TILLY COOK
MARIE QUIBAN

GENERAL FIRST AID

Evaluate the situation, make the casualty comfortable and call the emergency services if required on scene.

- Preserve life
- Limit worsening of the condition
- Promote recovery

Injuries

Sprains, broken bones, head injuries, knocks and falls. Make the casualty comfortable and ensure that they attend hospital / doctor to be treated appropriately.

Nose bleed

Keep head pointed down, pinch nose. If after 30 minutes the individual is still bleeding, send to casualty to be treated appropriately.

Cuts

Assess the cut and administer non allergenic plaster. If the cut is not superficial send individual to casualty to be treated appropriately.

Allergies

Prescription medication may only be administered to the individual if a written letter of permission and training given from the Parent / Guardian. If no-one is available to administer medication contact emergency services immediately.

Asthma

Individuals MUST have their asthma pumps on the premises. The individual must sit down, stay calm and use their pump to alleviate the problem. If the problem persists the student must go to casualty

Epilepsy

If an individual suffers from a seizure, ensure that the immediate area is cleared to prevent any further harm, clear the room of any other students. Make the individual comfortable after the seizure and contact the parent / guardian. Time the seizure and if it is more than 5 minutes, call the emergency services immediately.

Shock

Quiet, shaky, pale, weak / fast pulse. Make the individual comfortable, keep them warm and reassure them. If the individual is not suffering from any breathing conditions, lie them down with their legs raised slightly.

Sickness

Help the individual where needed and contact the parent / guardian to get them taken home. Ensure that gloves are worn when cleaning up to avoid cross infection.

RULES OF THE BUILDING

BUILDING ONE, 27 EARL STREET (ABOVE NANDO'S)

Main entrance

- All students should enter via the front, main door the code must be put in on the security system to gain access to the buildings. If students are unable to gain entrance please go to Earl House, 29 Earl Street and buzz for reception.
- All students are required to use the stairs to access the appropriate studio / waiting room
- Please ensure that the stair banisters are used when walking up and down the stairs
- No running on the stairs
- No bags must be left on stairs or in the corridors
- Please keep to the left-hand side allowing exit access

Second Floor

- Access to Studio Two (Gym) and Waiting Room Two. You will need a code to gain access to this room. If you do not know the code, please go to reception in Building Two.
- Equipment in studios must not be touched by unauthorised personnel or students unless agreed by staff. All staff members will learn to use equipment on their induction.
- College Students are only to work out in the gym with 2 or more people.
- Students 16 and under must have a teacher / supervisor in the room when using the gym equipment.

Third Floor

- Access to Toilet Blocks, Medical Room, Studio One, GCSE store cupboard, waiting room and Cleaning Cupboard
- Medical room has the facilities for hot water and food storage.
- Equipment in studios must not be touched by unauthorised personnel or students unless agreed by staff
- Students are only allowed in the Medical Room with a member of staff
- GCSE Room will be locked at all times, only Academy Senior Management Team will have access to the Key's
- Cleaning Cupboard - This is to be used by staff only and to be locked after use

General Notes

- Teachers are to ensure all students bags and belongings are left on the hooks provided in the cloakrooms outside the studios or in the waiting rooms and a clear pathway must be kept at all times in case of an emergency
- Only water bottles with sealed tops are allowed to be taken into the studio and must be left on the window seal
- Studio doors should remain closed during the course of a lesson
- Windows in the studio must not be opened or closed by the students, teachers must use the window stick
- Mirrors are there for the benefit of the students. However, these must not be touched or leaned against
- Toilets may be used as a changing facility, please ensure that all sanitary items are disposed of in the correct bins. Please ensure taps are turned off fully after use. Please report to your Senior Management or reception if you find any of the toilets in a mistreated manner
- There is CCTV in the waiting rooms and corridors, so these areas are not to be used and changing rooms
- Fire exits are not to be blocked.

BUILDING TWO, EARL HOUSE, 29 EARL STREET (ABOVE RYMANS)

Ground Floor

- Access to Reception

First Floor

- Access to Business Suite, Management Office, Toilets and Classroom 1 & 2
- Equipment in the classroom must not be touched by unauthorised personnel or students unless agreed by staff
- Only Members of Management are permitted in the Management Office and Reception Staff
- Potential hazardous substances are kept in locked cupboards and only removed by the teacher – examples of these are and science equipment. The keys to these cupboards are locked away in the management office

Second Floor

- No changing is to take place in the waiting room from any students or teachers.
- Access to Waiting Room and Studio 4 (Dance Studio).
- Equipment in studios must not be touched by unauthorised personnel or students unless agreed by staff
- Lockers provided for full time students.
- All food wrappings / rubbish is be put in the bins when finished in the waiting area
- Spillages must be reported and cleaned up.

Third Floor

- Located on the third floor is the Acting Studio, IT Suite, Toilets and Shower Room
- Equipment in Studio and IT Suit must not be touched by unauthorised personnel or students unless agreed by staff
- Access to the shower room is only permitted by the full-time college students and staff. To use the shower, you must obtain the key from reception and ensure that the shower is thoroughly cleaned after use and the key returned to reception.

*Staff Kitchen (*landing area between ground floor and first floor)

- This can be used by staff and students and must be kept locked when not in use.
- Any items used are to be washed up
- The kitchen is then cleaned every evening by reception
- Students under 16 are restricted from using the kettle

Cleaning Cupboard (landing area between first floor and second floor)

- This is to be used by staff only and to be locked after use

General Notes

- Teachers must ensure all students bags and belongings are left on the hooks provided in the cloakrooms outside the studios and a clear pathway must be kept at all times in case of an emergency
- Only water bottles with sealed tops are allowed to be taken into the studio and must be left on the window seal.
- Studio doors should remain closed during lessons
- Windows in the studio must not be opened or closed by the students, teachers must use the window stick
- Mirrors are there for the benefit of the students. However, these must not be touched or leaned against
- Toilets may be used as a changing facility,
- Please ensure that all sanitary items are disposed of in the correct bins. Please ensure taps are turned off fully after use. Please report to your teacher or reception if you find any of the toilets in a mistreated manner
- First exits are not to be blocked.

STUDIO 6

Main Entrance

- Access by code, which teachers / students will receive in their induction

Foyer / Bar Area

- Access is all on one level, toilets can be found in this room
- No students or staff permitted behind the bar at any time
- All food wrappings / rubbish is be put in the bins when finished, we kindly ask teachers to make sure student leave this area tidy at all times
- Spillages are to be reported and cleaned up
- No feet on tables or standing on furniture
- No students or teachers are to use this area to get changed in.

Board Room

- Accessed by stairs found in Foyer / Bar Area. This room is for staff only and will be locked when not in use.
- The stairs will be roped off during events. Staff will need the door code to enter this room
- Tea and basic food making facilities available in the board room

Viewing Platform

- This can be accessed via the Boardroom Stair.
- Only VIP's / Guests are permitted on the platform
- No leaning over the balcony
- No throwing items over the balcony

Sound and Light Desk

- Can be accessed by Stairs in Foyer / Bar Area and via the Viewing Platform. Under no circumstance are students or teachers not trained in this equipment permitted near the sound and light desk.
- These stairs will be taped off at all times.
- No food or drink by the sound / light system

Studio / Performance Area
Accessed through glass door found at the back of the Foyer/ Bar Area

- No outdoor shoes are to be worn in the studio
- Equipment in Studio must not be touched by unauthorised personnel or students unless agreed by staff
- Backstage Area can be accessed by curtain entrances at the back of the studio

Backstage

- A toilet and washing machine and sink. The washing machine is only to be used by Staff and College Students
- Containers outside containing gym and performance equipment. Only members of staff are permitted in this room. All equipment must be put back neatly at all times
- Dressing Rooms x3 - These are accessed by the stairs backstage. There are two dressing rooms Male and Female both with a TV Monitor, Toilets, Shower and Costume Rail. X1 dressing room downstairs without a TV
- Only staff are permitted to use the TV, students are to use costumes with care and consideration. No costumes are to be taken home without prior consent.
- Dressing rooms to be left tidy.

General Notes

- All students' bags and belongings must be left in the Foyer / Bar Area they are not to be brought in the studio. If a member of staff has multiple bags they are able to leave some in the boardroom and just keep their teaching equipment with them.
- Only water bottles with sealed tops are allowed to be taken into the studio.
- Mirrors are there for the benefit of the students. However, these must not be touched or leaned against
- Toilets may be used as a changing facility, please ensure that all sanitary items are disposed of in the correct bins. Please ensure taps are turned off fully after use. Please report to your teacher or reception if you find any of the toilets in a mistreated manner.
- Fire exits not to be blocked

- No smoking or vaping on the site.

KEY HOLDERS / SENIOR STAFF/ DUTY MANAGERS / FIRE MARSHALL'S

The following staff are all key holders and are responsible for opening and closing the studios in accordance with the in house procedures.

NAME	POSITION	EMAIL
Mandy Ellen **Senior Management**	**Principal Director** Key Holder – All Buildings First Aider Fire Marshall	mellen@mepatraining.com
Jamie Cook **Director**	**Director** Key Holder – All Buildings	Jamie@tlcindroofing.com
Emma Finch **Senior Management**	**Vice Principal** **Designated Safeguarding Lead** Key Holder – All Buildings First Aider Fire Marshall	efinch@mepatraining.com
Lewis Muir **Senior Management**	**Head of Academy & Operations** **Deputy Designated Safeguarding Lead** Key Holder – All Buildings Fire Marshall First Aid IT	lmuir@mepatraining.com
Tilly Cook	Key Holder – All Buildings Fire Marshall	tcook@mepatraining.com
Marie Quiban	Accounts Key Holder – Earl Street	mquiban@mepatraining.com
Kate Bull	Reception Key Holder – Earl Steet	Kbull@mepatraining.com
Daniel Greenway	Dance Teacher First Aider Key Holder – Earl Street	dgreenway@mepaacademy.com
Darren Ruler	Maintenance Manager Key Holder – Earl Street	07814528936

RISK ASSESSMENT POLICY

Risk Assessment Statement

The purpose of risk assessments is to identify hazards and evaluate any associated risks to health and safety arising from the college's activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

Risk assessment is also a legal requirement under the Management of Health and Safety at Work Regulations. In addition, topic specific risk assessments are required by associated legislation for: fire, manual handling, computer use, substances hazardous to health, noise, and young persons.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of local team protocols and procedures that are often already in place. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

RESPONSIBILITIES

The following posts have responsibilities:

Employees are responsible for:

- Assisting with and participating in the process of risk assessments.

The Senior Management Team are responsible for:

- Ensuring risk assessments for activities are undertaken, control measures are identified and implemented, and the outcomes communicated to staff and others, as appropriate. Ensuring that those who are tasked with completing risk assessments within Departments are suitably trained to do so. Making suitable representation if risk assessments identify an outstanding need which cannot be resourced within existing departmental resources.

HIERARCHY OF RISK CONTROL

- Eliminate the risk - Avoid the risk altogether by removing the hazard or no longer undertaking the activity.
- Substitute the risk - Reduce the risk by replacing the hazard or activity with one which entails a lower risk.
- Control the risk (Physical) - Control the risk by physical isolation or separation of people from the hazard.
- Control the risk (Procedural) - Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision, SOP
- Protect the Individual - Protect the individual by the provision of personal protective equipment.

COMMUNICATION

Relevant information identified in the risk assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate. Where significant risks are identified, the risk assessment must be recorded on the risk assessment form and be readily accessible to the staff undertaking the activities and others (e.g. contractors) as appropriate.

CLASS RISK ASSESSMENT FORMS

Class Risk Assessment forms should be completed at beginning of every academic year for every class. If you do notice a potential hazard or a visible hazard you should complete a new form for this particular situation. The said forms will always be placed in your teaching folder at the beginning of term. You can also ask a member of Senior Management for a copy.

BUILDING RISK ASSESSMENT

Building Risk Assessment forms should also be completed at beginning of every academic year for the whole building, including student facilities, reception, studios etc. This form is only to be completed by Senior Management. They must then be renewed every year. If you do notice a potential hazard or a visible hazard you should complete a new form for this particular situation. You can find a copy of the form in the Original Documents folder.

RECORD KEEPING

Risk assessments and associated documents must be kept for a minimum period of 4 years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally, be made up to 3 years from the date of the incident occurring).

MONITORING AND REVIEW

The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.

RISK ASSESSMENTS MUST BE REVIEWED

If there has been a significant change in the matters to which it relates
If there is reason to suspect that it is no longer valid

INJURY POLICY

INJURY STATEMENT

Dance / Musical Theatre is a beautiful form of expression, but it can be physically taxing and strenuous on the human body, particularly for growing children and adolescents. It is the colleges aim to keep the welfare and health of our students as a top priority and do everything within our power to prevent injuries.

PRECAUTIONS

Safety precautions such as:

- Only trained staff/dance specialists
- Staying well-hydrated
- Properly warming up and cooling down
- Concentrating on the proper technique
- Getting plenty of rest
- Correct dance wear must be worn
- Correct footwear must be worn
- Movements should be designed for the individual and not well above their capabilities or physical design

In the incident of an injury

- If a student or teacher is injured at college the accident will be dealt with in the appropriate manner
- The incident will be officially recorded in the accident book kept at Reception
- First Aid will be administered (where appropriate)
- If the injury requires further care an ambulance will be called
- The student/teacher may be requested to see a doctor, sports injury specialist, physiotherapist, chiropractor or any other medial professional.

If a student is injured

- If a student gains an injury or is unable to take part in any class for reasons such as an injury or chest infection / illness they will need to contact a Member of the Senior Management Team.
- The Senior Management will discuss the injury / illness and if they feel it necessary will sign the student off from the relevant activity.
- The Senior Management will then put a care plan in place to get the student back to full health as quickly and efficiently as possible. The care plan will also involve arranging a follow up meeting to keep track on the students progress.
- Senior Management will communicate all injuries / illnesses with staff via the WhatsApp group.
- No student is to join in class until they have been approved by the Senior Management Team
- All injuries are recorded and filed.

Links

MEPA Training is pleased to have a link with a local sports injury clinic:

Southcote Practical Healthcare
Sittingbourne Road, Maidstone ME14 5ES
01622 661883
Reception@southcote.com

Thrive
Unit G9 Baltic Wharf Retail Centre
St Peter's Street
Maidstone
ME16 0ST
Info@thrivekent.com
07734831054

Total Sport Physio
The Victorian House
64 London Road

Maidstone
ME16 8QL
01622 910023
Contact@totalsportphysio.co.uk

FIRE EVACUATION PLAN FOR 27 & 29 EARL STREET

27 EARL STREET (ABOVE NANDOS) & EARL HOUSE, 29 EARL STREET
MAIDSTONE
KENT
ME14 1PF
TELEPHONE: 01622 756644

PLAN DATE: 1st August 2026
REVIEW DATE: 1st August 2027

SOUND OF THE ALARM

The sound of the alarm is a continuous ringing sound and there will also be a flashing red light in the studios / classroom in case the music is too loud.

RAISING THE ALARM

In the event of a fire:

If the fire is discovered by a member of staff the alarm will be raised by activation of the nearest call point found on every floor.

If a student / visitor notifies a staff member of a fire, the staff member will raise the alarm by activation of the nearest call point.

If a fire is detected by the automatic detectors, this will trigger the fire alarm.

ACTION STAFF SHOULD TAKE ON HEARING THE ALARM

The following actions will be taken upon the fire alarm being sounded/raised:

All Staff members will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating. Staff members must ensure they take their registers with them and check the toilets on their floor as they leave.

The Duty Manager / Fire Marshall will take charge and lead in the fire evacuation.
The Duty Manager / Fire Marshall to Dial 999 and request attendance by the Fire Service.

The Duty Manager / Fire Marshall gives their name, name of building, building address (as given at the beginning of this document, contact number and details of the fire.

Reception will pick up the Ipad which everyone signs in from, located on the reception desk.

Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate

Lifts are not to be used for evacuation.

Staff to sweep building to ensure all areas are clear (including back areas & toilets) if safe to do so and ensure all doors are closed on the way out If safe to do, electrical mains and gas supplies should be switched off before leaving the building, by the Duty Manager / Fire Marshall. The location of these is detailed below.

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

BUILDING	SUPPLY	LOCATION
29 EARL STREET	ELECTRIC	FUSE BOX LOCATED IN CUPBOARD, BEHIND RECEPTION, KEY IS KEPT IN THE DRAW IN BUSINESS SUITE
27 EARL STREET	ELECTRIC	FUSE BOX LOCATED IN WAITING ROOM TWO ON WALL, DOOR CODE IS 6259X
29 EARL STREET	GAS	IN BOX BY FRONT DOOR
27 EARL STREET	FIRE ALARM PANEL	WAITING ROOM TWO (COLLECT KEY FROM RECEPTION AT 29 EARL STREET)
29 EARL STREET	FIRE ALARM PANEL	BEHIND RECEPTION ON THE GROUND FLOOR, USE CODE 1111
29 EARL STREET	MAINS WATER	VALVE IN STAFF KITCHEN, IN SHAFT DOOR

The Duty Manager / Fire Marshall is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

Everyone to meet at the designated assembly point and check all Students / Visitors / Contractors and Staff Members are accounted for.

The Duty Manager / Fire Officer is to liaise with Fire Service upon their arrival.

ESCAPE ROUTES

27 Earl Street
Down the main stairs to the front door, clear signage is located on each floor

Earl House, 29 Earl Street
Down the main stairs to the front door, clear signage is located on each floor

FIRE ASSEMBLY POINT
OUTSIDE THE FRONT OF THE HAZLITT THEATRE

FIGHTING FIRES - EXTINGUISHER USE
Fire extinguishers will only be used where:
Staff have received training and feel confident in their use Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN
DUTY MANAGER MOBILE PHONE

VARIATIONS TO PLAN

FOR EXAMPLE	ACTION TO BE TAKEN
Member of staff is working alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY staff member to ensure they have a clear escape at all times and not Lock front door
Member of staff teaching alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY STAFF MEMBER TO HAVE A REGISTER TO HAND AT ALL TIMES

	ALL STUDENTS TO BE IN THE STUDIO WITH THE TEACHER AND NOT PRACTISING ALONE
No receptionist	Duty Manager must be aware and ensure they have informed all other staff members Duty Manager to be in charge of the Receptionist Fire Duties and take these on board All Staff to ensure all students are signed in correctly and have registers with them

BACK UP ARRANGEMENTS IN THE EVENT OF FIRE ALARM FAILURE

Whistle to alert other members of staff
Group Whatsapp message on group page

RESPONSIBILITIES	WHO IS RESPONSIBLE
FOR ENSURING PLAN IS UP TO DATE	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS
FORE ENSURING ADEQUATE STAFF ARE ON DUTY TO CARRY OUT THE EVACUATION	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS
FOR TRAINING THE STAFF ON EVACUATION PLAN AND IN THEIR ROLES AND RESPONSIBILITIES	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS

FIRE EXTINGUISHERS AND FIRE EQUIPMENT

EARL HOUSE, 29 EARL STREET

GROUND FLOOR
Fire Alarm
Carbon Dioxide Extinguisher
Water Extinguisher

FIRST FLOOR/RECEPTION
Fire Alarm
Carbon Dioxide Extinguisher
Water Extinguisher
Dry Powder Extinguisher

FIRST FLOOR
Fire Alarm
Water Extinguisher
Carbon Dioxide Extinguisher

THIRD FLOOR
Fire Alarm
Carbon Dioxide Extinguisher
Water Extinguisher

EARL HOUSE, 27 EARL STREET

GROUND FLOOR
CO2 Extinguisher
Foam Extinguisher

FIRST FLOOR/NANDO'S FIRE ESCAPES
Foam Extinguisher

OUTSIDE STUDIO TWO WAITING ROOM
Foam Extinguisher
Carbon Dioxide Extinguisher

OUTSIDE STUDIO ONE
Fire Alarm
Carbon Dioxide Extinguisher
Foam Extinguisher

FIRE EVACUATION PLAN FOR STUDIO 6

STUDIO 6, UNIT B
ROCKY HILL
LONDON ROAD
ME16 8HS

PLAN DATE: 1st August 2026
REVIEW DATE: 1st August 2027

SOUND OF THE ALARM

The sound of the alarm is a continuous ringing sound and there will also be a flashing red light in the studios. Music will switch off when the alarm sounds

RAISING THE ALARM

In the event of a fire:

If the fire is discovered by a member of staff the alarm will be raised by activation of the nearest call point found on every floor.

If a student / visitor notifies a staff member of a fire, the staff member will raise the alarm by activation of the nearest call point.

If a fire is detected by the automatic detectors, this will trigger the fire alarm.

ACTION STAFF SHOULD TAKE ON HEARING THE ALARM

The following actions will be taken upon the fire alarm being sounded/raised:

All Staff members will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating. Staff members must ensure they take their registers with them and check the toilets on their floor as they leave.

The Duty Manager / Fire Marshall will take charge and lead in the fire evacuation.
The Duty Manager / Fire Marshall to Dial 999 and request attendance by the Fire Service.

The Duty Manager / Fire Marshall gives their name, name of building, building address (as given at the beginning of this document, contact number and details of the fire).

The Duty Manager / Fire Marshall must pick up Registers / Visitors Signing in Book/Sheet from reception desk.

Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate

Staff to sweep building to ensure all areas are clear (including back areas & toilets) if safe to do so and ensure all doors are closed on the way out If safe to do, electrical mains and gas supplies should be switched off before leaving the building, by the Duty Manager / Fire Marshall. The location of these is detailed below.

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

BUILDING	SUPPLY	LOCATION
STUDIO 6	ELECTRIC	FUSE CUPBOARD AT BOTTOM OF STAIRS BACKSTAGE
	GAS	IN BOX OUTSIDE
	FIRE ALARM PANEL	OUTSIDE BOARDROOM DOOR
	MAINS WATER	VALVE IN CUPBOARD UNDER THE BOARDROOM STAIRS CODE IS C0258Z

The Duty Manager / Fire Marshall is to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

Everyone to meet at the designated assembly point and check all Students / Visitors / Contractors and Staff Members are accounted for.

The Duty Manager / Fire Officer is to liaise with Fire Service upon their arrival.

ESCAPE ROUTES

Through the bar and out through the front door
Through the Fire Exit located at the back of the performance studio

FIRE ASSEMBLY POINT

PREMIER INN CAR PARK

FIGHTING FIRES - EXTINGUISHER USE

Fire extinguishers will only be used where:
Staff have received training and feel confident in their use Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN

DUTY MANAGER MOBILE PHONE

VARIATIONS TO PLAN

FOR EXAMPLE	ACTION TO BE TAKEN
Member of staff is working alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY staff member to ensure they always have a clear escape ROUTE and not Lock front door
Member of staff teaching alone	STAFF MEMBER TO BE TRAINED IN FIRE SAFETY STAFF MEMBER TO HAVE A REGISTER TO HAND AT ALL TIMES ALL STUDENTS TO BE IN THE STUDIO WITH THE TEACHER AND NOT PRACTISING ALONE

BACK UP ARRANGEMENTS IN THE EVENT OF FIRE ALARM FAILURE

Whistle to alert other members of staff
Group Whatsapp message on group page

RESPONSIBILITIES	WHO IS RESPONSIBLE
FOR ENSURING PLAN IS UP TO DATE	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS

FORE ENSURING ADEQUATE STAFF ARE ON DUTY TO CARRY OUT THE EVACUATION	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS
FOR TRAINING THE STAFF ON EVACUATION PLAN AND IN THEIR ROLES AND RESPONSIBILITIES	SENIOR MANGEMENT TEAM DIRECTOR OF OPERATIONS

FIRE EXTINGUISHERS AND FIRE EQUIPMENT

STUDIO 6

RECEPTION / BAR AREA
Fire Alarm: located by the front door
Extinguisher: located next to the front door
Extinguisher: located next to the bar
Extinguisher: located at bottom of the techie stairs

DANCE STUDIO 6
Fire Alarm: located by the fire exit in the dance studio
Extinguisher: located by the fire exit
Extinguisher: located backstage near costume cupboard

DANCE STUDIO 5
Extinguisher: Located by the cupboard door

BOARDROOM
Fire Alarm: located by the door as you enter the room
Extinguisher: located by the external wall in the boardroom

BALCONY
Extinguisher: Located by the door to the boardroom

CHANGING ROOMS
Fire Alarm: located at the top of the stairs
Extinguisher: located at the top of the stairs

APPENDIX 1 - PEEP

Personal Emergency Evacuation Questionnaire

Why you should fill in the form?

As your employer, MEPA Training, has a legal responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly we need to know:

If you need information about our emergency Evacuation Procedures;
If you need assistance during an Emergency.

Please take a few minutes to complete this form.

What will happen when you have completed the form?

We will be able to provide you with information you need about the emergency Evacuation Procedures in the building(s) in which you work. If you need assistance, we will be able to work out a "Personal Emergency Evacuation Plan" for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of the building(s) in which you work.

We do not see you as a safety risk. The problem belongs to us and the building in which you work.

Name :

Job Title:

Department:

Brief Description of Duties:-

Location

1. Where are you based for most of the time? Please name: the building, the floor and the room

Building:

Floor:

Room:

2. Will your job take you to more than one location in the building in which you are based?

Yes or No:

3. Will your job take you to different buildings?

Yes or No:

Awareness of Emergency Evacuation Procedures

4. Are you aware of the Emergency Evacuation Procedures that operate in the building(s) in which you work?

Yes or No:

5. Do you need written Emergency Evacuation Procedures?

Yes or No:

Do you need written Emergency Evacuation Procedures to be supported by Sign Language Interpretation?

Yes or No:

b) Do you need Emergency Evacuation Procedures to be in Braille?

Yes or No:

c) Do you need Emergency Evacuation Procedures to be on tape?

Yes or No:

d) Do you need Emergency Evacuation Procedures to be in large print?

Yes or No:

6. Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes or No:

Emergency Alarms

7. Can you hear the fire alarm(s) provided in your place(s) of work?

Yes or No:

8. Could you raise the alarm if you discovered a fire?

Yes or No:

Assistance

9. Do you need assistance to get out of your place of work in an emergency?

Yes or No or Don't Know:

If NO, please go to question 13

10. Is anyone designated to assist you to get out in an emergency?

Yes or No or Don't Know:

If NO, please go to question 12. IF YES, give name(s) and location(s)

_____

11. Is the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes or No or Don't Know:

12. Are you always in easy contact with those designated to help you?

Yes or No or Don't Know:

13. In an Emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes or No or Don't Know:

Getting Out

14. Can you move quickly in the event of a fire?

Yes or No or Don't Know:

15. Do you find stairs difficult to use?

Yes or No or Don't Know:

16. Are you a wheelchair user?

Yes or No or Don't Know:

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Please return completed form to :-

_____

APPENDIX 2 - PERSONAL EMERGENCY EVACUATION PLAN

Name:

Date:

Position:

Designated Assistance
(including leave cover arrangements for designated staff):

Assistance Methods/Techniques:

Equipment Provided:

Emergency Evacuation Procedure(s):

(a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

Evacuation Route(s): (preferably with diagrams)