



Health & Safety and Fire Evacuation Plan Policy

TCPA will -

- Maintain safe and healthy work conditions
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used.
- Be aware of developments in Child Protection legislation and undertake Criminal Records Bureau enhanced disclosure as required.
- Ensure that teaching facilities are adequately maintained and provide:
 1. suitable flooring appropriate to the technique taught, with a clean, safe surface; to minimise the risk of injury;
 2. adequate heating levels and ventilation;
 3. suitable, secure and safe area for changing.
- Fire Evacuation Plan is can be read further down this policy.
- Provide a in-date first aid kit and ice packs to be kept at Hanslope Village Hall and Old Stratford Community Centre
- Regularly review and update this policy
- *Peter & Katie Corrigan* have overall responsibility for health and safety.
- Katie Corrigan and Alice Luck both hold paediatric first aid certificates.
- Peter Corrigan holds a certificate in First Aid Responder Level 3
- Jocelyn Burles is fully qualified as a BLS, AED and Anaphylaxis instructor.

ACCIDENT BOOKS ARE LOCATED IN THE TCPA BOX ALONG WITH THE FIRST AID KIT WHICH IS KEPT IN THE LARGE HALL DURING CLASSES. ICEPACKS ARE KEPT IN THE FREEZERS IN BOTH HALLS

FIRE MEETING POINT IS AT THE FAR END OF THE SIDE CAR PARK ADJACENT TO THE HALL (OLD STRATFORD AND HANSLOPE)
FIRE MEETING POINT AT OLD STRATFORD SCHOOL IS THE PLAYGROUND OR FRONT SCHOOL CAR PARK IF ALL OTHER ROUTES TO THE PLAYGROUND ARE BLOCKED.

EMERGENCY NUMBERS CAN BE ACCESSED BY TEACHERS VIA CLASS MANAGER REGISTERS

Fire Evacuation Plan

General Emergency Evacuation Plan for : **True Colours Performing Arts**

Plan date: **2025**

Review Date: **Yearly**

Sound of the Alarm

The sound of the alarm will be:
A shouted warning / A continuously ringing bell

Raising the alarm

In the event of a fire:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning shout)

If fire is detected by 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:

- TCPA Staff will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service.
- Pick up mobile device so registers can be accessed to take a register
- Staff will commence evacuation of the building – ensuring this is done in
- a calm and orderly manner
- Staff to sweep building to ensure all areas are clear (including back
- areas) if safe to do so and ensure all doors are closed on the way out
- to ensure nobody re-enters the building until confirmed safe to do so by
- the Fire Service
- Meet at assembly point and check all students, parents and staff
- members are accounted for
- To liaise with Fire Service upon their arrival

Escape Routes

The escape routes from the building are:

- Doors with escape route signs
- Main and side doors

Fire assembly point

The assembly point is: Far end of village hall car parks. Playground or car park of Primary school as appropriate to the fire location. Playground is a priority point.

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.

Responsibilities

For ensuring plan is up to date	TCPA Principles
For training staff on the evacuation plan and in their roles and responsibilities	As above