

FIRE SAFETY AND EMERGENCY MANAGEMENT POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Statement of Commitment

Cresconova Labs is committed to ensuring, so far as is reasonably practicable, the safety of all students, staff, volunteers and visitors in the event of fire. Fire safety is recognised as a core safeguarding responsibility and forms part of the organisation's wider duty of care under the Regulatory Reform (Fire Safety) Order 2005 and the Health and Safety at Work etc. Act 1974.

The organisation will take all reasonable steps to prevent fire, to detect fire promptly should it occur, and to ensure that all persons can evacuate safely.

2. Responsible Person and Governance Oversight

The Chief Creative Officer is designated as the Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005 and holds ultimate accountability for fire safety management within the premises.

In the absence of the Chief Creative Officer, a nominated Deputy Responsible Person shall assume these duties, who shall be the Makerspace Manager.

The Responsible Person shall ensure that:

- (i) A suitable and sufficient Fire Risk Assessment is undertaken and reviewed annually, or sooner if there are material changes to the premises, occupancy, or use.
- (ii) All recommendations arising from the Fire Risk Assessment are documented, prioritised and actioned.
- (iii) Appropriate fire safety systems are installed, maintained and tested.
- (iv) Staff receive adequate fire safety information and training.

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- (v) A Fire Safety Log Book is maintained and available for inspection.

The Board of Trustees retains strategic oversight and will receive periodic reports on fire safety compliance, including progress against any outstanding Fire Risk Assessment actions.

3. Fire Risk Assessment

A written Fire Risk Assessment shall be maintained for the premises. The assessment will identify fire hazards, persons at risk, and the measures necessary to reduce risks to a tolerable level.

The assessment will be reviewed at least annually and immediately following:

- (i) Structural alterations or material changes to layout;
- (ii) Significant changes in occupancy or activities;
- (iii) A fire-related incident;
- (iv) Advice or intervention by the Fire and Rescue Authority.

All actions identified in the Fire Risk Assessment will be tracked through a documented action plan and monitored by the Responsible Person.

4. Fire Detection and Alarm Systems

Cresconova Labs shall maintain a fire detection and alarm system appropriate to the size, layout and use of the premises.

The system will be tested weekly to ensure it remains operational. Each test will activate a different manual call point in rotation where possible. A competent contractor shall service the system at least annually, and any faults identified shall be remedied without undue delay.

All testing, servicing and remedial actions shall be recorded in the Fire Safety Log Book.

5. Emergency Lighting

Emergency lighting shall be provided in accordance with applicable standards and shall be maintained in working order.

A functional test shall be carried out monthly, and a full-duration test shall be undertaken annually by a competent person. Any deficiencies shall be rectified promptly. Records of all tests and maintenance shall be retained in the Fire Safety Log Book.

6. Means of Escape and Fire Protection Measures

All escape routes shall be kept clear and unobstructed at all times. Fire doors shall not be wedged open or otherwise interfered with. Staff are required to report immediately any damage to fire doors, signage, emergency lighting or alarm equipment.

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Visual inspections of fire doors and escape routes shall be conducted periodically to ensure that they remain fit for purpose.

Where compartmentation or structural fire protection measures are identified as necessary, appropriate surveys and remedial works shall be commissioned and documented.

7. Personal Emergency Evacuation Plans (PEEPs)

Where any member of staff or pupil may require assistance to evacuate safely in the event of fire, a Personal Emergency Evacuation Plan shall be developed and implemented.

PEEPs will be prepared in consultation with the individual and reviewed regularly. Staff who may be required to assist with evacuation will be informed of their responsibilities in advance.

8. Fire Drills

Fire evacuation drills shall be conducted at least once per academic term. Drills will test the effectiveness of evacuation procedures, supervision arrangements and roll call processes.

The outcome of each drill shall be recorded, and any issues identified shall be addressed promptly.

9. Training and Information

All staff shall receive fire safety information at induction and periodic refresher training thereafter. Training will cover:

- (i) Fire prevention awareness;
- (ii) Location of exits and assembly points;
- (iii) Evacuation procedures;
- (iv) The role of staff during an evacuation.

Training records shall be maintained.

10. Fire Safety Log Book

A Fire Safety Log Book shall be maintained on site. It shall include records of:

- (i) Weekly fire alarm tests;
- (ii) Emergency lighting tests;
- (iii) Fire drills;
- (iv) Servicing and maintenance certificates;

(v) Staff fire safety training;

(vi) Fire Risk Assessment action tracking.

The Log Book shall be made available to enforcing authorities upon request.

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