



Fire Safety Policy

XYZ Music Academy Ltd

Signed: Duncan Lee, Director

Date: 24/12/2025

Review Cycle: Annual or following any significant change

Health & Safety Lead: Duncan Lee

Contact: 01296 534032

1. Introduction

XYZ Music Academy Ltd is committed to ensuring the safety and wellbeing of all children, staff, visitors, and contractors involved in our activities. Fire safety is a critical part of our overall health and safety responsibilities.

As a music education provider working predominantly with children in both our own premises and hired venues, we recognise our heightened duty of care. This Fire Safety Policy sets out the

procedures and responsibilities designed to prevent fire risks, promote preparedness, and ensure a swift, calm, and effective response in the event of a fire or fire alarm.

Our priority is to provide a safe learning environment and reassurance to parents, guardians, and venue partners.

2. Scope

This policy applies to:

- All employees, tutors, and contractors
- Volunteers and visitors
- Children and young people attending XYZ Music Academy Ltd activities

The policy covers:

- XYZ Music Academy Ltd office premises
 - All external venues, schools, and hired spaces used for music lessons, rehearsals, workshops, and performances
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3. Premises Used by XYZ Music Academy Ltd

XYZ Music Academy Ltd operates from:

- **Company Office:**
Building 14, Wescott Venture Park, HP18 0XB
- **External Locations:**
Schools, community venues, theatres, and hired spaces where music activities are delivered

Fire safety arrangements vary depending on location; therefore, this policy applies flexibly to ensure safety in all settings.

4. Fire Safety in External Venues and Hired Premises

XYZ Music Academy Ltd primarily delivers music activities in external venues. Clear procedures are in place to manage fire safety responsibilities in these environments.

4.1 Venue Fire Risk Assessment

4.1.1 Responsibilities of Venue Providers

Before using any hired or external venue, XYZ Music Academy Ltd will ensure that:

- A current **Fire Risk Assessment** is available from the venue
 - Evacuation routes, fire exits, and fire assembly points are clearly identified
 - Fire exits and evacuation routes are accessible and unobstructed
 - Electrical equipment provided by the venue is **PAT tested** and within date
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4.1.2 Responsibilities of XYZ Music Academy Ltd and Its Staff

XYZ Music Academy Ltd has its own risk assessment for working in hired premises. Staff must ensure that:

- Any electrical equipment brought into the venue by the Academy is PAT tested and in date
- Fire exits and evacuation routes are never blocked
- A visual fire safety check is carried out on arrival

If any fire safety concerns are identified:

- The issue must be reported immediately to the **Health & Safety Lead**
- The session must be postponed or suspended until the issue is resolved
- Venue management must be informed without delay

Staff must familiarise themselves with:

- Fire exits and evacuation routes
 - Fire assembly points
 - Fire safety equipment locations
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5. Fire Safety Procedures During Sessions

5.1 Before Activities Begin

- A register of children must be taken at the start of every session
 - Children must be given clear instructions on what to do if the fire alarm sounds
 - Staff must confirm whether a fire drill is planned during the session
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5.2 In the Event of a Fire or Fire Alarm

XYZ Music Academy Ltd operates an **immediate evacuation policy**.

In the event of a fire or fire alarm:

- Staff must evacuate themselves and all children immediately using the nearest safe exit
- Staff must not attempt to fight the fire unless it is necessary to enable escape
- Children must be led calmly and quietly to the designated fire assembly point
- Registers must be re-taken to confirm everyone has evacuated safely
- Emergency services must be contacted if venue staff are not present or if there is any doubt
- No one may re-enter the building until authorised by the venue's fire safety team or the emergency services

These procedures align with the staff instructions set out in **Appendix A**.

6. Staff Training and Awareness

XYZ Music Academy Ltd management is responsible for ensuring that:

- All staff receive fire safety guidance as part of induction
- Staff confirm they have read and understood this policy
- Refresher training is provided where appropriate
- Fire procedures are reviewed regularly

Where necessary, fire evacuation procedures may be tested to ensure staff confidence and competence.

Staff are provided with session-specific fire safety guidance (Appendix A) to ensure consistency across all venues.

7. Policy Review

This Fire Safety Policy will be reviewed annually or sooner if required due to:

- Changes in legislation
- Changes in premises or working practices
- Following a fire incident or near miss

Appendix A

XYZ Music Academy Ltd – Fire Safety Instructions for Staff

All staff share responsibility for maintaining fire safety and protecting children during Academy activities.

On Arrival at Every Session

- Familiarise yourself with:
 - Fire exits
 - Evacuation routes
 - Fire assembly points
 - Fire extinguishers and fire blankets
 - Ensure all exits and routes are clear
 - Report any concerns immediately to the Health & Safety Lead
 - Do not begin the session until concerns are resolved
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At the Start of a Term or One-Off Activity

Explain clearly to children:

- Stop immediately if the fire alarm sounds
- Stay quiet and listen to staff instructions
- Evacuate calmly—no running or panic
- Leave all belongings behind
- Follow staff to the fire exit and assembly point
- Remain silent during the register call
- Do not re-enter the building until told it is safe

- Sensible behaviour is required at all times

Ensure new children joining later receive the same explanation.

During Every Session

- Take and retain an accurate register
 - Remain alert to fire hazards
 - Keep exits and evacuation routes clear
 - Stop the session immediately if a fire risk is identified
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In the Event of a Fire

- Evacuate immediately using the nearest safe exit
- Assemble at the designated fire assembly point
- Re-take the register
- Contact emergency services if necessary
- Do not re-enter the building until authorised