

Chisenhale Art Place

Fire Management Policy and Procedures

1. Introduction:

The objectives of this policy are:

- A. To ensure that all staff, members, contractors and visitors are safeguarded from injury or death in the event of a fire.
- B. To have maintenance arrangements in place for systems and suitable procedures to minimise the risk of fire starting or fire spreading
- C. To reduce the potential for fire to disrupt our business, damage premises or harm the environment.

2. Legal Requirements:

This Policy has been created to ensure we comply with relevant Fire Safety legislation and standards, including the Regulatory Reform (Fire Safety) Order 2005.

3. Responsibilities:

The Chair of the Chisenhale Art Place Board of Trustees is the person who is ultimately responsible for ensuring that we comply with all statutory fire safety requirements.

The Chair of the Board is responsible for ensuring that the up-to-date fire risk assessments are in place across the building, staff are suitably trained and the fire installations are maintained to a satisfactory standard. These tasks are delegated to the Executive Director of CAP, as a person competent to do so and with appropriate time provided to enable the ED to carry out these functions.

The Chair of the Board of each of the member organisation is responsible for compliance within their organisations. The Executive Directors of each organisation will have delegated responsibility for ensuring the up-to-date fire risk assessments are in place, that staff are suitably trained and the agreed fire installations are maintained to a satisfactory standard or faults are reported to the responsible person.

All staff, members and their visitors must make themselves fully aware of the Fire Emergency Plan. They must take care not to put themselves or others at risk, must follow instructions and to report any faults or shortcomings in fire safety

arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for safety.

4. Arrangements:

4.1 Fire Risk Assessments will be carried out on the building and member spaces regularly and improvements that needed are completed within acceptable timescales.

A Fire Emergency Plan takes account of the findings from the Fire Risk Assessment and is included at the end of this document.

Fire Risk Assessments and Fire Emergency Procedures are reviewed at least annually and updated as necessary.

4.2 Training and Instruction

All new staff (including temporary staff, interns and volunteers) and studio members will be given initial fire action training by a Responsible Person.

Staff and members identified as responsible persons/fire marshals will undertake external training in fire safety and use of fire extinguishers and participate in regular 'refresher' courses.

Appropriate information on fire hazards, precautions and emergency arrangements is to be provided in visible places throughout the building.

4.3 Monitoring of workplace

We will:

- a) Ensure the regular maintenance, inspection and testing of all fire safety installations and fire fighting equipment
- b) Maintain fire exits and escape routes free from obstruction and ensuring that fire doors operate normally.
- c) Ensure the building is subject to periodic Fixed Wiring tests in accordance with current regulations (currently every five years) and that Portable Electrical equipment on CAP/CDS/CG electrical items are tested at appropriate intervals. Studio Members are similarly responsible for their own PAT Testing as self-employed businesses.
- d) Improve the significant findings identified during the Fire Risk Assessment.

4.4 Maintenance, Testing and Records

Adequate records of all installations, inspections and tests will be maintained in the buildings' fire safety log book held in the Red Fire Box next to the alarm panel in the entrance foyer, and the log book of each of the two member organisations.

5. Fire Provisions

5.1 Fire Detection System

The fire alarm that is provided is not a fully automatic alarm system. It will be activated automatically through smoke detection located in fire escape routes and/or when manually activated through the breaking of a glass in red boxes. The alarm will sound audible warning devices throughout the building.

5.2 Emergency Lights

The building has emergency lighting in place that will illuminate escape routes should a local lighting circuit fail.

5.3 Fire Extinguishers

Fire Extinguishers are provided at suitable locations and these are suited to the risks present in the building.

Fire Extinguishers should only be used by persons that have been trained, and then only when it is safe to do so.

5.4 Fire Signage

Fire signs are provided throughout the building to give clear instructions and guidance when faced with a Fire Emergency.

Escape routes are identified by green fire exits signs, and additional signs are provided at each Red Box call points.

Signage is included by each fire extinguisher location with relevant information.

6.0 Emergency Evacuation Procedure

6.1 Staff, members and visitors

If a fire alarm sounds, all staff, members and visitors should exit the building by the nearest available exit and make their way to the Assembly point.

They should not re-enter the building until told to do so by a recognisable staff fire marshal under the guidance of the Lead Fire Officer or the Fire Brigade.

6.2 Actions if you discover a fire

If a fire is discovered follow points 1-7 below. If the fire alarm sounds, follow points 4-7 below.

1. Ensure the fire alarm is activated through thumb pressure to break the glass of nearest red box call point.
2. Ring the Fire Brigade on 999, give the name and address of Chisenhale Art Place and do not hang up until the operator says you may do so.
3. If a fire is found, and it is safe to do so, attempt to extinguish the fire IF you have been suitably trained. Always ensure you have an escape route behind you and that the fire is not between you and the escape route.

4. Leave the building in a calm manner, without collecting your belongings and using the closest available fire exit. That may not be the same route as you entered the building.
5. Try to close the door as you leave the building
6. An identifiable fire marshal or most senior member present should establish if everyone is accounted for, so this information can be passed to the Fire Department on their arrival.
7. Do not re-enter the building unless directed to do so by the most Senior identifiable fire marshal present or by the Fire Brigade.

Fire Emergency Plan- Chisenhale Art Place Limited

DESIGNATED RESPONSIBLE PERSON:

Lucy Kennedy

Chair of the CAP Board of Trustees

LEAD COMPETENT PERSON: **Andy Wakelin, CAP Executive Director**

ADDITIONAL AREA FIRE MARSHALS:

Area/Floor: STUDIOS: **Samuel Thompson-Plant**

Area/Floor: STUDIOS: **Edwin Mingard, Giles Thackway**

Area/Floor: STUDIOS SUPPORT: **Henrietta Armstrong, Nadine Mahoney**

Area/Floor: GALLERY: **Alex Blackbourne**

Area/Floor: GALLERY: **Matilda Barretta, Giorgio Mattia, Yifan He**

Area/Floor: DANCE SPACE: **Rachel Goodsall**

This notice to be made available to all staff and members and be placed on display throughout the building

<p>Action to take on discovery of a fire or hearing the fire alarm</p>	<p>All staff and members to be aware of and to follow the <u>fire action notices located adjacent</u> to all red fire alarm boxes.</p> <p>On discovery of a fire: activate the alarm, ring 999, leave the building by the nearest available exit route and proceed to the assembly point next the to school play area at the <i>cross Roads of Vivian Road & Chisenhale Road</i>. Do not attempt to extinguish the fire unless you are trained to do so.</p> <p>On hearing the fire alarm: leave the building by the nearest available exit route and proceed to the assembly point across road at the by the school play area at the <i>crossroads of Vivian Road & Chisenhale Road</i>.</p>
<p>Calling the emergency services</p>	<p>Our alarm system does NOT automatically alert the fire brigade. Ring 999 from your mobile phone or landline. Request fire brigade and ensure all necessary information is given:</p> <p>Our address is: 64-84 Chisenhale Road Specify which entrance/door if possible: Black Studios Door, Metal Gallery Door, Purple Dance Space Door. Please provide your mobile phone number or the number you are calling from. The Chisenhale Art Place office phone number is 0208 981 1916.</p> <p>Do not hang up until the operator tells you to do so.</p>

Arrangements for assisting vulnerable people	Fire marshals to assist if available. Individual members to identify the needs of their vulnerable visitors on arrival and assist them in emergency. Inform a fire marshal if additional assistance required.
Location of electrical supply main isolator.	Gallery intake room, which is off their education studio towards the fire exit leading into Dance Space stairs. If Gallery is locked, closest access point is through Purple Dance Space door then through doors to immediate right on entry into building. The purple door is locked from the outside but as it is a fire exit, it can be opened from the inside via the push bar. A code to enter the building can be given by phoning any of the relevant people on the emergency list held in the red fire box next to the alarm panel in main foyer.
Location of gas supply main isolator	Gallery and Dance Space supply boxes are located to the right of the purple door to the Dance Space. For the rest of the building, it is behind the railings to the left of the double black doors of Studios Entrance.
When the emergency services arrive	All staff/members/visitors to wait for emergency services at the designated area. Advise location of the fire and if anyone known to be still in building. Do not re-enter the building until the emergency services advise it is safe to do so.
Key escape routes	All staff and members should know at least the two evacuation routes from their main area of work and take responsibility for informing their visitors.
Firefighting equipment	Appropriate extinguishers are located: Studios: at the end and middle of each studio floor, in the entrance foyer and in the CAP office and in the Education Room. Gallery: Office, education studio and entry foyer behind desk. Dance Space: Long corridor, common room, main studio. Members and staff who have not been trained in the use of fire extinguishers should not attempt to use them.
Specific responsibilities in the event of fire	The first person to leave the studio building via the main door should collect the signing-in book from the table below the pigeonholes. If that fire escape route is not available, do not re-enter the building to collect.
Fire Training	Will be carried out periodically and staff and members should be aware of this document.
Other information	The overhead sprinklers will not come on in the event of a fire. The only alarm panel is in the main entrance foyer of studios entrance.

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