

Fire Safety Policy – Saddleworth Ballet School

Policy Statement

Saddleworth Ballet School is a Dance School in the private dance sector.

The school currently operates from Greenfield Primary School, located at Shaw Street, Greenfield, Saddleworth, Oldham, OL3 7AA. The premises at Greenfield Primary School includes 1 dance studio, 1 sports hall, secure entrance/collection area for parents/guardians, small break out area for students, separate male and female toilets also used as changing facilities.

At Saddleworth Ballet School we treat our responsibilities and obligations in respect of fire safety as a priority, and we provide ongoing training to all members of staff, which reflects best practice, and is in line with The Fire Safety Act 2021 legislation. All staff will be kept informed of any relevant changes to fire safety procedures or fire risk assessments. It is our responsibility to ensure that staff, students, and visitors are aware of their responsibilities, including providing new students with a fire safety document which outlines what to do in the event of a fire, highlights important fire safety points and informs them of the fire exits in the building.

To assist us in achieving a high level of fire safety, Saddleworth Ballet School will ensure that:

- all staff, students and visitors are aware of our fire procedures; and
- the recommended number of fire evacuation drills are carried out so that everyone is aware of evacuation procedures and the fire assembly point.

Staff Duties

- All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff members are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

Emergency Evacuation Plan

If you discover a fire:

- **Raise the alarm immediately**– on detection of smoke, Miss Emily must raise the alarm to instruct all persons to leave the building using the nearest available Emergency Exit. The teacher must take their class register with them. Do not stop to pick up any personal



possessions. Do not stop to shut windows, but the last one out of a room, should ensure that the door is firmly closed.

- You must evacuate the building in an orderly manner via the nearest fire door and Miss Emily will ensure all children assemble along the far side of the playground. A register shall be taken by the class teacher. The onus is on staff to ensure that under 18s get out of the building safely.
- No matter how small the fire, the fire brigade must be called on 999, giving the address: Greenfield Primary School, Shaw Street, Greenfield, Saddleworth, Oldham, OL3 7AA.
- The class teacher shall ensure that once the Hall is vacated, members of the public do not re- enter the building, under any circumstances.
- On the arrival of the fire brigade, the class teacher shall inform the officer in charge that a register has been taken and that all persons are safe or there are missing persons.
- Attempts to extinguish the outbreak of the fire with the fire- fighting equipment within the Hall should only be attempted if it is considered safe to do so.
- At the earliest opportunity and when it is safe to do so, the Principal shall inform the emergency contact, who shall then directly inform the committee chairperson of Lydgate Parish Hall.

If you hear the fire alarm:

- The class teacher must leave the building immediately with all students under 18 years of age. If you know that an under 18 is in the toilet or another part of the building away from the class, you must ensure they also get out of the building safely. The teacher must take their class register with them. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room, should ensure that the door is firmly closed.
- You must evacuate the building in an orderly manner and muster in front of the White Hart pub, next door. A register shall be taken by the class teacher. The onus is on staff to ensure that under 18s get out of the building safely.
- No matter how small the fire, the fire brigade must be called on 999, giving the address: Greenfield Primary School, Shaw Street, Greenfield, Saddleworth, Oldham, OL3 7AA.
- The class teacher shall ensure that once the Hall is vacated, members of the public do not re- enter the building, under any circumstances.
- On the arrival of the fire brigade, the class teacher shall inform the officer in charge that a register has been taken and that all persons are safe or there are missing persons.
- Attempts to extinguish the outbreak of the fire with the fire- fighting equipment within the Hall should only be attempted if it is considered safe to do so.
- At the earliest opportunity and when it is safe to do so, the Principal, shall inform the emergency contacts from Greenfield Primary School, who shall then directly inform Mr Wood.

Assisted Evacuation (Personal Emergency Evacuation Plan)

Any member of staff or a student who cannot leave the building unaided, in the event of an emergency, will need to have a Personal Emergency Evacuation Plan (“**PEEP**”) for their evacuation. It is the responsibility of the teacher to assist the evacuation of the student, in accordance with the PEEP.

Completed PEEP forms are kept by the Principal and a copy of this form must be given to all teachers at the start of class.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user, but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

Anyone with mobility issues will be evacuated according to their PEEPS.

Last reviewed- September 2025 for the 25-26 academic year.

The person responsible for reviewing: Emily Turner, Principal and Business Owner.

