



# **Project Dance Fire Safety Policy May 2023**

## **1. Introduction**

At Project Dance, the safety and well-being of our participants, staff, and visitors are of utmost importance. This Fire Safety Policy outlines our commitment to maintaining a safe environment by preventing fire incidents and ensuring prompt and effective response in case of emergencies. All employees, contractors, and visitors must familiarize themselves with this policy and adhere to its guidelines.

## **2. Responsibilities**

### 2.1 Management

3. The management of Project Dance is responsible for ensuring the implementation and maintenance of effective fire safety measures throughout the organization. This includes providing necessary resources, appointing competent individuals, conducting regular fire risk assessments, and reviewing and updating this policy as needed.

### 2.2 Employees and Contractors

All employees and contractors have a duty to comply with this policy and actively contribute to fire safety. This includes attending fire safety training, reporting potential hazards or risks, following safe working practices, and promptly reporting any fire incidents or emergencies to the designated personnel.

### **3. Fire Risk Assessment**

Project Dance will conduct regular fire risk assessments to identify and evaluate potential fire hazards within its premises, including accommodation facilities, dance studios, workshops, and event venues. The risk assessment will consider factors such as fire prevention measures, fire detection and alarm systems, emergency escape routes, fire extinguishing equipment, and the presence of flammable substances.

### **4. Fire Prevention**

#### **4.1 General Measures**

- Smoking is strictly prohibited within all Project Dance premises, including accommodation facilities.
- All electrical equipment and installations must be regularly inspected, tested, and maintained in accordance with relevant regulations.
- Fire doors and emergency exits must be kept clear and unobstructed at all times.
- The use of open flames, candles, or any other hazardous heat sources is prohibited, except for authorized and controlled performances or demonstrations.

#### **4.2 Storage and Housekeeping**

- Flammable materials, such as chemicals, fuels, and cleaning agents, must be stored in designated areas away from ignition sources and in accordance with relevant regulations.
- Adequate housekeeping measures should be implemented to prevent the accumulation of flammable materials, debris, or obstructions in corridors, storage areas, and other workspaces.

### **5. Fire Detection and Warning Systems**

Project Dance will install and maintain appropriate fire detection and warning systems throughout its premises and will assess those in any venue where operations are carried out. This includes smoke detectors, heat detectors, fire alarms, and emergency

communication systems. Regular testing and maintenance will be carried out to ensure their effectiveness.

## **6. Emergency Escape Routes**

### **6.1 Design and Maintenance**

Clear and unobstructed emergency escape routes will be provided and maintained in all Project Dance facilities. These routes will be adequately signposted and well-lit. Doors on escape routes will be easily opened without the need for keys or special knowledge.

### **6.2 Evacuation Procedures**

- Evacuation procedures will be established and communicated to all employees, contractors, and visitors. These procedures will outline the designated assembly points and the responsibilities of individuals during an evacuation.
- Regular drills and training sessions will be conducted to familiarize employees and contractors with the evacuation procedures.

## **7. Firefighting Equipment**

### **7.1 Availability and Maintenance**

Appropriate firefighting equipment, such as fire extinguishers, fire blankets, and hose reels, will be provided throughout Project Dance premises. The equipment will be maintained, inspected, and tested regularly to ensure functionality.

### **7.2 Training**

Employees and contractors will receive training on the proper use of firefighting equipment and techniques. Training sessions will be conducted periodically, and records of training will be maintained.

## **8. Reporting and Investigation**

All fire incidents, no matter how small, must be reported immediately to the designated personnel. Project Dance will conduct thorough investigations of fire incidents to identify the causes, take corrective actions, and prevent future occurrences. Incident reports will be documented and maintained.

## **9. Review and Revision**

This Fire Safety Policy will be reviewed at least annually to ensure its ongoing suitability and effectiveness. Any necessary revisions will be made to reflect changes in legislation, regulations, or organizational structure.

## **11. Conclusion**

Project Dance is fully committed to ensuring the safety of all individuals involved in our dance classes, workshops, events, theatrical performances, and accommodation services. Our Fire Safety Policy outlines the preventive measures, effective response procedures, and ongoing training necessary to minimize fire risks and protect the well-being of our participants, staff, and visitors. By following this policy, we can maintain a safe environment and continue delivering exceptional dance experiences with utmost care for everyone's safety.

