

## **CODA MUSIC ACADEMY**

80 Buttermarket Street, Warrington, WA1 2NN

### **Fire Safety Policy**

Last Reviewed: January 2026

Next Review Due: January 2027

#### **1. Introduction**

CODA Music Academy is committed to ensuring the safety of all students, staff, tutors, volunteers, and visitors by maintaining effective fire safety arrangements. This policy outlines the procedures and responsibilities in place to prevent fire risks and ensure a safe and orderly evacuation in the event of a fire or emergency.

#### **2. Legal Framework**

This policy is informed by the Regulatory Reform (Fire Safety) Order 2005 and associated UK fire safety guidance. CODA Music Academy recognises its duty to take reasonable steps to reduce fire risk and protect all persons on the premises.

#### **3. Scope**

This policy applies to all individuals on the CODA Music Academy premises, including staff, tutors, students (children and adults), volunteers, contractors, and visitors.

#### **4. Fire Prevention Measures**

CODA Music Academy will take reasonable steps to reduce the risk of fire, including maintaining clear escape routes, safe use and storage of electrical equipment, regular checks of fire safety equipment, and ensuring that fire exits are kept unobstructed at all times.

#### **5. Fire Exits**

The building has clearly identified fire exits at the front and rear of the premises. All staff, tutors, and students must familiarise themselves with these exits and keep them clear at all times.

#### **6. Evacuation Procedure**

In the event of a fire alarm or emergency:

- All occupants must leave the building immediately via the nearest safe exit
- Do not stop to collect personal belongings
- Staff and tutors should calmly direct students towards exits
- Where safe to do so, registers and lesson rotas should be taken to assist with roll calls
- No one should re-enter the building until authorised to do so by emergency services or senior staff

#### **7. Assembly Point**

The designated assembly point is the rear car park. All occupants must report to this location and remain there until further instructions are given.

#### **8. Accounting for Occupants**

CODA Music Academy maintains registers and rotas to track who is on the premises at any given time. Following evacuation, staff will use these records to ensure all individuals are accounted for and report any concerns to emergency services immediately.

#### **9. Responsibilities**

Staff and tutors are responsible for familiarising themselves with this policy, assisting with evacuations, and reporting fire hazards. Management is responsible for maintaining fire safety systems, signage, and ensuring appropriate training and drills are carried out.

#### **10. Fire Drills and Training**

Fire evacuation procedures will be shared with staff and tutors during induction. Fire drills will be conducted periodically where practicable to ensure awareness and preparedness.

**11. Visitors and Students**

Visitors and students will be made aware of fire exits and evacuation procedures as appropriate. Tutors are responsible for ensuring students follow instructions during an evacuation.

**12. Review and Monitoring**

This policy is reviewed annually or following changes to the premises, fire risk assessments, or after any fire-related incident.

**Declaration of Understanding**

By working with or attending CODA Music Academy, all individuals agree to follow this Fire Safety Policy and any related procedures.