

Fire Evacuation Policy

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Responsible Faculty	Membership Faculty
Responsible Lead	Health and Safety Officer
Superseded documents	Fire Evacuation Policy
Document summary	Outlines approach to evacuation

DOCUMENT HISTORY		
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1	New	LWC Committee Sept 2020
2	Revised	LWC Committee 27/11/23
3	Revised	LWC Committee 3/2/25

FIRE EVACUATION POLICY

Our LWC Fire Evacuation Procedure is to ensure that everyone can evacuate in a safe and timely fashion without incurring injuries to those with mobility issues. If you see or suspect Fire-CALL 999.

The LWC Fire Evacuation Procedure is listed below, but additional and individual information regarding specific rehearsal venue evacuation procedures will be included as appropriate.

Those with mobility issues are invited to be as close as possible to the stairs within the auditoriums in order that they are given priority.

When The Fire Alarm Sounds

1. Leave the building immediately via the nearest route or the pre-planned escape route already allocated for choir members. Please co-operate with any instructions given by Fire Marshalls.
2. At the allocated assembly point, outside the main entrance, past the benches on the right hand side and forward onto or nearby the grassy area beyond. Please do try to keep away from the building.
3. Assemble in your singing sections.
4. The Chairperson, Vice Chair, Choir Conductor, Accompanist and Registrar should place themselves in front of the choir.
5. The Registrar should check that all choir members are present and accounted for.
6. When the Registrar has an accurate record of all present and the name (s) of anyone missing, this should be reported to the Chair or Vice Chair and they will liaise with the building manager/security manager.
7. If present, the Fire Brigade should be given the name(s) of anyone not accounted for.
8. No one should go back into the building to search.
9. When all is clear, the Chair will either dismiss the choir or ask that everyone return into the building to continue the rehearsal.

At the end of the alarm, please await instruction from the building manager or security manager and please note that it is not possible for everyone to return into the building in tandem.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Figure 1 shows the five steps you need to take to carry out a fire risk assessment.



Alterations to buildings

The Fire Service strongly advises against wedging open fire doors.

It is important to check the inspection dates and expiry dates of fire safety equipment.

A risk assessment will ensure that fire safety procedures, fire prevention measures and fire safety plans are in place and any other specific needs identified for the purpose of LWC choral rehearsals.

References:

Merseyside Fire and Rescue Service: Business Fire Safety.

Regulatory Reform (Fire Safety) Order 2005 and Section 156 of The Building Safety Act 2022

GOV.UK: Fire Safety in the Workplace.

GOV.UK: Fire Risk Assessment: educational premises. June 2006

Policy Reviewed October 2024