

FIRE SAFETY POLICY

Policy Owner: Facilities Manager

Last Updated: September 2019

Last Reviewed: September 2019

Next Review Date: September 2020

Version Number: v5.1

INTRODUCTION

1. Fire Safety at ICMP is managed through this Fire Safety Policy and the associated Fire Strategy Plan. These form part of, and should be considered with, the wider suite of Health and Safety Policies and Procedures.
2. The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the Institute of Contemporary Music Performance and its community achieve compliance with its legal duties with regard to health and safety

GENERAL APPROACH TO FIRE SAFETY

3. The effects of a fire can be devastating in terms of lives lost, injuries, and damage to property, the environment and business interests. Most fires are preventable and can be avoided by implementing fire safety policies and procedures and by fostering a fire safety culture.
4. All employers and building owners have a legal duty to take appropriate measures to control the risks posed by fire. The main laws that govern fire safety in respect of ICMP's activities are:
 - 4.1 The Regulatory Reform (Fire Safety) Order 2005
 - 4.2 The Building Regulations 2010
 - 4.3 The Dangerous Substances and Explosive Atmospheres Regulations 2002
5. The general duties imposed upon individuals by The Health and Safety at Work Act 1974 (HASAWA) also apply to fire safety. Fundamentally, fire safety is everyone's responsibility, and everyone has a role to play in ensuring that the risks from fire are minimized.
6. ICMP's aim is to have zero fires and false alarm activations. Even with this in mind, it must be recognized, that despite our best efforts, there will be a residual risk. The purpose of this Policy is to ensure that this risk is kept as low practicably possible.
7. This Policy has been endorsed by the ICMP's Health Safety and Security Committee and compliance with it forms part of the terms and

conditions of employment for all employees and conditions of registration for students.

FIRE SAFETY POLICY

8. This Fire Safety Policy forms a part of the ICMP's over-arching Health and Safety Policies. The duties imposed by this Policy supplement those of the Health and Safety Policies. None of the requirements of this Policy shall be taken as removing or replacing any of the requirements of the Health and Safety Policies.
9. It is the Policy of the ICMP to ensure that:
 - 9.1 The risk of a fire starting is minimized.
 - 9.2 If a fire does occur, everyone is alerted, and all occupants can leave the building quickly, without undue risk and reach a place of safety.
 - 9.3 Measures are put into place to ensure that the potential for fire to pose a risk to life or cause damage to property, the environment or the ICMP's business, is minimized.
10. ICMP will fulfil the obligations placed upon it by:
 - 10.1 Providing an appropriate level of resourcing to ensure compliance with fire safety law.
 - 10.2 Appointing competent staff to advise on fire safety matters.
 - 10.3 Undertaking a fire risk assessment for each building owned or occupied by ICMP staff or students.
 - 10.4 Undertaking process risk assessments for all activities to ensure that fire risk is effectively managed.
 - 10.5 Providing appropriate information, instruction and training to ensure that everyone is aware of the risks posed by fire and the actions that they are expected to take.
 - 10.6 Developing and implementing appropriate fire emergency procedures.
 - 10.7 Providing a package of fire precautions that minimises risk to life, property, the environment and the ICMP's business.
 - 10.8 Liaising with the Fire Service to ensure that we provide information relevant to the risks fire-fighters may face when dealing with fires in ICMP buildings.
 - 10.9 Regularly reviewing fire safety policies, procedures and arrangements to ensure that they remain relevant and

appropriate to the risks that fire poses.



The Institute
of Contemporary
Music Performance