

ITALIA CONTI

Fire Safety Policy

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1. General Statement of Policy

It is the policy of Italia Conti to take reasonable steps to minimise the risk of fire on its premises, and to comply with legal requirements and safety measures to protect its students, staff, support and maintenance personnel, and visitors in the unlikely event of a fire. (Regulatory Reform Order 2005).

2. Policy Aims

- To ensure that the risk of injury or death or damage to property, staff, students, contractors, and visitors to the premises is minimised as far as is possible.
- To have arrangements in place (systems and procedures) to minimise the risk of fire starting and spreading.
- To reduce the potential for fire to disrupt Italia Conti's activities, damage premises or harm the environment.
- To ensure Italia Conti complies with relevant fire legislation and standards.

3. Responsibilities

3.1 Signing in/signing out:

All staff, students and visitors must correctly sign in and out whenever they come and go from the building throughout the day. This allows Italia Conti to fulfil its duty of care and ensures that an accurate rollcall can be taken in the event of an unplanned fire evacuation or where students aged under 18 yrs old are involved in a fire evacuation (whether planned or not). Students who are under the age of 18 yrs must additionally sign in and out using a manual checklist which is available at reception.

3.2 Safe workplace

Italia Conti recognises and accepts its responsibility for providing a safe workplace and working environment for all its employees and students, and any others affected by its activities, e.g. contractors, visitors, neighbours, and members of the general public.

3.3 Location(s)

Italia Conti operates from: 2 Henry Plaza, Victoria Way, Woking, Surrey, GU21 6BU.

What3words: oppose.clouds.phones

Note: Italia Conti also operates programmes/courses at sites other than its main Woking site.

When hiring other buildings/sites for classes or rehearsals, although not directly the responsibility of Italia Conti or its Senior Leadership Team (SLT), the policies related to Health & Safety and good practice are integrated alongside any already established policies of those premises to continue Italia Conti's duty of care to all staff, students and visitors.

3.4 CEO and Governors

The Chief Executive Officer (CEO) is ultimately responsible for ensuring that Italia Conti complies with all statutory fire safety requirements. The CEO may share this responsibility with relevant senior managers.

The CEO, as the day-to-day manager, accepts full responsibility for the entire site within the resources provided and in accordance with priorities set by the Italia Conti. In the absence of the CEO, the designated officer should be the Chief Operating Officer (COO) who, as the day-to-day manager, accepts full responsibility for health and safety matters at all Italia Conti premises within the resources provided, and in accordance with priorities set by the Senior Leadership Team (SLT).

3.5 Chief Operating Officer

The Chief Operating Officer has overall responsibility for putting this policy into effect and works in conjunction with the relevant Chief Fire Marshal(s), the Health & Safety Lead and the relevant site Duty Manager(s). All managers and employees have a responsibility for assisting in this aim.

3.6 Practice Drills

The Chief Fire Marshal(s) have a responsibility to oversee evacuation and monitor any issues arising from practice drills.

Italia Conti will achieve this policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment every 2 years;
- implementing any recommended fire safety measures arising from the assessment;
- ensuring that there are adequate means of escape from and access to premises for emergency services in the event of a fire;
- ensuring that all exits, and emergency routes are kept clear at all times. These routes will be properly signed, adequately lit, and fitted with the relevant standard of fire doors;
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms, emergency lighting and evacuation signage;
- ensuring that clear fire safety arrangements incorporating responsibilities for fire safety matters are in place and circulated to all staff members;
- instigating a reporting mechanism for defects concerning fire or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate;
- arranging for the testing and maintenance of fire safety, electrical and gas installations, and equipment;
- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection, and that these meet the requirements of relevant fire legislation. Standards are considered early in the planning and design stages of the work, and the proposed building or modification work meets those requirements;

- ensuring that managers, employees, and students are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role;
- keeping staff informed of any changes that are made to Italia Conti fire safety procedures and fire safety risk assessments;
- delegating sufficient staff to carry out Fire Marshal procedures;
- ensuring that all visitors to Italia Conti premises are briefed on the evacuation procedure, issued with a visitor identification lanyard, and supervised by a member of staff at all times;
- undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented;
- ensuring that the status and progress of any outstanding actions are monitored, and the fire risk assessment is periodically updated to reflect any status changes. (This is carried out by a third-party contractor every 2 years).¹
- arranging (in conjunction with the Landlord), agreed times to carry out fire drills (at least one per term).

This policy and the associated fire safety documentation will be reviewed at least annually and sooner if there are changes in the matters to which it relates.

4. Fire Risk Assessment

A designated third-party Maintenance and Engineering company, via Service Master, will carry out a fire risk assessment every 2 years.

5. Fire Instructions

5.1 Fire Alarm System

Italia Conti's Fire Alarm system is an 'intelligent' networked fire control system. It is connected to the Landlord's Fire Alarm system which allows any alarm condition to be monitored remotely. Where necessary, the Landlord can activate the Italia Conti Fire Alarm system independently.

Due to the shared nature of Fire Alarm alerts, any testing of the system or fire drills needs to be agreed in advance with the Landlord. When a call point, or automatic detecting device, is activated then the system will sound the alarm siren continuously in all areas. All plant

¹ Zeta Services.

equipment is automatically shut down; the lifts return to the ground floor and all doors in the building are unlocked.

5.2 Siren Note

If the siren note is loud and continuous in a building then all persons in that building must evacuate it immediately using the nearest safe route and gather at the designated muster point outside Gail's Bakery located in Victoria Place Shopping Centre, 1 Commercial Way, Woking, GU21 6XR.

What3words: often.neat.scars

6. Procedures in The Event of a Fire

6.1 Fire Alarm Procedures

All staff members are required to sign in and sign out whenever they enter or leave the building. The students' presence on site is recorded electronically using an entry system, and a register is taken for each class throughout the course of the day.

6.2 Fire Marshals

It is the job of Fire Marshals to check, according to the **Fire Alarm and Emergency Evacuation Procedure(s)**, each area of the building to ensure that the evacuation is complete and that all staff and students have been accounted for. A red Fire Marshal lanyard system operates to ensure that there are sufficient Fire Marshals on site at any given time. The Fire Marshal lanyards allow greater access to all parts of the building for the purposes of checking and clearing areas during an evacuation event.

Please refer to the **Fire Alarm and Emergency Evacuation Procedure(s)** for the current list of Fire Marshals.

Fire Marshals should ensure that they have notified Reception staff/Duty Manager(s) if they will be off site for a designated cover slot, so that sufficient Fire Marshall cover can be maintained.

The duties of the Fire Marshals include:

- on hearing the fire alarm, ensuring that all students, staff, and visitors in their designated or immediate area are directed to leave the building via the nearest escape route;
- taking care that, in the execution of their duties, they do not put themselves or others at risk;
- following instructions and reporting any faults or shortcomings in fire safety arrangements to the Chief Operating Officer, Chief Fire Marshal, or Fire Brigade official;

- wearing the correct high-visibility garment so that they are easily recognisable during an evacuation;
- checking all accessible rooms in their designated or immediate area(s) and reporting their findings, including notification of any missing people or areas not searched, to the Chief Fire Marshal or Fire Brigade Official waiting at their designated assembly points;
- checking if the refuge point located in their area is being used and, if so, informing the Duty Manager if a person needs assistance in evacuating the building;
- as required, if the fire alarm is unplanned, generate a roll call via the roll call Paxton Connect app;
- as required, be involved in taking the roll call using their Paxton Connect app if requested to do so;
- attending any training provided by Italia Conti in relation to their function as Fire Marshal;
- ensuring no one re-enters the premises until permission has been given by the Duty Manager to re-enter the site;
- where applicable, feeding back relevant information to staff/co-workers regarding any fire-related matters raised at Health and Safety Committee meetings.

If a member of the Italia Conti community discovers a fire, they should activate an alarm point and exit the building using the nearest designated fire exit route. There are additional responsibilities for tutors with classes, or members of staff who have a visitor with them.

6.3 Tutors/Staff

- When the alarm sounds, tutors will take their classes to join other staff and students in leaving the building by the nearest available emergency exit in a calm manner, taking note and acting upon instructions given by the Fire Marshals who may be assisting in the evacuation of the building.
- They should proceed to the designated assembly point, making sure they report any issues to a Fire Marshal on arrival at the assembly area.
- Personal possessions should **not** be collected en-route.
- Staff members should not re-enter the building until they have received permission to do so from the Duty Manager.
- Staff members should also ensure that they report any learners with permanent/temporary disabilities or injuries and who may require extra support in a fire evacuation to the Wellbeing Team, who will then complete a PEEP and report this to the Chief Fire Marshal(s) and Reception. Reception will also notify the Duty Manager.
- Staff members with visitors should ensure that the visitor makes their way to the muster point safely, so that their name can be checked against the visitor book by reception staff.
- Any staff who signed in using paper sheets at Reception should make themselves known to the Reception team who will be taking their roll call.

- Where students and staff have permission to be off-site during normal timetabled hours, e.g. trips, excursions etc. the tutor in charge is responsible for passing their names to Reception **before** the students leave the building.

6.4 Students

- When the alarm sounds, students are required to move quickly and calmly to the nearest emergency exit and to gather in the muster point area.
- Students aged 18 yrs and older should line up in alphabetical order by surname (as directed) and ensure that their presence is known to the Tutor or Fire Marshal responsible. These groups must stay together until the 'all clear' is announced and permission is given to return to the building.
- Students who are under 18 years old should gather in one line on the side nearest to the road outside Gail's Bakery. The roll call for the under 18-year-old students will always be taken whether or not the evacuation was planned or unplanned.
- Students should take care not to put themselves or others at risk.
- Personal possessions should not be collected enroute, but students who are working in barefoot and/or dance wear may put on suitable outer garments and footwear on their way out (if it is safe to do so).
- Under no circumstances should the lift be used for evacuation of the building. (The lift automatically goes to the ground floor and is not functional during a fire evacuation).
- Any staff and students with disabilities, which may impact on their ability to evacuate safely and promptly in the event of a fire, should already have been provided with a Personal Emergency Evacuation Plan (PEEP) which will clearly detail how they can be assisted in the event of an evacuation. This will be provided by the Italia Conti Welfare team (students) and Lead Fire Marshals (Staff).

6.5 Refuge Points

If individuals cannot exit the site for any reason, there are 2 Refuge Points which allow communication with the Reception Team. These are located at the top of the main staircase on Floor 1, and the bottom of the stairs by the lift.

These evacuation arrangements may be agreed in advance in a Personal Emergency Evacuation Plan (PEEP).

6.6 Reception staff

Italia Conti's Reception staff are responsible for:

- in conjunction with the Caretaker and/or Duty Manager, checking the Fire Alarm Panel for the location of any fire, noting that if the panel states 'Zone 11 - Landlord' the evacuation should proceed as normal;

- contacting Victoria Place Centre Security;
- where appropriate, ensuring that the daily sign in/sign out sheets are available in the event that a fire evacuation register needs to be taken;
- taking all registers to the fire evacuation point in the event of an evacuation;
- ensuring that any visitors (including contractors) are safely accounted for by checking the *Visitors' Book*.

6.7 Visitors

If a member of staff has a visitor, they should ensure that they are able to leave the building safely by either escorting them or indicating the nearest fire exit. The Operations Team will check against the *Visitors' Book* to ensure all visitors are accounted for.

6.8 Wellbeing Team

Italia Conti's Wellbeing Team is responsible for:

- informing the Chief Fire Marshal and Duty Manager of a permanent or temporary disability affecting any member of staff or students that may affect their ability to evacuate a building in the event of an emergency.
- compiling Personal Emergency Evacuation Plans (PEEPs) for students or staff with permanent/temporary disabilities, after consultation with the Chief Fire Marshals and Health & Safety Lead.

6.9 All Clear

The All Clear will be confirmed by the Duty Manager who will be liaising with the Emergency Services and Victoria Place Management. No one may re-enter the building until the All Clear has been given.

6.10 Lockdown Alarm

There is also a lockdown alert via the Italia Conti Tannoy system. In the event of a lockdown, staff and students should remain where they are and **should not** leave the room unless they are instructed to do so. In this eventuality, students should obey all instructions from staff, who should follow the 'Run, Hide, Tell' guidance.

7. Assembly Points

For Italia Conti's main site at 2 Henry Plaza, Victoria Way, Woking, Surrey, GU21 6BU:

All staff and students should gather at the muster point outside Gail's Bakery located outside:

Victoria Place Shopping Centre,
1 Commercial Way, Woking, GU21 6XR

What3words: often.neat.scars

All students should be gathered in alphabetical order by surname (along with relevant tutor) to facilitate roll call by Fire Marshals.

7.1 Sounding the Alarm

The person aware of the fire should alert any persons in the vicinity to clear the area and sound the alarm by breaking the glass in the fire-call point. Where possible, that person should then notify a member of the Fire Marshal team via Reception of the location of the fire and evacuate as instructed.

7.2 Italia Conti Trip/Excursions/Off-site rehearsals

The tutor concerned is responsible for passing the names of students and staff that have permission to be out of Italia Conti during normal timetabled hours to Reception **before** the students leave the building.

If the activity concerns a rehearsal/performance in another theatre, staff should confirm that this venue's health and safety induction (including a briefing on fire safety and procedures) has been carried out.

7.3 Outside of Normal Italia Conti Hours

Anyone working on any of Italia Conti's premises after normal working hours or during holidays must sign in/out with Reception on entering and leaving the building (visitors to comply with instructions prescribed in the *Health & Safety Policy*).

During performances, the Production Manager, Stage Manager, Technical Operator and Front of House Duty Manager are the responsible persons. A 'Checklist for Performances' (**Appendix 5**) sheet is to be completed before each performance.

8. Calling the Emergency Services

Nobody (staff or students) should take it upon themselves to unilaterally phone the Fire Brigade unless instructed to do so by the Chief Fire Marshal or the Duty Manager (see **Appendix 3**).

8.1 Standard Information for the Fire Brigade

When you dial 999 you will be directed by a BT operator to the Fire Service. They will take you through a set of questions including location and the circumstances of the incident. You should ensure that you provide a contact number for Fire Service, (which will probably have to be a mobile number) and the following details:

Contact details:

Italia Conti,
2 Henry Plaza, Victoria Way, Woking, Surrey, GU21 6BU
Telephone number: 01483 322220

What Three Words: oppose.clouds.phones

9. Evacuation**9.1 Evacuation during normal teaching hours**

Staff have been allocated to check certain areas have been successfully evacuated when they leave the building. The list of staff and the locations they are responsible for are listed in our *Fire Alarm and Emergency Evacuation Procedures*.

The current list of the Chief Fire Marshals, Fire Marshal, Caretaker and Health and Safety Officer is to be found in the *Fire and Emergency Evacuation Procedure(s)*.

9.2 Fire Safety Maintenance

All fault-tests and maintenance are to be recorded in the '*Fire Safety Logbook*' which is located in Reception.

10. Fire Alarm system**10.1 Daily Checks**

The caretaker will check the Fire Control Panel when opening up the building each day. The panel indicators must be normal, with any faults to be recorded in the *Fire Safety Logbook* as well as informing the Chief Operations Officer and Health & Safety and Building Manager, and ensuring that any previous faults have been rectified.

10.2 Weekly Checks

A single detector or call point will be activated to ensure correct panel indications, with a different detector/call point used each week.

All sounders isolated during the test should be tested when reactivated.

All faults to be recorded in the *Fire Safety Logbook* as well as informing the Chief Operations Officer.

These checks are scheduled to take place every Thursday at approximately 08:15 am.

10.3 Bi-Annual Checks

This is arranged and carried out by an external company². All faults and recommendations are logged and brought to the attention of the Chief Operating Officer who reviews Italia Conti's Health and Safety arrangements.

10.4 Fire Evacuation Drills

It is the responsibility of the Chief Fire Marshal(s)/ Chief Operating Officer to ensure that a termly Fire Evacuation Drill is carried out. This should simulate a real situation and so only staff directly involved in supervising the drill should be informed of the date and time of this drill. (Exceptions can be made if there is a need to inform other specific staff or students for health and safety reasons).³ A *Fire Evacuation Drill Report* is to be completed in the relevant site's *Fire Safety Logbook* and any necessary corrective action taken as soon as possible. The exact timing of any drill must be agreed in advance with the Landlord.

11. Fire Extinguishers

11.1 Daily Checks

The Caretaker and/or the Chief Fire Marshals are reminded to take necessary action in ensuring that Fire Extinguishers are not moved from the labelled location and to be mindful of what types of Fire Extinguishers are placed in each location.

11.2 Monthly Checks

Monthly checks are carried out by our appointed contractor to ensure that Fire Extinguishers are in their correct positions, that they have not been tampered with or discharged and checking the pressure gauges for loss of pressure. All faults to be recorded in the *Fire Safety Logbook* as well as informing the admin office/Reception.

11.3 Annual Checks

The Caretaker, in conjunction with the Chief Operating Officer and the Health and Safety Lead, is responsible for ensuring that all extinguishers have been serviced by a competent engineer to the relevant British Standards and again logged appropriately in the *Fire Safety Logbook*, with faults being resolved as soon as possible.

12. Emergency Lighting

12.1 Monthly checks

A designated third-party Maintenance and Engineering company, via Service Master, will check the emergency lights each month, with a 3 hour drain down taking place once a year.

13. Fire Doors and Emergency Exits

13.1 Fire Doors (Annual Checks)

The designated third-party Maintenance and Engineering company, via Service Master, is responsible for checking all fire doors annually.

² Currently Capstone.

³ For example, if the health of a student or member of staff will be adversely affected if they hear a fire alarm.

Fire Marshals should monitor fire doors during the rest of the time and notify any faults via the *Fire Safety Logbook* & inform the Chief Operating Officer.

13.2 Fire Exits Daily Checks

When opening the building the person responsible for unlocking is to check for any Fire Exit blockages or dangers, with any repetitive or immediately unsolvable hazards to be recorded in the *Fire Safety Logbook* as well as informing the Admin Office. The Chief Operating Officer is responsible for ensuring that any previous faults have been rectified.

13.3 Fire Exits Weekly Checks

As part of the Alarm Testing, the Caretaker, in conjunction with the Chief Operating Officer, is responsible for thoroughly checking that Fire Exits are accessible and safe for use. Any repetitive or immediately unsolvable hazards should be recorded in the *Fire Safety Logbook* as well as informing the Chief Operating Officer. The Chief Operating Officer is responsible for ensuring that any previous faults have been rectified.

14. Fire Sprinklers

The building is equipped with sprinklers. Responsibility for these is shared between Italia Conti and Victoria Place Management. (Note: Italia Conti has no direct control over the sprinklers.)

15. Links with other policies

This *Fire Safety Policy* links to the following policies:

- *Emergency Actions Plan Policy*
- *Fire Alarm and Emergency Evacuation Procedure*
- *Health and Safety Policy*
- *Risk Assessment Policy*

Appendix 1: Location of Fire Call Points

The Fire Alarm system is a modern, intelligent network fire control system. It connects to manual fire call points, smoke detectors, plant interfaces and electronic sounders throughout the building. In its day-to-day operation the system looks after itself.

Additionally, the fire alarm may be **manually** activated at the following **locations**:

Floor:	Area:	Location:
Ground Floor	Reception	Entrance doors
	Side entrance	Entrance doors
	Back corridor	Internal doors
First Floor	Back corridor (near fire exit)	Internal door
	Rear stairs (near caretaker's office)	Internal door
	Plant room	Internal door

Appendix 2: Location of Fire Extinguishers

Area	Location	Type
Lower Ground Floor	Reception 2	1 x foam; 1 x CO ₂
	Lockers/corridor 1	1 x foam; 1 x CO ₂
	Lift Lobby	1 x foam; 1 x CO ₂
	Main Reception	1 x foam; 1 x CO ₂
	Theatre	1 x foam; 1 x CO ₂
Upper Ground Floor	Top of stairs	1 x foam; 1 x CO ₂
	Teaching staff fire exit	1 x foam; 1 x CO ₂
	Outside Welfare Room	1 x foam; 1 x CO ₂
	Plant Room	1 x foam; 1 x CO ₂
	Outside studio control room	1 x foam; 1 x CO ₂
	Acting studios 11 and 12	1 x foam; 1 x CO ₂
	Exit to upper ground loading bay	1 x foam; 1 x CO ₂
	Fire exit corridor 2	1 x foam; 1 x CO ₂
	Outside Studio 4	1 x foam; 1 x CO ₂
	Outside Admin tea point	1 x foam; 1 x CO ₂
	Outside studio 7	1 x foam; 1 x CO ₂

Appendix 3: Personal Emergency Evacuation Questionnaire & Plan (PEEP)

The PEEP on the following page should be completed by the Wellbeing Team (students) or Lead Fire Marshal / Deputy Fire Marshal (staff).

Storage of PEEPS

Students:

A copy of each PEEP should be stored in the **Fire Safety Folder** at Reception, and also uploaded to the individual student's ProMonitor file.

Staff:

A copy of a staff member's PEEP should be sent to HR and stored in the individual **staff member's HR file**.



PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

A Personal Emergency Evacuation Plan, or PEEP, is a bespoke “escape plan” for individuals who may have difficulties evacuating a building to a Total Place of Safety independently, without support or assistance from others.

Why should you fill in the PEEP form?

Knowing how to respond to emergency alarms in any building can be a matter of life or death. This is true when you are at Italia Conti, but also when you use any other building, e.g., for shopping, entertainment or business. In emergency situations, you will be able to make informed decisions if you understand something about the way buildings are equipped with fire protection systems.

Whilst you are a student here at Italia Conti, we have a legal responsibility to protect you from fire risks and to ensure your health and safety. In order to do this, we need to know what assistance you would require during an emergency.

You should complete this form with your PEEP Coordinator or Deputy whose contact details are below:

Coordinator

Name: Will Flanagan

Email: will@italia-conti.co.uk

Deputy

Name: David Willoughby

Email: david.willoughby@italiaconti.co.uk

What will happen when you have completed the form?

Italia Conti will be able to provide you with any information you need about the emergency evacuation procedures in the building(s) in which you study.

If you need assistance to leave buildings in an emergency, we will be able to work out a ‘Personal Emergency Evacuation Plan’ for you.

To do this we will discuss the best ways of getting you to a place of safety quickly and comfortably. We will involve you, your carer (if applicable) and the person(s) in charge of the building(s) in which you study.

Instructions: please complete the sections in blue (as appropriate).

EMERGENCY EVACUATION QUESTIONNAIRE - STUDENT FORM					
Full Name					
Date of Birth (DOB)					
Mobile Number					
Contact Telephone Number					
E-mail Address					
Course of Study					
Please indicate the disability(s) that may affect your ability to leave a building quickly and independently					
Please indicate how your condition/s impact your ability to leave a building quickly and independently					
Where are you based for most of the time whilst at Italia Conti?					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Building (Henry Plaza, Buzz Theatre, Rhoda McGaw Theatre, etc)					
Studio No					
Time					
Please attach timetable.					
If you attend at evenings or at weekends, please give details:					

AWARENESS OF EMERGENCY EVACUATION PROCEDURES		
	YES	NO
Are you aware of the emergency evacuation procedures which operate in the building(s) in which you study?		
Do you require written emergency evacuation procedures?		
If Yes, do you require written emergency evacuation procedures to be:	YES	NO
Supported by British Sign Language Interpretation		
In Braille		
On disk		
In large print		
If so, please specify what type and size of font you prefer?		

SIGNAGE		YES	NO
Are the signs which mark the emergency exits and the routes to the exits visible to you?			
If not, in which specific buildings?			
EMERGENCY ALARM			
	YES	NO	DON'T KNOW
Can you hear the fire alarm(s) provided in the buildings in which you study?			
If there are specific problem areas in a building, please GIVE DETAILS			
	YES	NO	
Could you raise the alarm if you discovered a fire? (for example by breaking a red break glass call point)			

ASSISTANCE			
		YES	NO
Do you need assistance to get out of any buildings in an emergency?			
Is anyone designated to assist you to get out in an emergency?			
If so, please give their name			
Telephone Number			
Are they with you at all times?			
In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you study and tell them where you were located? (for example, by use of a mobile phone) Have you checked the mobile phone signal works in the building?			
GETTING OUT			
Please provide a comment (if necessary)		YES	NO
Can you move quickly in the event of an emergency?			
Are you a wheelchair user?			
Do you find stairs difficult to use?			
Are there any doors that you are unable to open alone or without difficulty?			
OTHER			

If there is anything else we need to know that would be relevant in an emergency, please give further details.

I confirm that I have received advice and guidance on my Personal Evacuation Plan and I will comply with the PEEP.

Name Signature

Date Form Completed.

Form completed by:

(Staff name & Student name)

1.

2.



Thank you for completing this questionnaire. The information you have given will help Italia Conti to meet any needs for information or assistance you may have.

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

To be completed by the Chief Fire Marshal / Deputy Fire Marshal with the student.

*If the individual works/studies in more than one building,
it may be necessary to prepare a separate PEEP for each building*

Instructions: please complete the sections in blue (as appropriate).

Name					
DOB					
Course/Department					
Phone No.					
Building					
Studio No					
Reason for PEEP					
AWARENESS OF PROCEDURE					
Student is informed of a fire evacuation by:					
<i>Please tick relevant box</i>	Y	N		Y	N
Existing alarm system:			Visual alarm system:		
			Other (please specify):		
DESIGNATED ASSISTANCE					
The following have been designated to give the student assistance to get out of the building in an emergency					
Name					
Contact Details (Building, Studio No and Ext)					
Name					
Contact Details (Building, Studio No and Ext)					

METHODS OF ASSISTANCE (e.g. Transfer procedures, methods of guidance etc)			
EQUIPMENT PROVIDED (including means of communication)			
PERSONALISED EVACUATION PROCEDURE (A step-by-step account beginning with the first alarm)			
1			
2			
3			
4			
5			
6			
7			
8			
MONITOR AND REVIEW			
Signed by Fire Marshal		Date	
Signed by Individual		Date	



The information on this form will help Italia Conti to meet any needs for information or assistance the individual may have.

(PEEP templates last updated in January 2025)

END

Policy Updates – Fire Safety Policy 2025-2026 (for PSG)

3.3 Location

Deleted phrase: “with the exception of the Italia Conti Associate Schools which have their own policy” as this applies to policy scope rather than location.

Clarified that Conti also teaches at other sites, i.e. “Note: Italia Conti also operates programmes/courses at sites other than its main Working site.”

3.6 Practice Drills

Tidied up a longer paragraph into 2 shorter ones, new version now reads:

instigating a reporting mechanism for defects concerning fire or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate;

arranging for the testing and maintenance of fire safety, electrical and gas installations, and equipment.

6.4 Students

Additional information has been provided on the lift, i.e. The lift automatically goes to the ground floor and is not functional during a fire evacuation.

10.4 Fire Evacuation Drills

Wording updated slightly to include a reference to students, i.e. This should simulate a real situation and so only staff directly involved in supervising the drill should be informed of the date and time of this drill. (Exceptions can be made if there is a need to inform other specific staff or students for health and safety reasons).

13.2 Fire Exits Daily Checks

The original version had a reference to Fire Exit blockages or dangers being also relayed to “Admin Office” as well as in the *Fire Safety Logbook*. This seems ambiguous, so have amended this to say: Any repetitive or immediately unsolvable hazards should be recorded in the Fire Safety Logbook as well as informing the **Chief Operating Officer**.

14. Fire Sprinklers

Have added the line: (Note: Italia Conti has no direct control over the sprinklers)

END