

Stage Stars®



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STAGE STARS

Fire Safety & Emergency Evacuation Policy

Notre Dame School Hall, Plymouth & External Performance Venues
Regulatory Reform (Fire Safety) Order 2005 Compliant

Version: 1.0

Adopted: 18 February 2026

Next Review: 18 February 2027

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1. Policy Statement

Stage Stars is committed to ensuring the safety of all children, volunteers, staff and visitors during rehearsals, sessions and productions.

Under the Regulatory Reform (Fire Safety) Order 2005, the Responsible Person for fire safety is the venue operator. Stage Stars will comply fully with all venue fire procedures and will ensure the safe supervision and evacuation of participants in our care.

The welfare of children remains paramount during any emergency situation.

2. Responsibilities

Venue Responsible Person (e.g. Notre Dame School / Theatre Management):

- Maintenance of fire alarm systems
- Fire risk assessments for the building
- Fire detection and emergency lighting
- Structural fire precautions

Stage Stars Responsibilities:

- Safe supervision and evacuation of participants
- Ensuring volunteers understand fire procedures
- Maintaining clear escape routes during activities
- Conducting activity-specific risk assessments (e.g. productions, smoke machines)

3. Fire Safety at Notre Dame School (Rehearsals & Sessions)

Stage Stars follows the school's fire alarm and evacuation procedures.

On hearing the alarm:

- Stop activity immediately.
- Evacuate calmly via the nearest safe exit.
- Do not collect personal belongings.
- Assemble at the school's designated assembly point.
- Registers will be taken immediately.

Volunteers must ensure all children are accounted for and remain supervised until the all-clear is given by the school or Fire & Rescue Service.

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4. Fire Safety at Theatre Productions

During productions, Stage Stars appoints named Fire Marshals responsible for backstage evacuation of cast and volunteers.

The theatre remains the Responsible Person for the building and audience areas. Stage Stars will liaise with theatre management prior to performances to confirm:

- Alarm signals
- Backstage escape routes
- Assembly points
- Communication procedures

In the event of alarm:

- Fire Marshals direct cast to nearest safe exit.
- Cast assemble at the agreed backstage assembly point.
- Registers are checked immediately.
- No one re-enters until authorised by the Fire & Rescue Service or venue management.

5. Fire Marshals

Fire Marshals will:

- Be briefed prior to each production.
- Know exit routes and assembly points.
- Sweep designated backstage areas where safe to do so.
- Report missing persons immediately.
- Not place themselves at personal risk.

Fire Marshals' primary role is evacuation assistance — not firefighting.

6. Use of Smoke / Haze Machines

Where smoke or haze machines are used:

- Venue management will be informed in advance.
- Equipment will be PAT tested where required.
- Devices will be positioned away from detectors unless approved by venue management.
- A specific risk assessment will be completed.

Smoke effects will never compromise safe evacuation or visibility of exits.

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7. Personal Emergency Evacuation Plans (PEEPs)

Where a participant has mobility or medical needs affecting evacuation, a simple PEEP will be agreed with parents/carers and relevant volunteers.

This may include:

- Assigned adult assistance
- Pre-identified refuge points (if applicable)
- Alternative exit arrangements

8. Training & Briefing

Volunteers receive fire safety briefing during induction.

Before each production, Fire Marshals will receive a specific briefing covering:

- Alarm tone
- Exit routes
- Assembly points
- Communication procedures

9. Monitoring & Review

This policy will be reviewed annually or following any significant incident.

Signed:

Scott Wieprecht

Stage Stars

Review Date: 18 February 2027