

**THE LONDON HAIRDRESSING APPRENTICESHIP ACADEMY LIMITED  
OPERATIONAL MANAGEMENT PLAN – CAMDEN ACADEMY**

**As a requirement of the change of use application at 1A Hawley Road, Camden, London, NW1 8RP the LHAA require all staff to abide by this operational management plan**

**POLICY: Use of the fire exit at the rear of the property adjoining 61 Kentish Town Road, Camden, London NW1 9PY:**

1. The rear inner security roller shutter door must be unlocked during the hours of operation to allow access to the fire door in the event of evacuation for fire.
2. The fire door itself must remain shut at all times save for its use in the event of an emergency and evacuation from the property must be in accordance with our Fire Escape Policy.
3. All staff and students are **NOT** permitted to access the land immediately beyond the fire escape door **FOR ANY PURPOSE** other than as a means of emergency escape.
4. Emergency escape lighting and signs will be displayed internally within the academy.
5. Staff and students are **EXPRESSLY FORBIDDEN** to use this as a smoking area. All staff and students are reminded that the LHAA operates a **NO SMOKING** policy at its academies.
6. No deliveries are to be permitted to be made to the premises other than via the main entrance doors assessed from Hawley Road.
7. No refuse is to be deposited at this entrance or blocking this means of escape under any circumstance.
8. All staff are required to take all necessary steps to reduce all noise within the academy to avoid disturbing the neighbouring residential owners.
9. The internal security roller shutter door **MUST BE CLOSED** at the end of the teaching day.
10. Staff and students are not permitted to loiter in the immediate vicinity of the academy on Hawley Road or Kentish Town Road for **ANY PURPOSE** and the use of foul language is **EXPRESSLY FORBIDDEN**.

**Failure to comply with this operational management code will be considered a disciplinary matter and will be dealt with in accordance with the company's disciplinary policy.**