

## Fire Policy

### **Legislation and Guidance that informs this policy**

- Fire Safety Order (2005)
- Dangerous Substances and Explosive Atmospheres Regulations (2002)

### **Other Red Balloon policies that should be read in conjunction with this one:**

- Health and Safety
- Risk Assessment

### **Statement of intent**

Red Balloon recognises the need to meet our legal obligations to staff, students and visitors as described within the Fire Safety Order (2005). We aim to provide a safe place of work where fire safety risks are minimised: our priority at all times is the safety of all individuals connected with or visiting Red Balloon.

### **Responsibility for implementation**

Coordinators must ensure that there is a lead person responsible for fire safety and that that person ensures that practice meets all the requirements of this policy.

### **Core principles of practice:**

- minimise all risk of fire attached to property / accommodation;
- ensure all 'volatile' materials are appropriately and safely used;
- ensure all materials / fabrics are fire resistant;
- ensure all staff, students and visitors know what to do if they discover a fire;
- ensure all staff, students and visitors understand what to do if a fire alarm is raised.

### **Employee duties:**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are expected to cooperate fully with all procedures designed to protect the safety of others.

The lead person for fire safety will ensure that all staff are aware of current procedures.

**Procedures:**

Each centre will have a lead person for fire safety and other staff will attend training that covers:

- basic fire protection;
- fire safety awareness;
- action upon discovering a fire;
- action on hearing an alarm sounding;
- location and operation of fire alarm call points;
- purpose of fire resisting doors and their location;
- theory of fire combustion;
- fire evacuation procedures;
- assembly and accountability of staff and visitors;
- needs of disabled staff and visitors;
- practical use of portable fire extinguishers.

A list of trained staff is available at each centre.

An annual fire risk assessment will be undertaken at each centre by the lead person for fire safety.

The fire evacuation procedure will be practised at least four times per year, and a record kept of each evacuation.

Staff will be provided with an annual update re fire safety practice (during planning / preparation meetings prior to the beginning of the Autumn Term).

Fire safety will be a core element of the induction process for all employees and volunteers.

Centres will ensure that any visitors to the centre and any contractor / worker operating at the centre are conversant with fire procedures.

All fire extinguishers will be serviced and maintained annually by a suitably qualified contractor.

Staff will be made aware that they must report any missing or defective equipment immediately.

Alarms will be checked at least annually by a suitable contractor.

Each centre will ensure that it has an accurate record of people in the building at all times and that this is available in the case of an evacuation.

All routes that may be used during an evacuation will be kept free from obstruction at all times.

Each centre will have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of the escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers - maintenance should be by a competent person eg ISO9001 or BAFE approved.

If there is a member of staff or student who is unable to leave the building unaided, a personal emergency evacuation plan (PEEP) must be completed to ensure that s/he can be provided with the necessary support required to exit the building, and that plan must be executed once the alarm is raised.

If a visitor would require support to exit the building, their requirements should be discussed upon arrival and the coordinator / person responsible for fire safety must satisfy themselves that the visitor will be able to exit the building in timely fashion.

### **Minimising the risk from dangerous substances:**

- All flammable liquids and gas cylinders will be appropriately stored.
- Only those quantities of liquids and gas required for use will be exposed at any time.
- Flameproof equipment will be used where flammable atmospheres may be encountered.
- Arrangements will be made for the safe handling and transport of dangerous substances.

- COSHH data sheets will be produced for hazardous substances.
- As part of the fire safety assessment a risk assessment in line with the Dangerous Substances and Explosive Atmospheres Regulations will be carried out.

### **Raising the alarm:**

If the fire is discovered by a staff member or visitor, the alarm will be raised by activation of the nearest call point located on each landing and hallway throughout the building (by pressing central 'weak spot' in middle of the glass). If a fire is detected by automatic detectors, this will trigger the fire alarm.

### **The following actions will be taken once the alarm is raised:**

(NB The assembly point and routes of exit will be clearly identified and shown at each centre)

- The fire marshal on duty will take charge and lead the evacuation.
- All staff will take responsibility for ensuring that they and students (and visitors if appropriate) leave the building promptly.
- The fire marshall will do a 'sweep' of the building to ensure everyone has left.
- The fire marshall will dial 999 and provide necessary details.
- Required items will be taken from the building (each centre will have clear directions as to what should be taken from the building eg visitors book, record of people in the building and who is responsible for ensuring that these items are collected).
- No-one will place themselves at risk of harm or injury, or delay their exit to collect possessions or close windows, but the last person to leave a room should close the door.
- No-one will be allowed to re-enter the building until the fire services have confirmed that it is safe to do so.
- The fire marshall will check that all students, staff and visitors are present outside the building and inform the fire services if anyone is missing.

## **Fighting fires - Extinguisher use**

Extinguishers are located on every floor of the building in each centre (fire marshals are trained to use these). They will only be used when the fire is small (smaller than a tea towel). If no success is achieved after ten seconds, the procedure should be terminated and evacuation procedures followed.

Each centre will hold appropriate contact details for agencies / individuals that may be contacted for fire safety advice and training.

Policy updated by Bob Sproson, Director of Education, September 2018 - for annual review.