



RBAir Fire Policy

Legislation and Guidance that informs this policy:

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

Other Red Balloon of the Air (RBAir) policies that should be read in conjunction with this one:

- Health and Safety
- Risk Assessment

Statement of intent:

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

Core principles of practice:

We aim to

- 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 understand 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.

Responsibility:

Air trustees, together with the senior managers of RBAir are responsible for ensuring that appropriate fire safety arrangements are in place in any accommodation utilised for RBAir purposes (other than students' homes... although mentors raise any concerns regarding the suitability of the home environment for Air

purposes, and would identify any fire risk were they aware of it). Red Balloon employs a director of operations who provides appropriate advice and support in this area.

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.

RBAir managers will ensure that there are appropriately trained staff available in all Air accommodation and that all accommodation utilised by RBAir has adequate fire safety procedures in place and that parents / carers are aware of their responsibilities when students are working from home.

Procedures:

Fire prevention work will be undertaken in every piece of accommodation accessed by RBAir staff and students.

RBAir accesses a range of accommodation in attempting to provide appropriately for all students. In accommodation that is owned or rented solely by RBAir, then the described responsibility falls to Air staff. Where we make partial use of a building, then the overarching responsibility lies with the owner / main user, but Air staff must check that appropriate fire procedures are implemented, and ask that remedial action be taken should that not be the case.

In those cases where students work from home, there is no expectation that parents / carers will implement formal procedures as per those described for 'business' accommodation, but when mentors or other staff visit homes they will remind parents / carers of their responsibility to ensure that the home is safe (eg in the event of a fire, there is an exit route) and may ask parents / carers to carry out certain actions before provision begins (eg getting a qualified electrician to check an obviously dangerous plug point - this might be indicated by evidence of overheating), or removing unnecessary flammable materials. The responsibility for safety, however, remains with the parents / carers. Students will be encouraged to consider their own welfare / safety and general safe practices, including minimising fire risk, will be covered within their learning opportunities with RBAir.

In Air accommodation:

Fire evacuation procedures 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.

Staff will ensure that any visitors to RBAir accommodation and any contractor / worker operating therein 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 location 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 location 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 will 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 must 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 (specific responsibilities between Air and other staff are as described under procedures:

- Any / 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 any 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:

These procedures will apply in any properties used solely by Air staff; Air staff must assure themselves that appropriate procedures are in place in any 'other' accommodation.

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 the 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:

The fire marshal on duty will take charge and lead the evacuation.

Each location 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.

The assembly point and routes of exit will be clearly identified and shown at each location.

All staff will take responsible for ensuring that they and students (and visitors if appropriate) leave the building promptly.

The fire marshal will do a 'sweep' of the building to ensure everyone has left.

The fire marshal will dial 999 and provide necessary details.

No-one should 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 may re-enter the building until the fire services have confirmed that it is safe to do so.

The fire marshal 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 will be located on every floor of any building used solely by RBAir (fire marshalls 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.

In any other accommodation used by RBAir staff, those staff must ensure that properly maintained extinguishers are available and accessible.

The lead person for fire safety 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 2019 - for annual review.

