

Policy document control box	
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Purpose

This policy enshrines that 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 a Red Balloon of the Air centre.

Scope

The Headteacher will ensure that there is a lead person responsible for fire safety at each site and that that person ensures that practice meets all the requirements of this policy.

Policy statement, provision and safeguards

- 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 (see Procedures Section).

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

Procedures

RBAir will have a lead person for fire safety on each site, and other staff will attend training that covers:

- basic fire protection and prevention;
- fire safety awareness and procedures;
- 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.

The H&S Lead will ensure:

- There is a list of trained staff available at each centre.
- An annual fire risk assessment is undertaken at each centre by the overall lead person for fire safety - presently our Health and Safety lead.
- Staff are provided with an annual update re fire safety practice (e.g. during planning / preparation meetings prior to the beginning of the Autumn Term).
- The fire evacuation procedure will be practised at least annually, and ideally three times per year, and a record kept of each evacuation.
- All fire extinguishers will be serviced and maintained annually by a suitably qualified contractor.
- Alarms will be checked at least annually by a suitable contractor.
- Each centre will have a suitable system for the maintenance of clear emergency routes and exits clearly indicated by signs and notices. There may also be emergency lighting where required, fire detectors and alarms depending on the building. Fire extinguishers will be available at all RBAir centres and regular maintenance should be by a competent person, eg ISO9001 or BAFE approved.

Staff will ensure:

- When leaving a room and at the end of the day, it is the responsibility of the last staff member in each room and/or building to ensure that every door is fully closed behind them in order to prevent or minimise the spread of fire.
- That they complete the induction process including the Fire Safety core element for all employees and volunteers.
- Any visitors to the centre and any contractor / worker operating at the centre are made conversant with fire procedures.
- That they report any missing or defective equipment immediately.
- Each centre will ensure that it has an accurate record of people in the building (staff, students and visitors) at all times and that this is available in the case of an evacuation.

- That all routes that may be used during an evacuation will be kept free from obstruction at all times.
- If there is a member of staff or student who is unable to leave the building unaided, a personal emergency evacuation plan (PEEP) will be completed and checked by the H&S Lead 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 person responsible for fire safety must satisfy themselves that the visitor will be able to exit the building in a timely fashion.
- RBAir Risk Assessments must be fully completed before activities are undertaken e.g. student cooking sessions.

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 near entrances throughout the building (by pressing the central 'weak spot' in the middle of the glass). If a fire is detected by automatic detectors, this will trigger the fire alarm.

If in a building without fire alarms, the person discovering the fire or the Fire Marshal must raise the alarm verbally throughout the building.

Actions to be taken once the alarm is raised

- 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 marshal will do a 'sweep' of the building to ensure everyone has left.
- The fire marshal will dial 999 and provide necessary details.
- Required items will be taken from the building e.g. visitors book, record of people in the building.
- 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 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 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.

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