

Policy document control box	
Policy title	Fire Policy
Policy owner (including job title)	Christina Pepper (Head of Centre)
Version	1.0
RB Reading approving body	Red Balloon Reading (RBR) trustees
Date of meeting when version approved	23 June 2021
Date of next review	June 2024
Signed by Head of Centre	<i>Christina Pepper</i>
Date signed	23 June 2021
Signed by Chair of Trustees	<i>Alasdair Pearson</i>
Date signed	23 June 2021

Policy contents:	
Purpose	2
Scope	2
Policy statement, provision and safeguards	2
Employee duties:	2
Procedures:	2
Minimising the risk from dangerous substances:	3
Raising the alarm:	4
Actions to be taken once the alarm is raised:	4
Fighting fires - Extinguisher use	4
Legislation and Guidance that informs this policy	4
Other RBR policies to be read in conjunction with this one:	4

Purpose

This policy enshrines that RBR 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 RBR.

Scope

The Head of Centre will 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.

Policy statement, provision and safeguards

- minimise all risk of fire attached to property;
- 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:

RBR 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 updated by the Administrator and kept on Google Drive.

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

The fire evacuation procedure will be practised at least once a term, and a record kept of each evacuation.

Staff will be provided with an annual update by the lead person 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.

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

When students join, and prior to the first fire evacuation practise, they are advised where the fire exits and meeting point are.

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.

RBR will ensure that it has an accurate record of people in the building, using the signing in out sheets by the front door, 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. There are three escape routes. The main fire route is via the main staircase and out of the front door on the ground floor. Secondary routes are accessed on the ground floor through the Community Room to the back door, and on the lower ground floor back door, accessed through Basement Room 2 and up the external staircase leading to the garden.

RBR 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 is carried out 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) will 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 a 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 the central 'weak spot' in the middle of the glass). If a fire is detected by automatic detectors, this will trigger the fire alarm.

Actions to be taken once the alarm is raised:

- The fire marshal 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.
- The staff, student and visitor logs will be taken from 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.

Power & Gas Isolation

The gas and electrical intake is located under the front porch. They can be accessed by going to the left of the stairs and through the wooden doors.

Legislation and Guidance that informs this policy

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

Other RBR policies to be read in conjunction with this one:

- Health and Safety
- Risk Assessment