

<b>Policy document control box</b>	
Policy title	<b>Fire</b>
Policy owner (including job title)	Jessica Lechner (Centre Coordinator)
RB Cambridge approving body	RB Cambridge trustees
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Responsible trustee	Ian Swain

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NB Red Balloon Cambridge currently operates across two centres. The requirements and practices described within this policy apply equally to both centres. Samantha Nightingale is the person with delegated responsibility for both centres.

## **Purpose**

Red Balloon Cambridge 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.

## **Scope**

The Centre Coordinator 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.

The person responsible for Fire Safety is Samantha Nightingale.

## **Policy statement, provision and safeguards**

Red Balloon will:

- 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:**

The 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 will be updated and made available at the centre.

An annual fire risk assessment will be undertaken. The lead person for fire safety will ensure that this is performed by a qualified body / person.

The fire evacuation procedure will be practised at least three 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.

The Centre will ensure that any visitors to the centre and any contractor(s) / worker(s) 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.

The 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.

The 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 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) 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 transporting 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 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 eg 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 both buildings (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 will 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
- Staff Code of Conduct