

FIRE SAFETY POLICY

The issue of Fire Safety is taken extremely seriously and the prevention of fire of vital importance. The charity will strive to ensure that our workers (staff and volunteers) comply with the Regulatory reform (Fire Safety) Order 2005 (Appendix 1)

Our first duty is to strive to ensure the safety of all persons who have a legitimate right to be present at any Forest Pulse activity. The Activity Manager is responsible for ensuring that a copy of the Fire Evacuation Procedure (Appendix 2) is clearly displayed at all venues. It is the responsibility of all workers to be conversant with both this Fire Evacuation Procedure, and with Fire Policy. All workers should be fully aware of the action to be taken in the event of fire.

In the event of an outbreak of fire, the saving and preservation of life takes precedence over the salvaging of property. Our first duty is to look after the children and young people in our care and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then only if this can be done without exposing any person to risk.

Most fires are caused by carelessness and ignorance. All workers have a responsibility for their own and others fire safety. They should report any possible dangerous issues to the Activity Manager/Activity Leader for action.

During setting up time, staff and volunteers should familiarise themselves with location of all fire extinguishers and read instructions detailing what type of fire each can be used for.

All fire exits and the corridors leading to them must be clear of obstruction.

Fire doors should never be propped open.

A Fire Drill will be conducted during the first week of Summer Activity Club for both groups. For ongoing activities involving regular high level attendance a Fire Drill will be held at least every three months. If it is not practical to have a fire drill (e.g. at shorter/one off activities) the Activity Manager or Activity Leader will ensure that all staff and core volunteers are familiar with the fire procedures. See Appendix 1 for Fire Evacuation Procedure.

In the absence of a built in fire alarm, and for Fire Drills when on site system cannot be accessed, a whistle/megaphone will be used to signify Fire Evacuation/Fire Drill procedures to be followed.

Registers must clearly indicate **all** children/young people, staff, volunteers and visitors present on site at any given time. It is important to record late arrivals/early departures.

A Risk Assessment should be in place in the event of fire or other emergency requiring evacuation of the building.

Risk Assessments will be in place for children and young people who might encounter difficulty evacuating the building, e.g. wheelchair users, children/young people with anxiety levels raised by the sound of the alarm, increase in activity etc.

IN THE EVENT OF A FIRE

1. The Activity Manager and/or Activity Leader are the nominated people responsible for the implementation of emergency procedures as per Fire Safety Policy and Emergency Fire Evacuation Procedure ([Appendix 2](#)), and for contacting the Fire Department. They should check the control box

to identify the area where the alarm has been activated. If it is safe to do so they should check the area for signs of fire, but without opening doors unnecessarily.

2. The Activity Manager/Leader (as the responsible person) is responsible for the evacuation of the building to agreed assembly point, delegating duties to other workers as appropriate. No-one should stop to collect belongings, and no-one should return to the building other than the delegated worker in 6 below.
3. The register should be checked at the Assembly Point to ensure everyone is accounted for. Walkie talkies to be used to confirm whereabouts of anyone not at Assembly Point, and to keep person nominated in 6 below aware of whether anyone is not accounted for, and the area they might be in.
4. A member of staff can be delegated to be responsible for checking building, with assistance if available, **PROVIDING THIS CAN BE DONE WITHOUT PERSONAL RISK**. They will check no one is left in the building (even if register checked off) and to check doors and windows are closed They will take a walkie talkie with them to aid communication.
5. Where possible, non mobile children/young people will be evacuated in their wheelchairs. In the event of a child who is wheelchair dependent being out of their wheelchair at the time of the alarm being raised, remember that electrical hoists can be compromised. When a hoist is not available and the move is classed as essential a fire sling should be used if available. If not a two person/multi-person lift can be undertaken providing staff/volunteers are both competent and agreeable to undertake this. Ideally at least one, and if possible both staff/volunteers should be trained in moving and handling. In the event of a serious fire (or other highly hazardous situation, e.g. explosion) when there is risk of serious injury or loss of life, if a wheelchair dependent person is not in their chair, a fire sling is not available and a multi-person person lift is not possible, a risk assessment can be made to move the person using a blanket, bean bag or similar piece of equipment, ensuring the person is kept as safe as possible during this process and involving additional staff as required. If the person is on an item of movable equipment such as an Acheeva bed, they can be evacuated on that piece of equipment, particularly if returning them to their chair would compromise their safety.
6. In the event of fire at Heart of the Forest School, the school's Fire Policy states that:-

“Forest Pulse is responsible for ensuring all their staff and children are evacuated safely in line with the school’s evacuation procedures. As some normal exit routes are not available outside of normal school hours their evacuation procedures need to reflect this. The Business Manager will discuss the evacuation procedures with the Manager of Forest Pulse to ensure they are adequate and comply with the necessary requirements. The Manager of Forest Pulse will ensure the appropriate fire exits are unlocked and usable for the duration of their use of the school.

In the event of the alarm being activated Forest Pulse will follow their normal evacuation procedures to the agreed assembly point. If there is evidence of fire from the outside of the building the group will dial 999 immediately and will notify one of the school fire wardens.

Forest Pulse will remain in the agreed assembly point (if it is safe to do so), until a school fire warden/fire brigade attends. When alarms are activated out of school hours the emergency response centre will automatically contact the school fire wardens, who will attend school. They will talk to the group to ascertain where the alarm was activated (if known). The fire warden will wait for the fire brigade to arrive and show them into the building by the Headteachers office (providing it is safe to do so) to check the fire panel in main reception. The fire warden will exit the building and leave the fire brigade to check the premises.”

Forest Pulse will remain in the agreed assembly point (if it is safe to do so), until either it can be confirmed it is a false alarm, or the fire brigade attends. When alarms are activated out of school hours the emergency response centre will automatically contact the school fire wardens. The fire warden will talk to the group to ascertain where the alarm was activated (if known) and if it was a false alarm. The fire warden will decide whether it is necessary for them to attend the school. If there is a fire they will wait for the fire brigade to arrive and show them into the building by the Headteachers office (providing it is safe to do so) to check the

fire panel in main reception. The fire warden will exit the building and leave the fire brigade to check the premises. If it is a false alarm they will contact the Emergency Response Centre ”

Due to poor mobile reception it might not be possible to contact school fire warden. If it is known to be a false alarm or the situation is under control Forest Pulse will use a landline to **inform the Emergency Response Centre and will** contact fire warden at the earliest opportunity to explain situation. If there is a fire everyone will remain in the vicinity of the Assembly point. When the fire brigade arrive a senior staff member will show them into the building by the Forest Pulse Office providing it is safe to do so to check the fire panel in the main reception, and will then leave the Fire Brigade to check the premises. Fire Warden Contact details will be kept with the Register.

The Chief Executive Officer should be notified at the earliest opportunity.

7. In the event of a fire at alternative premises, the Fire Evacuation Procedures for those premises should be followed, in line with Forest Pulse Fire Policy. If activities are held above ground floor level and use of a lift is necessary, it will be ascertained beforehand that the lift has a manual override facility and or an evac-chair is available (e.g. The Main Place).
8. The Chief Executive Officer and if applicable the contact person for the building should be notified immediately. The chair of trustees should be informed as appropriate.

Evacuation of Vehicles – See Appendix 3.

In the event of a fire in a vehicle being used to transport Forest Pulse members, when it is unsafe for passengers to remain in the vehicle, staff/volunteers should escort children and vulnerable adults out of the vehicle in a safe and orderly fashion to a place of safety. Emergency manual over-ride systems are in place on the charity’s accessible minibus in the event of the linear lift not operating – see appendix 3. If the lift cannot be accessed (e.g. back doors jammed) and the wheelchair will not fit along the aisle between the seats to the side door, in a life threatening situation non-mobile passengers may be lifted from their chair using a multi person lift onto an emergency sling which is kept in compartment over front seats. Otherwise they can be carried out of the vehicle using a multi-person lift, if nothing else is available to assist the lift. The emergency services will be notified as soon as possible and given information of any mobility considerations for passengers. No-one should put their own life in danger.

Personal safety is paramount. No risk to any individual must be taken in the event of fire.



Pamela Jones, Chief Executive Officer
23.6.23

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APPENDIX 1

The Regulations

The Regulatory Reform (Fire Safety) Order 2005 (RRO), implemented in October 2006 imposes a number of duties relating to fire safety:

- To ensure that precautions against fire are taken as a matter of routine.
- To ensure that employees and others are aware of their own responsibilities with regard to fire safety.
- To carry out risk assessments.
- To apply the principles of fire prevention.
- To make arrangements for fire safety.
- To eliminate or reduce risks from dangerous substances.
- To have special procedures for serious and imminent danger and for danger areas.
- To have additional emergency measures in respect of dangerous substances.
- To have on the premises means of fire-fighting and fire detection.
- To have emergency routes and exits.
- To ensure that premises and equipment related to fire safety are kept in good repair and have regular maintenance, though where premises are rented this is the responsibility of those responsible for the upkeep of the building. However the charity still has a responsibility to ensure there are no evident fire risks, and if there are to take action accordingly.
- To ensure that the 'responsible person' has adequate support and assistance in carrying out Fire Safety duties.
- To provide information on fire safety to anyone on the premises at any time.
- To offer training on fire safety precautions to staff.

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APPENDIX 2

FIRE EVACUATION PROCEDURE FOR ACTIVITIES AT HEART OF THE FOREST SCHOOL

Getting to Know your Setting:

1. Ensure you understand all sections of this evacuation procedure, and familiarise yourself with relevant sections of the Fire Safety Policy, in particular section 5.
2. Locate the FIRE ASSEMBLY POINT – **Path and grassed area behind and to the side of the Multi-Activity Games Area (MUGA) at the rear of the school.**
2. Familiarise yourself with fire doors and exits in all the areas you will be using, bearing in mind that not all exit doors are open during Forest Pulse activities.
3. **Staff to be aware of fire evacuation risk assessment, and individual risk assessments for children/young people.**
4. Staff should ensure they know where the Fire Extinguishers are, how to operate them and what type of fire they can be used on.
5. Staff to ensure they know where mobile hoists, fire slings and blankets are situated – usually centrally located.

Discovering a Fire:

1. If you discover a fire activate the fire alarm. Use walkie talkie to notify Activity Manager/Leader.
2. Do not attempt to fight the fire unless it is blocking a safe exit when no other exit is available, or can easily be extinguished. Ensure you are competent with any fire fighting equipment before use.

On Hearing the Fire Alarm:

1. If possible shut doors and windows
2. No electrical equipment, including hoists, should be used.
3. If you hear the Fire Alarm evacuate the premises immediately as detailed below and in policy, ensuring that you assist the child/children you are working with. Do not stop to collect personal belongings.
4. Group leaders will be responsible for making sure that all young people / children in their group make their way to the assembly point
5. If any wheelchair dependent children/vulnerable adults require hoisting back into their chair this must be done by trained staff using a mobile hoist. Please see Section 5 of Fire Safety Policy for further guidance, e.g. if it is not possible to transport a person in their wheelchair. Moveable equipment e.g. acheeva beds, can be used.
6. Activity Manager/Leader (or most senior member of staff) to take responsibility for ensuring oxygen is removed from the building.

Assembly Point - Path and grassed area behind and to the side of the MUGA

Where possible keep to the path as grassed and sloping areas may be wet. Ground may be uneven so please take extra care when assisting someone in a wheelchair or on an Acheeva bed.

Groups to line up along the path next to the fence. At the Assembly point an Activity Leader will check that all young people / children are present

It is the responsibility of group staff to maintain a calm and orderly evacuation of the building and that children / vulnerable adults remain quiet at the assembly point.

NO ONE IS ALLOWED TO RETURN TO THE BUILDING UNTIL IT IS DECLARED SAFE BY A SCHOOL FIRE WARDEN, A FOREST PULSE MANAGER OR THE FIRE BRIGADE IF IN ATTENDANCE.

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APPENDIX 3

FIRE EVACUATION PROCEDURE FOR EVACUATION OF VEHICLES

- 1) In the event of a fire in a vehicle being used to transport Forest Pulse members, when it is unsafe for passengers to remain in the vehicle, activity staff/volunteers should escort children and vulnerable adults out of the vehicle in a safe and orderly fashion to a place of safety, and oversee their safety.
- 2) Emergency manual over-ride systems will be in place on wheelchair accessible vehicles. In the event of the linear lift not being operational in the charity's accessible minibus (black Peugeot) follow directions on right hand rear door:-
 - Locate lever clipped at floor level at rear of vehicle immediately inside door to the far left.
 - Hold up red lever to left of lift and following instructions pull out manually by pulling the front edge of the lift – see red lines on rear edge indicating where to hold. There is no handle, you pull on the actual lift from underneath.
 - Follow the remainder of the instructions. It is not necessarily very clear in these instructions, but the lever to manually operate the lift has to be inserted underneath the rear of the vehicle. You will need to crouch down by the nearside rear tyre (the side with the sliding door). You will see a black plastic cover immediately behind the wheel. Release the metal clip under the cover at the bottom. There is also a clip at the top but that is more difficult to release so you may find it easier to pull up from the bottom. You will then see where to push on the lever to operate the manual system. Continue to follow instructions on door
- 3) If the lift cannot be accessed (e.g. back doors jammed) and the wheelchair/s will not fit along the aisle between the seats to the side door, in a life threatening situation non-mobile passengers may be lifted from their chair using a multi person lift onto an emergency sling which is kept in compartment over front seats. Otherwise they can be carried out of the vehicle using a multi-person lift, if nothing else is available to assist the lift. The emergency services will be notified as soon as possible and given information of any mobility considerations for passengers. No-one should put their own life in danger.
- 4) The passenger file should be checked for any individual risk assessments for passengers.
- 5) The escort has main responsibility for passengers with the support of the driver and other staff/volunteers. The driver (or designated individual) should contact the Emergency Services. If it is safe to do so the fire extinguisher/s on the vehicle may be used to extinguish the fire.
- 6) Activity Leader or Chief Executive Officer should be contacted at the earliest opportunity to put in place procedures for transporting passengers to their destination, or contact parents to collect them if this is deemed unavoidable. **If it is not safe to continue the journey but there is no mobile reception 999 can be called and the situation explained to them and they should be able to contact senior Forest Pulse Staff on our behalf.**

