



Little Acorns Forest Schools Ltd

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

Aim

The aim of this policy is to ensure the safety of all members of our forest school community in the event of a fire or other hazard that would result in the evacuation of the woods. Little Acorns Forest Schools Ltd aim to ensure that all young people and staff participating in Forest School sessions with fires - will do so safely and with as little risk to their health as possible.

Sounding of the alarm (whistle is blown)

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan

In all cases, unless otherwise informed, all staff should treat the alarm/ alert as a real event and should respond accordingly. The whistle should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire that is not planned should sound the fire alarm by blowing the whistle in the red bag.

Disabled Persons

If a situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the woodland appropriately, preferably via the same exit route as the rest of the forest school.

Roles and Responsibilities

The following persons have fire safety responsibility within Little Acorns Forest school:

Director: The Director will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. The practitioner on site will liaise with the emergency services on their arrival. Depending upon the site of the fire the forest school practitioner will meet the fire services at the site entrance.

- The Lead practitioner of the session will take out
- Phone.

- Staff and Visitors book/signing in & out book

Staff

All staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. All staff have a responsibility to know the evacuation procedures. To take charge and ensure the children in their care evacuate the woodland in an emergency. They will also actively ensure that the means of escape in their woods is never obstructed or blocked. Staff should ensure that their children line up quickly and safely and walk out of the woodland quietly and in single file.

Any missing children or staff will be reported to the Lead practitioner of the session and the administrator detailing:

- Name of missing person
- Date and time last seen and by whom
- Any other information on the person e.g. medical, behavioural

The staff member in charge of the session is then to supervise the children and await further instructions from the fire brigade. Under no circumstances is anyone to re-enter the woodland until the all clear is given.

All other staff

All other adults will cooperate in the emergency procedures in event of a fire.

Non-Employees: The forest school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of children from the premises.

What staff should do if they discover a fire (that is not planned or secure);

Staff should alert the children to the risk by blowing on their whistle and report the location of the fire to the fire brigade as soon as possible after ensuring children in their care have evacuated to the main car park area to the designated assembly points. Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire fighting equipment safely. Staff should evacuate the woodland by the nearest available exit. Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the woodland until told to do so by the Lead practitioner or Fire Officers.

What children or visitors should do if they discover a fire:

Children should inform the nearest adult of the location of the fire and leave the woodland by the nearest exit. Visitors should exit the woodland by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

How the evacuation of the woodland should be carried out:

All occupants of the woodland should exit by the nearest available exit. Staff responsible for children should ensure that all children in the woodland have left before exiting themselves. The last person out of an area should be an adult. Staff and children should move quickly and quietly but do not run.

In the event of an emergency evacuation and during scheduled practices:

Assembly point is in the Little Acorns Forest School car park. If not safe to gather here then evacuate to Hicks Lodge car park.

Emergency procedure in the event of a fire – please see Appendix 1.

For planned fires within the woodland the following safety advice should be taken account of:-

Location

- Only previously agreed areas will be used for fires. The same fire sites are always to be used.
- The Leader will assess the forest floor (re. dry/damp material) and general weather conditions for suitability for having a fire safely.
- Campfire areas are enclosed and defined by logs to contain the fire area and discourage any young person from accessing the fire directly.

Positioning of young people and members of staff

- Fire areas are surrounded by secure (i.e. wedged to prevent rolling) seating logs or stumps, at least 2 metres from the fire pit – these are to be checked prior to fire lighting.
- When the campfire is in use, young people are not permitted to access the area without permission.
- When allowed to access the campfire, young people must walk around the outside of the seating logs/stools and wait for permission to step over. Once permission has been given, they must sit, ensuring legs are drawn into the log/stool and not outstretched.
- Once seated around the campfire, the young people must remain seated until directed by a member of staff to move.
- Young people will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
- Long sleeves and trousers must always be worn.
- Any young person or member of staff with long hair should have it tied back or tucked into the clothing (spare bands are in the Forest School kit bag).
- Young people are not permitted to throw anything onto the fire, but may add fuel under the direction of the Forest School Leader.
- Advice on the appropriate way for dealing with smoke will be given to the young people - they are advised to turn their head to one side, placing their hand across the face, to close their eyes or ask permission to move.
- ● If there is a clear wind direction, seating in the line of smoke is to be avoided.

Safety and Responsibility

Lighting and keeping fires burning

- The fire will be lit under the direct supervision of the Forest School Leader.
- Other members of staff (who have been fully briefed and read the Risk Assessment) may supervise the fire area and attend/feed the fire.
- Fires are lit using a fire steel, natural tinder or cotton wool.
- No flammable liquids or firelighters are to be used to light or accelerate fires.
- If sessions involve young people adding fuel to the fire, this must be done with 1:1 staff supervision and they are shown how to kneel safely (with one knee on the ground) and how to sideways feed the fire.
- Hands should never go over the fire without fire gloves on.

Safety Equipment

The following kit will be taken out to Forest School when lighting fires:

- Fire blanket
- Bucket
- Fire gloves
- Jerrican containing drinkable water
- First aid kit (with burn gel, dressings)

Extinguishing fires

- All fires must be extinguished at the end of a session.
- Water should always be on hand during campfire sessions.
- Whenever possible, all fuels should be burnt off to ash.
- The Forest School Leader should ensure that any large remains of wood are separated from one another.
- At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
- Large build-ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered throughout the woodland to enable natural decomposition.

Fire Safety Information Sheet is included in Appendix 2

Appendix 1

**Sound the alarm and
Make the area safe –
ensure that you and
others are not in further
danger.**



Guide all children to the exits
and move to the emergency
access point.



Phone emergency services providing following information;

Location of fire _____

Casualties _____.

Location – Hicks Lodge, National Cycling Centre, Willesley Rd, LE65 2UP/Longhedge Lane,
Anslow, DE13 9QR. Seales Hollow, Park Farm, Acresford Road, Overseal DE12 6HY

Tell emergency services if they will be met at the road junction by staff.



Prepare to receive emergency
services – ensure all children are
accounted for.



Continue to monitor any casualties
until emergency services take over

Restock First Aid equipment

Talk through incident with staff to
highlight training deficiency, good or
bad actions.

Look at Emergency Action Plan and
amend as necessary post incident.



Once incident complete – write up
actions on relevant paperwork

Appendix 2: Fire Safety Sheet

Little Acorns Forest Schools Ltd

FIRE SAFETY SHEET

ALL FIRES SET BY STUDENTS ARE STRICTLY UNDER CLOSE 1:1 SUPERVISION

Mandatory equipment	Safety	Fire Bucket Fire proof Gloves Water Container and Water	Fire Blanket Burns Kit complete
General Rules		All fires are set on designated areas. All fires set under the direct supervision of the forest school leader No accelerants are to be used. The fire must never be larger than necessary. All students and staff must wear long sleeves and trousers. Students are not permitted inside the fire circle unless invited to add fuel to the fire. All movement must be around the outside of the fire circle.	
Fuel and Tinder		Fuel used for the fire must be collected from approved areas or provided. Acceptable tinder are as follows: <ul style="list-style-type: none">- Cotton Wool- Char Cloth- Birch Bark- Pine resin "Fat Wood"- Grass nest	
Fire Lighting		All fire lighting by students must be under strict 1:1 supervision Jute twine or grass nests must be held by the Leader only. Fire steels and flint/steel use must be from the kneeling position. Gloves to be worn if practicing friction fire methods.	

Policy written by: Kate Morison (Lead Practitioner)

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