



Little Acorns Forest Schools Ltd

FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURE

This document details the fire and emergency evacuation procedures for all LAFS sites - they follow the same procedure in order to build an understanding. 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 everyone 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 learners and staff participating in Forest School sessions with fire will do so safely and with as little risk to their health as possible.

Sounding of the alarm (whistle is blown) - shouting Fire Fire Fire if unable to find whistle.

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, everyone should treat the alarm as a real event and should respond accordingly. The whistle and/or shouting “Fire, Fire, Fire” should be sounded for any emergency where the evacuation of the site is needed. Anyone discovering a fire that is not planned should sound the fire alarm by blowing the whistle in the red bag or shouting “Fire, Fire, Fire” as previously mentioned.

Disabled Persons

If a situation occurs where a person with a disability needs help in leaving the premises, the Forest School leaders will ensure that they assist them if they are unable to leave independently, preferably via the same exit route as the rest of the learners.

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.
- Site folder containing any visitors to site at that time.

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. Staff must take charge and ensure the children in their care evacuate the woodland in an emergency to the ERV. They will also actively ensure that the means of escape in their woods is by the quickest possible route and is accessible. Staff should ensure that their children move out of the woodland and to the ERV by the quickest means possible and leave any bags or personal equipment by the fire square.

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 service on arrival. 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 raising the alarm 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 ERV and assembly points. Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they are able to use on site fire beaters and water resources safely. Staff should evacuate learners from the woodland by the easiest route and direct them to the ERV. Personal belongings must be left with the exception of the site folder. 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 raise the alarm by shouting "Fire, Fire, Fire" and 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 are

Centre of the playing field by the trees in the middle. * Donisthorpe Primary assembly point in case of school fire alarm is at the top of the playground.

Seales Hollow is the car park.

Longhedge Lane the car park area.

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 permanent fire pit areas will be used for fires. This also includes fire squares for Kelly Kettle boiling at Longhedge Lane Training site.
- The Leader will assess the forest floor (re. dry/damp material) and general weather conditions for suitability for having a fire safely. If unsure the Leader must consult with the Director for advice.
- Fire pits are enclosed and defined by logs to contain the fire area and discourage any young person from accessing the fire directly. All permanent fire pits are clear from grass or leaves and will be free from trip hazards at all times. Bark chips may be placed within the fire pits but NOT inside the Fire squares.

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. If seating is used and stepping over is not possible then an entrance and exit is to be used and learners can walk in single file and sit down on the seating.
- 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 and moving to another seat by walking around the inside 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).
- No one is 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/petroleum jelly 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 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 of water
- Fire gloves
- Jerrican/container of emergency 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. A hand “cold” feel of the embers must be carried out and larger embers must be broken open to check for heat.

- 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 – Donisthorpe Primary School 47 Ashby Rd, Donisthorpe, Swadlincote DE12 7QF.
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.



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 Safety equipment	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 - this includes Petroleum Jelly. 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. Any Kelly Kettles or Billy cans must be sited within a fire square when being used and gloves must be worn when removing from the fire.
Fuel and Tinder	Fuel used for the fire must be collected from approved areas or provided. Acceptable tinder are as follows: • Cotton Wool • Char Cloth • Birch Bark • Pine resin "FatWood" • Grass nest

Fire Lighting	All fire lighting by students must be under strict 1:1 supervision Grass nests must be held by the Leader unless being taught as a skill. Nests must not be used away from the Fire Square. Fire steels and flint/steel use must be from the kneeling position.
Adding fuel to fire	Fuel may only be added to the fire by students only when invited to do so and under strict 1:1 supervision Only approved fuel is to be added to the fire. Fuel must be added from the kneeling position. Gloves must be worn. Hands must not go over the fire.
Smoke	Place students in the fire circle away from smoke drift. Brief correct smoke procedure. Close Eyes – Turn Head – Cover Mouth and Nose
Extinguishing the fire	All fires must be doused to extinguish fires with the exception of Kelly Kettles. If possible burn fuel to ash. No movement from the fire circle until the fire is extinguished. The Forest School leader must dispose of all ash only. Students may be invited to douse the fire, but only under strict 1:1 supervision

Policy written by: Dave Churchward (Director)

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