



Little Crickets Forest School

Fire safety and emergency evacuation policy and procedure

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer. Trained fire marshals are Abbie Reynolds, Daniel Pouncett.

Procedures

- The basis of fire safety is risk assessment, carried out by a competent person
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government Guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Fire doors are clearly marked, never obstructed and easily opened for the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the site and are checked as specified by the manufacturer.

Our emergency evacuation procedures are:

- Explained to new members of staff, volunteers and parents;
- Practiced every term (3-4 months)
- Records are kept of fire drills and the servicing of fire safety equipment.

If you discover a fire

- Raise the alarm as soon as possible – The bells are located round the site
- Alert people in the immediate area and ring the fire alarm. During the induction process the Forest School manager will show the location of the alarm points.
- You may be able extinguish small fires if you have the correct firefighting equipment on site and located nearby, during induction the Forest School manager will show you the location of fire extinguishers.
- Only do this if you know what you are doing and you have a safe escape route. Use common sense if it is not safe make sure move as far away from the fire and stay away.
- Before you attempt to fight the fire, it is especially important check that the type of fire extinguisher you plan to use is suitable for use on the fire. There are guidelines to help you on the extinguisher itself and signage placed around the area it is stored.
- Use caution, if you do not know how to use a fire extinguisher safely, then do not use it. When using, remember to stand back. Fire extinguishers should be used at a safe distance of around 8-12 feet away from the fire.

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- If you've used up a whole fire extinguisher and the flames are still not out, then the fire is too big for you to put out safely and you must leave the site immediately.
- Make your way to your nearest designated fire assembly point (Middle of the carpark outside the wooden hut)

Emergency evacuation procedure

On hearing the fire bell:

- Calmly call children in your care together.
- Visually check the space around you is empty
- Leave the forest school site via the nearest exit point.
- If inside ensure all doors and windows, are closed behind you
- Guide the children to the fire muster point, the carpark field side, opposite the wooden hut – signed posted
- Headcount the children in your care, alerting the manager if any are missing
- Remain at assembly point until manager or site manager deem the site as safe
- Call emergency services on 999 detailing the location using what 3 words.
 - Location – Dean Park Day Nursery, Cooper Dean Pavilion, Cavendish Road, Bournemouth, BH1 1RB
 - Grid reference - SZ 08801 91268 – What 3 words - ///peanut.leans.during
 - Access to site - Round to the right of main entrance (Green Gate used for Forest School)

Designate a fire marshal to open and wait at the gate for emergency services

Manager on site

- Assign the management of the children in your care to another member of staff
- Collect the attendance tablet, visitors book, first aid kit, evacuation bag and mobile phone.
- Ensure that the fire brigade have been alerted
- Designate a member of staff to meet the fire brigade.
- If fire bell rings during pick up or drop off hours, designate a member of staff to exit via the main gates meet parents.
- Sweep through the forest school site and buildings to check for children or visitors left behind, closing fire doors
- At the muster point complete a headcount and full register.
- Remain at muster point until a member of the fire authority deems it safe to return
- During drills, time and record the time taken to clear the premises

Our fire drill record book contains:

- The date and time of when the drill took place
- How long it took
- Whether there were any problems that delayed the evacuation.
- Any further action taken to improve the drill procedure.

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If there is a fire, we will use the Forest School mobile phone to contact the families (via Blossom App) of children present, to inform them of the situation.