



Fire Safety and Evacuation Policy

1. Introduction

The Management and Staff at Forbesy Camps will comply with the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541) to ensure the safety of all employees, attendees, members of the public and contractors etc. who may have reason to be on the premises. We recognise the need to take precautions to maintain the safety of all persons on the premises against the threat of fire or any other emergencies.

In the event of a fire, the safety of our attendees, staff and visitors is of paramount importance to Forbesy Camps and will be given appropriate attention to reflect this. It is our aim that the camp environment is as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in the procedures for the safe evacuation and mitigation of damage. The life safety of our attendees, staff, visitors, contractors and the emergency services will be Forbesy Camps highest priority, secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so.

2. Responsibilities

Scott Forbes (Onsite Manager) and the Welfare Officer are identified as the Responsible Persons with regards to Fire Safety at Forbesy Camps within the camp premises, under the Regulatory Reform (Fire Safety) Order 2005 and are responsible for ensuring that the fire safety policy is implemented.

The main duties of Scott Forbes (Onsite Manager) and the Welfare Manager are to:

- Ensure that fire risk assessments are carried out to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/15421). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.
- Be responsible for ensuring that appropriate staff fire safety training takes place.
- Obtain an emergency evacuation plan from each premise manager and promulgate this plan for each premises.
- Ensure that the managers of the premises have done the relevant checks i.e.
 - Fire extinguishers and other firefighting equipment (such as alarms, detectors and blankets) are inspected regularly and maintained correctly by competent persons in order to ensure they are in working order.
 - Ensure that the fire warning system is tested and maintained correctly by competent person.



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- Ensure that emergency lighting systems are tested and maintained correctly.
- Ensure records are maintained in relation to Fire Safety procedures to include records of fire instructions, building signage, fire precautions tests and maintenance records and certificates.
- Ensure fire escape routes, exit doors, corridors etc. are checked regularly and properly, are signposted, maintained free from obstruction and are available for use at all times.
- Ensure that we have an accurate as possible register throughout the day of all people entering and leaving the building, so we are aware of head count.
- Ensure at the beginning of the day that all children are made aware of all the exit areas, the assembly point in case of a fire and are shown a visual plan of the school area.

All Forbesy Camp staff are responsible for maintaining high standards of fire precautions in areas under their control and influence. In particular, staff should ensure they are aware of all evacuation/exit routes, safety meeting points and the company fire policy, including the location of all fire alarm break glass units and fire safety equipment. They should also ensure that any vision panels in doors are kept clear, that fire doors are kept shut and not wedged open and that escape routes are not obstructed.

3. Fire Procedures

If a fire is discovered, the alarm must be raised immediately. This should be the first action taken by anyone discovering a fire, however small. Forbesy Camps refutes the notion that the alarm should be raised only in the event of a large fire. Once in a safe place, the person raising the alarm must inform Scott Forbes (Onsite Manager) or the Welfare Officer of the area in which the alarm was raised and the reason behind it.

All staff are empowered to take the above actions if they believe there is a fire; no authority should be sought from anyone. Forbesy Camp will always support staff who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Where an evacuation is considered necessary, the main building fire bell will be activated and our emergency procedure followed.

Immediate evacuation of all our attendees, staff, visitors and contractors must take place as soon as the evacuate signal is given. Evacuation routes from buildings must be clearly indicated, where necessary routes from buildings should be clearly indicated with the correct signage. All persons evacuated should report directly to the assembly area and all children and vulnerable adults will be accompanied by a staff member of



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Forbesy Camps at all times during the evacuation and until returned back to the building and their activities.

Following the evacuation of the building, re-entry of the premises is strictly prohibited until Scott Forbes (Onsite Manager) declares that it is safe to do so, he will advise evacuees of the course of action. Scott Forbes (Onsite Manager) will only re-enter the building if he deems fit to do so, in the event that it is felt it is unsafe, the fire services will be contacted immediately. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building or that the emergency is over.

The primary responsibility of Forbesy Camp staff during a fire emergency is to ensure that all attendees, in their charge, have been evacuated and that the alarm has been raised.

Extinguishing the fire, using the portable fire extinguishers, should only be attempted if:

- you have received training in the safe selection and use of the extinguishers;
- that the fire does not affect your own or another's safety;
- you have informed another member of staff of their intentions to attempt firefighting;
- a dynamic risk assessment indicates that it is safe to continue.

Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in staff fire safety training.

Full details of the procedure to be adopted in case of fire are appended below.

Appendix 1: Procedure in Case of a Fire

Purpose of the Plan

The purpose of the evacuation plan is to ensure the safe, orderly and efficient evacuation of all occupants of the premises, using all the exit facilities available and to get the mind adjusted to acting rationally when confronted with a fire at Forbesy Camps.

General Details

If you discover a fire, act quickly. Immediately operate the nearest Break Glass Point (make sure you know the position of fire alarm break glass points in all buildings in which you use). Direct the attendees, in your charge, to their assembly positions and, as you evacuate the building, close as many doors and windows as possible, as long as it is safe to do so.



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Anyone (staff or visitors) discovering a fire should immediately sound the nearest fire alarm; attendees should be taught to inform the nearest member of staff if they discover a fire.

If the fire is not blocking your evacuation route or is not affecting your safety or another person's safety, an attempt to extinguish the fire should only be considered if there is no personal risk and you have received training in the safe selection and use of portable fire extinguishers.

If the fire warning sounds, act quickly. Forbesy Camp staff working with children must prepare the children in their care to evacuate via the nearest safe exit and move quickly and quietly to the Assembly Area. As you evacuate, close as many doors and windows as possible, as long as it is safe to do so. Tell the children not to take bags and personal belongings.

Upon hearing the fire alarm, attendees should be directed via the nearest exit route, by the member of staff in charge of their activity. They should leave in an orderly fashion, at a steady pace, to the Assembly Area. The member of staff should follow at the rear, closing the windows and door of the rooms, and any other doors along the exit route, which are no longer required and ensure nobody is left in the activity rooms before leaving.

The last person leaving through the fire doors must close the doors behind them.

Where applicable, at staircases, the children should descend in single file using one side of the staircase only, allowing the other side to be used by the members of other activity groups. If the staircase is only a single width, then it will be necessary to descend in single file and any overtaking by other groups of children or individuals on the staircase should not be allowed.

Upon hearing the alarm, any members of staff supervising the children in the swimming pool should contact Scott Forbes (Onsite Manager) or the Welfare Manager immediately to seek permission to stay in the swimming area. If required to leave the swimming pool area, children should be directed in an orderly fashion to the nearest safe emergency exit and should not re-enter the building. If safe to do so, a member of staff should collect towels and shoes on route for the children.

Any children participating in external activities will need to be walked to the Assembly Area by a Forbesy Camps member of staff for registration and should not re-enter the building.

Scott Forbes (Onsite Manager) is to do a sweep of toilets and used areas of the building for any children or visitors who have not yet evacuated.



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Any other staff not in charge of children, on hearing the alarm, should go immediately to the Assembly Area, assisting in the evacuation of the children where safe, unless they have any specific Fire Marshal or evacuation duties that warrant their presence elsewhere.

If necessary, all staff, whether members of staff running at activity or elsewhere on site, should ensure that any closedown procedures have been implemented, if possible, before evacuating the building.

At the assembly point, the Welfare Manager is to do a head count, using that days register. Scott Forbes (Onsite Manager) should be made aware immediately of anyone not accounted for and where they were last seen. The Welfare Manager is also to ensure any visitors or contractors are accounted for as well.

Scott Forbes (Onsite Manager) should check with contractors, staff and caretakers as to whether it was a false alarm.

Scott Forbes (Onsite Manager) to do an external visual check of the building and if deemed safe, enter the building to check the area where the alarm was triggered to check if it is safe.

If not deemed safe, the fire services are to be contacted by Scott Forbes (Onsite Manager). No one is to re-enter the building until the fire service deems it safe.

If the alarm was accidentally set off and Scott Forbes (Onsite Manager) is notified after the registration has been taken at the assembly point and everyone is accounted for, a visual internal check will take place and the alarm will be deactivated by Scott Forbes (Onsite Manager).

No one must be allowed to re-enter the building to retrieve any clothing, books, belongings etc., until permission is given by Scott Forbes (Onsite Manager) (or in his absence, the Welfare Manager).

Summary of Sequence of Events

- Alarm sounds
- Evacuate
- Investigate origin of alarm
- Assembly
- Roll call
- Communicate or wait