

Fire Evacuation Procedure

Date: Sept 2021

Review Date: Sept 2022



Premises Particulars

Premises name: Willow Banks Forest School

Address: Wincanton Sports Ground, Moor Lane, Wincanton BA9 9RB

Tel no: 073998388

Use of Premises: Community Sports Premises, Educational classroom

Owner/Employer/Person in control of Workplace:

Wincanton Sports Ground Trustees are the people who have overall control of the premises and surrounding grounds.

Victoria Predeth (Manager) rents the use of the premises for the purpose of educational provision Monday - Friday (9.00am-4.00pm)

In the event of a fire the Forest School Manager or Forest School Lead will call 999 from the forest school mobile.

The local fire service use the **What3Words** app for location, our location words are:

///profited.greyhound.stubble

Statement

Statement:

A Health & Safety policy is issued to each of our employees and volunteers. This includes a section on 'Fire Safety'.

It is the policy of Willow Banks Forest School to protect all persons including employees, volunteers students and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

Fire Evacuation Procedure

Action to be taken on discovering a fire:

- Raise the alarm by shouting Fire, Fire, Fire!
- Operate the nearest internal fire alarm.
- Telephone 999 and advise the operator of the location and type of fire in: **Maddocks Pavilion, Wincanton Sports Ground, Moor Lane, Wincanton, Somerset BA9 9RB or the [///What3words location: \[///profited.greyhound.stubble\]\(#\)](#)**
- DO NOT ATTEMPT TO FIGHT THE FIRE - SOUND THE ALARM AND EXIT THE BUILDING IMMEDIATELY

Action to be taken on hearing the fire alarm:

- Make safe your activity
- Leave lights on
- Close (but do not lock) all windows and doors
- Evacuate all staff and pupils (using the nearest exit)
- Designated person to pick up the go bag with the handbook and register
- Report to the assembly point which is: The furthest corner of the bowling green adjacent to the car park
- Designated person to take register
- Remain at the assembly point until given instruction by the fire service or alarm systems personnel

Senior Staff Member

The senior staff member in the building is to:

- Assume the role of incident commander
- Ensure that the telephone call has been made to the emergency services
- Carry out a roll call of the register for students and for all staff on-site (this information must be passed to the fire service on arrival)
- Instruct a member of staff to open any gates within the grounds (to allow unimpeded access by emergency services) and to wait by the main car park entrance to direct emergency services
- Ensure that first aid is given to any casualties and maintain order until the arrival of the emergency services

Staff Responsibilities

The staff members are to:

- Staff are responsible for supervising the safe evacuation of their named students with PEEP's in the event of a fire and confirming their whereabouts to the incident commander
- Ensure the safe evacuation of the named student following the plan
- Ensure the safe care of that student until further instructions are given
- Staff hosting visitors to the building are to ensure that visitors are aware of the building fire notices
- Staff are also responsible for supervising the safe evacuation of their visitors in the event of a fire and confirming their whereabouts to the incident commander

Individual Responsibilities

It is the responsibility of all personnel to minimise the risk of fire by observing basic precautions:

- Use electrical appliances in accordance with manufacturers guidance
- Keep corridors clear and fire doors shut
- Do not let rubbish accumulate in offices, storage areas or corridors
- Do not bring petrol, oil or any other flammable substance into the building

Remember

ALWAYS: Know where Fire Appliances, Fire Alarms and Fire Exits are located

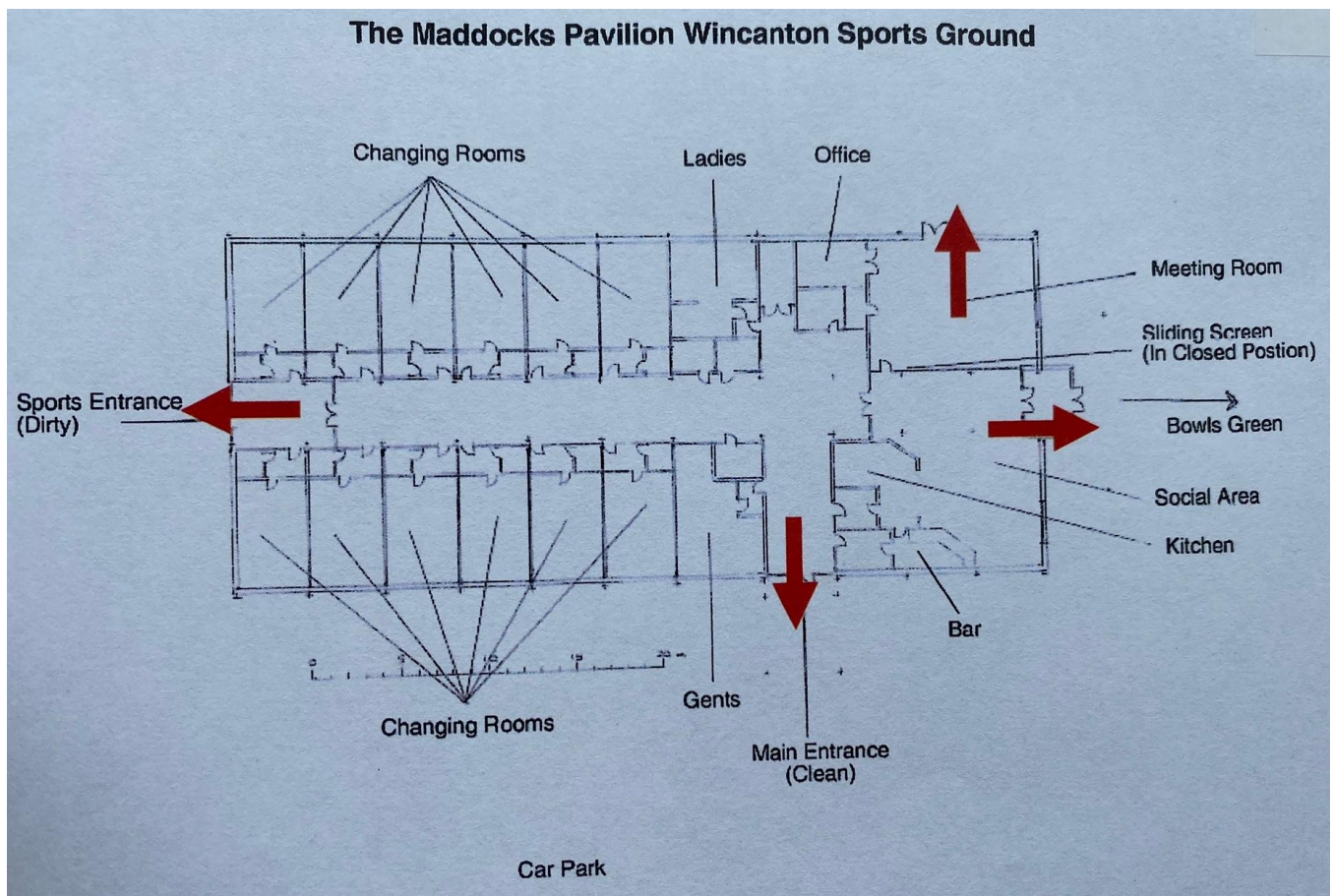
ALWAYS: Report a fire by telephoning **999**

NEVER: Stop to collect personal belongings before evacuating the building

NEVER: Re-enter the building to retrieve lost items

NEVER: Leave the assembly point until authorised to do so by the incident commander

Fire Exit Locations



Fire Alarm Location

Fire Alarms are located at:

- Each of the fire exit points
- Outside the disabled toilets in the main corridor