

OVER THE WALL



FIRE SAFETY

POLICY & PROCEDURES

POLICY STATEMENT

Fire is an ever present risk and this policy outlines the preventative measures we take to minimise that risk and the necessary actions we will apply to safeguard life in the event of an occurrence.

Policy Date:	July 2016
By:	Mark Dwyer - Camp Director
Status:	Live
Adopted:	April 2014
Review:	October 2018

Fire Safety Policy & Procedures

1. Policy Statement

Fire is an ever present risk and this policy outlines the preventative measures we take to minimise that risk and the necessary actions we will apply to safeguard life in the event of an occurrence.

This policy should be read in conjunction with site specific plans and our Critical Incident Management policy and procedures.

To assist us in achieving the highest level of fire safety we work closely with the facility managers where we operate our Camp programmes.

2. Staff Duties

OTW staff and volunteers have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. All staff are expected to co-operate fully with any procedures introduced to protect the safety and well-being of campers, volunteers, staff, and any other individuals in attendance at an OTW Camp programme.

3. Communication

OTW staff and volunteers will be informed of any changes to fire safety procedures or fire risk assessments at each camp location.

In the event of an occurrence falling within the definition of a 'critical incident' the procedures as outlined in the Critical Incident Management policy and procedures will be followed.

4. Procedures

The following procedures are in place to ensure a high standard of fire safety at all OTW Camp programmes.

- Fire risk assessments are undertaken and reviewed regularly. Fire risk assessments are carried out by the responsible person(s) at the facilities at which we operate.
- Training will be provided, as necessary, to any OTW staff given fire safety responsibilities.
- All volunteers will be given training on how to raise the alarm and the evacuation procedures to adopt, including the available evacuation routes.
- The fire evacuation procedure will be practised during each Camp session and details will be recorded in the Incident Log.
- There are different evacuation procedures within sites e.g. in boarding houses during the day and accommodation blocks at night. All evacuation procedures will be considered during pre-camp training.
- Evacuation routes will be checked prior to each session by a member of the OTW Staff Team.
- Responsible person(s) at each facility will ensure -
 - Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
 - All fire extinguishers are serviced and maintained annually by a suitable contractor.
 - All evacuation routes will be clearly signed and kept free from obstructions at all times.
 - Alarms are checked every year by a suitable contractor and tested regularly.
 - Emergency lighting is checked annually by a suitable contractor.

5. Emergency Evacuation Plan

Staff and volunteers will be briefed as follows:

If you discover a fire:

- Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridors on every floor of buildings.

- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions.
- Inform any member of the OTW Staff Team as to the location of the fire. This can be done by phone or by walkie talkie. There will be an OTW Staff member assigned to each boarding area.
- Report to the nearest assembly point for a roll call. A member of the OTW Staff Team will carry out a roll call.
- If you are with a visitor, ensure they accompany you. If possible, a member of the OTW Staff Team will bring the visitor's log book

If you hear the fire alarm:

- Leave the building immediately using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

OTW Staff – on hearing or setting off the alarm:

- Encourage everyone around you to evacuate as soon as possible
- Check rooms in assigned area are all empty. Be as thorough as circumstances permit.
- Procedures will be in place regarding which floors/rooms the fire marshals will check.
- Camp Director/Assistant Camp Director will liaise with facility staff to ensure all necessary precautions and procedures are being adhered to.

Fire Alarm Status:

- In the event that the fire alarm is for a genuine fire, then the designated OTW Staff member assigned to that area must call the fire service as soon as possible.
- The designated OTW Staff member must inform the facility's responsible person(s) as soon as possible.

- In the event that the fire alarm is a false alarm, then the facility's responsible person(s) will establish the cause before letting anyone re-enter the building.

Before the Fire Service arrives:

If there is a fire, OTW staff, if they have received appropriate training/instruction from the facility's responsible person(s) and if it is considered that the situation does not place them at risk, can make use of the fire extinguishers located on every floor to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed.

Liaising with the Fire Service:

OTW Staff along with the facilities responsible person(s) will liaise with the Fire Service to provide as much information as possible and required by them.

AS SOON AS THE FIRE SERVICE ARE NOTIFIED THIS OCCURRENCE BECOMES A CRITICAL INCIDENT AND THE PROCEDURES OUTLINED IN THE CRITICAL INCIDENT MANAGEMENT POLICY SHOULD BE FOLLOWED.

6. Recording Fire Related Incidents

All fire related incidents, including practice drills, will be recorded in the Incident Log for that particular session. In the event of a critical incident a detailed log should be maintained as described in the Critical Incident Management policy and procedures.

7. Responsibility and Review

This policy will be reviewed annually for currency and accuracy by the Camp Director or individual delegated by him/her. This does not prevent any changes taking place to this policy at any other time due to changes in practice or legislation.