



## **FIRE SAFETY POLICY AND PROCEDURES**

### **POLICY STATEMENT**

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

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Next Review: February 2024

## **Policy brief & purpose**

Fire is a significant hazard to the safety of both buildings and their occupants. Over the Wall accepts its responsibilities under the current fire legislation (Fire Safety Order 2005) and will proceed with due diligence to address these by the provision of suitable, sufficient and risk appropriate fire precautions, in conjunction with the various facilities that 'host' Over the Wall's residential camps.

## **Scope**

This policy outlines the preventative measures Over the Wall will take to minimise the risk and the necessary actions that will be applied to safeguard life in the event of an occurrence.

This policy should be read in conjunction with site specific facility check lists, risk assessments and our Critical Incident at Camp policy and procedures.

To assist us in achieving the highest level of fire safety Over the Wall will work closely with the facility managers and 'Responsible person' where Over the Wall's residential camp programme operates.

## **Definitions**

In this policy:

'OTW,' 'we' or 'our' is Over The Wall

'Site' or 'facility' is any provider or partner where Over The Wall operates a residential camp

'Responsible Person' in the workplace a 'responsible person' would be the employer, if the workplace is to any extent under their control. In any other premises, it would be the person who has control of the premises or the owner (as occupier or otherwise) where a trade, business, or other undertaking (for profit or not) is carried on.

## **1. Policy elements**

### **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.

### **Communication**

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

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.

## **2. Procedures**

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

- As part of the OTW Facility Information Checklist it will be confirmed that a fire-risk assessment has been completed by a 'Responsible Person' from the facility, identifying any possible dangers or risks and ensuring that the facility provides:
  - Suitable and appropriate means for giving warning in case of fire will be provided.
  - Suitable and appropriate routes, exits and means of protection will be provided to enable occupants of buildings to evacuate quickly and safely in the event of fire.
  - Sufficient and suitable emergency lighting will be provided where necessary.
  - Suitable fire signage will be provided.
  - Sufficient and suitable firefighting equipment will be made available.
  - Structural fire precautions for all buildings will, so far as is reasonably practicable, comply with current good practice in the construction industry with the control measures to be adopted based on risk assessment.
  - Suitable systems of maintenance are provided for all premises, facilities, equipment and devices to ensure that these remain in an efficient state, efficient working order and good repair.
  - Provision of comprehensive and relevant information and adequate training for staff.

And that where appropriate; alarms, emergency equipment and lighting are checked annually by a suitable contractor.

- 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 during volunteer training, and a full fire evacuation procedure will be practiced once the

campers have arrived. Details of both practices will be recorded in the Camp Incident Log.

- There are different evacuation procedures within a facility e.g. in boarding houses during the day and boarding houses at night. All evacuation procedures will be considered during pre-camp training.
- OTW will consider who may be especially at risk, and ensure that staff, campers and volunteers are briefed on these risks and the actions identified to mitigate these risks. For example, the requirement for emergency medication to always be with the camper during an evacuation.
- In a 'CampFire' activity, OTW staff will ensure that volunteers are briefed on the fire safety protocol for a campfire. This will include ensuring that a staff member or volunteer is tending to the campfire at all times. No camper/s are left unattended with the campfire. At least one volunteer has a radio in case of an emergency. A first aid kit is in the vicinity of the fire, and a means of extinguishing the fire is immediately available. The campfire must be extinguished after use and not left attended.
- Where flammable liquids are intentionally present at camp, there is a specific requirement under Dangerous Substances and Explosives Atmospheres Regulations (DSEAR) for OTW to identify the potential risks such activity may those whose health and safety may be affected. The risk assessment required under DSEAR may be carried out as part of the risk assessment requirements of the general fire safety legislation, which follows the same approach as that used in health and safety legislation. A risk assessment should be carried out regardless of the quantity of flammable liquid present. This risk assessment will be completed as part of a Site Risk assessment, and where appropriate COSHH assessment. This assessment will be reviewed for each annual camp season, and when new substances or activities are introduced.

## **Emergency Evacuation Plan**

Staff, volunteers, and campers 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.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions (other than emergency medications)
- Inform any member of the OTW Staff Team as to the location of the fire. This can be done in person, by phone or by radio. 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 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 your assigned area(s) and they are all empty; if the site requires us to check and it is safe to do so. Be as thorough as circumstances permit.
- Camp Coordinator or individual the Camp Coordinator delegates will liaise with facility staff to ensure all necessary precautions and procedures are being adhered to.

*Fire Alarm Status:*

- If 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.
- If 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 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.

Firefighting is always secondary to life safety.

DO NOT PUT ANY PERSONS AT RISK.

#### *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 FIRE SERVICE IS NOTIFIED THIS OCCURRENCE BECOMES A CRITICAL INCIDENT AND THE PROCEDURES OUTLINED IN THE CRITICAL INCIDENT MANAGEMENT POLICY SHOULD BE FOLLOWED.**

#### **Recording Fire Related Incidents**

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

All incidents and practice drills will be reviewed as part of the annual Operation's Review at the end of the camp season. OTW will record, plan, inform, instruct and train as a result of the review of the information recorded in the Incident Log.

#### **Policy Review**

This policy will be reviewed biannually for currency and accuracy by the operations manager or individual delegated. This does not prevent any changes taking place to this policy at any other time due to changes in practice or legislation.

