

FIRE (EMERGENCY) EVACUATION POLICY

Company Operations

ADO Services C.I.C

Version 2.4 ©2022

Current Version Valid from 1st February 2022

Next Scheduled Review February 2023

Reviewed by the ADO Management Committee

2021-2022

1. Fire Evacuation Overview

Fire Safety or emergency situations are an important part of ensuring the safety of our staff, visitors, customers and service users on our sites

This policy is valid for the following sites:

The Outdoor Healthcare and Education Centre, 19A Poets Centre Corner, Keats Road, Welling, DA16 3NB

Main Administrative Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.

This policy links directly with the **Fire Risk Assessment** document which is reviewed annually.

2. Induction Standards

What to do in the event of fire will form a part of the induction of all new members of staff, volunteers and work experience personnel. Similarly, visiting groups will also be subject to a short site induction before proceeding. All service users and customers will be advised on evacuation procedures before they start their session or event. All ADO Sites have a strict no smoking policy anywhere within their demise.

3. Site Specific Procedures

3.1 Poets Corner Centre Site

The main risks at Poets Corner have been identified, but not limited to, natural woodland, bush fires in extremely hot and dry periods, accidental spread from campfires as part of bushcraft activities, wood stores or spreading fires from neighbouring properties or utilities. Within the 6.5 acres of mainly open land, a fire could almost start anywhere.

The main fire assembly muster point is located in the Neutral Zone in open ground near to the hardstanding storage area in front of the Horse Paddock. The area is known as Zone D on the ADO Site Map. A map of the land is located at key points, indicating muster points and safe passage - walkways to them. This is to allow the congregated staff and service users to gather before being led by the fire warden to the car park.

Each area where there is a basecamp and or fire building facilities or wood stores, has a water-based fire extinguisher for class A category fires, a fire blanket and directions to the muster point in the case of fire. Each basecamp, has a map of its position and the muster point, along with a set of rules when starting a basecamp fire. These areas are located at Jarvis basecamp at Zone J, Velvet basecamp in Zone I and in the Therapy Forest School Area at Zone C. There is additionally a hosepipe for connection to the standpipes located in Zone E and Zone H respectively. The 4 main buildings, classrooms 1 and 2, Staff office and

Managers office also has fire extinguishers in Zones F and J. Two compressed air horns (fire klaxons) will be sounded in the event of a fire hazard. These are located in the Staff Zone and Zone J. A rotary wall mounted bell will also sound, attached the managers' office. All 'buildings' that support staff or service users working or learning have smoke detectors inside.

The designated fire wardens will be in order superiority, The Land Support Supervisor, Land Support Assistant or Lead Outdoor Manager, depending who is onsite at the time.

On discovering a fire, likely to impact on operations or endanger the safety of people, the fire klaxon must be sounded immediately. Site walkie-talkies should be used to communicate between staff to ensure the second klaxon is sounded. Three short bursts should be used in a sequence, with short delays a total number of three times.

Staff onsite are to only tackle small fires themselves using the appropriate fire appliances and where there is no risk to themselves or any customers and service users. The designated Fire Warden onsite at the time should be contacted on the site walkie-talkies, if not directly involved in the fire.

On the sounding of the alarm, staff event and session leaders should lead customers and service users calmly and quietly to the muster points, following their safe passage and await further instruction from the designated fire warden. Take care if the ground is wet and muddy and do not rush, which may result in accidents. Provide reassurances and leave all possessions behind.

The Fire Warden must take the daily register, located in the Staff Zone F with them along in the event to account for numbers. The Fire Warden will telephone the fire brigade or other emergency services if necessary.

The Fire Warden will contact the head office in order that they can implement contacting the emergency contacts for collection of any children, young people and adults as required.

Staff and customers will not be allowed to return to their activity areas until informed it is safe to do so by the Fire Warden or Fire Brigade.

3.2 Head Office

The head office is based in a different location in Welling town centre. In line with fire regulations the emergency or building evacuation procedures are simply to exit the building at its only point of exit. The office has a carbon dioxide fire extinguisher and smoke alarm.

The fire assembly muster point is located outside the front of office on the main street.

All doors have 'fire exit' directions. The main office is protected with a fire door from the kitchen. The escape map is located on the office door.

The designated ADO fire wardens will be in order Chief Operating Officer and the Marketing Apprentice.

Staff onsite are to only tackle small fires themselves using the appropriate fire appliances in our designated office and where there is no risk to themselves or any other staff members residing in the office at that time.

Staff should remain at the muster point until the fire warden advises it is safe to return to the building.

4. Fire Drill

Each site will ensure that regular fire drills are performed without announcing the date or time. The Fire Warden and a senior management member will organise the practice fire drill. The drill should be carried out at least twice a year and a record shall be kept of each experience.

5. Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders, the ADO Management Committee and approval from the directors. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

6. Contact

This document was produced by the ADO Operations team in partnership with Avensure Ltd. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Chief Operating Officer by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to the Chief Operating Officer or in writing c/o Chief Operating Officer, ADO Services C.I.C, Head Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.