



Fire and Emergency Procedure for Xplore! Nature

Xplore! Science Discovery Centre and Xplore! Nature are trading names of North Wales Science Ltd (NWS).

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This document is specific to the Xplore! Nature forest school / holiday club site. It should be read in conjunction with other, more general, Health and Safety Policies, Guidance, Information sheets and other guidance as is appropriate.

1. FIRE AND EMERGENCY ACTION PROCEDURE

1.1 If you discover a fire or other emergency:

- Raise the alarm by shouting for the person in charge
- Move to a safe place and raise the alarm with all participants and people in the vicinity, using the “1, 2, 3 Come to Me” method
- Ensure everyone leaves the area and reports to the dedicated assembly point
- Dial 999 to call the Emergency Services
- Radio or call the Wrexham University Northop Campus main reception to inform them of the emergency and to request assistance with directing any emergency vehicles
- Only if safe to do so and you feel adequately confident in your ability should you deal with the fire or other emergency.

1.2 If you hear anyone raise an alarm:

- Stop what you are doing immediately
- Listen to the instructions
- Leave the area by the nearest available safe exit
- Report to the dedicated assembly point

1.3 Role of the person in charge:

- Ensure a register is taken at the start of every session and times of participant arrival and departure are recorded promptly
- Ensure medical forms are completed for every participant including contact details for two adults with parental responsibility and any assistance required in an emergency
- Ensure medical forms are kept safe and confidential but are accessible by all staff in an emergency
- Carry out regular practice (all least once a week) of the “1,2,3 Come to Me” method of raising an alarm when participants are present
- In the event of an alarm being raised, ensure staff usher all participants towards the dedicated assembly point at the entrance to the forest school site (the field side of the two dragons entrance arch). Take all medical forms to the assembly point and call the register to ensure everyone is accounted for (participants and staff).
- Liaise with other staff to keep all participants safe, moving back to the main campus buildings if the dedicated assembly point becomes unsafe or if the emergency is going to take more than 15 minutes to conclude.
- As required, liaise with Wrexham University campus staff and the emergency services
- If the safety of the participants is compromised due to the emergency or because it reduces the number of staff available to look after the children below safe working ratios, cancel the session and take the appropriate steps to keep the participants safe until they can be collected by an adult with parental responsibilities. Wrexham University Northop

Campus buildings have rooms available for holding evacuated children until they can be collected.

2. GUIDANCE ON THE FIRE AND EMERGENCY PROCEDURE

DO NOT take risks

DO NOT leave the dedicated assembly point unless authorised to do so or that point becomes unsafe

Never tackle a fire unless help has been summoned and you feel completely able to do so safely. It is essential all staff and visitors know the emergency procedures, escape routes, extinguisher positions and any special hazards in each building / space they use.

2.1 Throughout the majority of buildings owned and utilised by NWS, electrical fire alarm systems are installed and these can be activated through breaking the glass within the fire alarm call points. Call points are located throughout buildings and next to exit doors (refer to individual site maps).

2.2 Dial 999 to call for emergency assistance. Notify Wrexham University Team that the emergency services are on their way so they can help direct them in (01978 293333).

2.3 Only if safe to do so, attack small fires (no bigger than the size of a waste paper bin) using the appliances provided. If the fire gets out of control, or if your exit is threatened, leave the scene immediately. No person should tackle a fire unless they are confident and competent in the use of a fire extinguisher and are aware of the hazards associated with such activities.

2.4 Switch off all electrical and gas appliances. Where possible, when leaving the building, extinguish and isolate all gas and appreciate electrical equipment. Compressed gas supplies must be isolated at the cylinder.

2.5 Close doors behind you. To restrict the travel of smoke and fire, and the source of oxygen, all doors must be closed as people leave a building. Doors must not be wedged open and doors should not be locked, as this will delay the Fire and Rescue Service's investigation.

2.6 Leave the building by the nearest available safe exit. This may not be the same way you entered the building as a quicker safer route might be via an external fire exit. Always familiarise yourself with alternative means of escaping from buildings. Most fire exit doors are fitted with a push bar to open and associated sign. Some doors are fitted with a plastic tag, which will break as the doors are opened. All fire exit routes should be appropriately signed with a running man and the words 'Fire Exit'.

2.7 Report to the assembly point. The Fire Action Notice will identify the assembly point for each

building. Everyone should remain at the assembly point until told otherwise by either the Fire and Rescue Service or Wrexham University Security. It is important that everyone moves to the point and not at various places between the building and the point. This will allow safety to be maintained should emergency appliances arrive.

2.8 If any person is aware of how the incident started or is aware of any person remaining at the scene / in the building, they must report to the Fire and rescue Service or Wrexham University Security as soon as possible.

3. PROCEDURE FOR RE-OCCUPATION

3.1 Following a fire alarm, authorisation to re-enter a building / area will only be given by specified members of staff or a member of the Fire and Rescue Service. Under no circumstances should any person re-entre unless authorised to do so.

3.2 When a fire alarm practice is being undertaken authorisation to re-enter will be given by a member of the Premises Services Department or a nominated Health and Safety Representative within a department.

3.3 Where a fire alarm is activated through automatic detection or by means of a manual call point, authorisation to re-enter will only happen once the cause of activation has been investigated and any fire dealt with.