

FIRE SAFETY POLICY & PROCEDURE

Introduction

The centre manager and trustees have a responsibility to operate the centre safely and to avoid the outbreak of fire. They also have the duty to protect people at work, animals and others from the consequences of a fire should one occur.

Management and members of staff at the centre will take action to prevent the outbreak of fire, to evacuate premises safely in case of fire, and to control an outbreak of fire where that is possible and can be done without risk. To achieve this, a number of discrete, but interlinked, steps have been followed:

1. We have developed comprehensive fire safety arrangements and procedures
2. We have completed a Fire Risk Assessment of premises
3. We have assessed the particular risks from the use of substances and equipment and also put in place controls to manage risks
4. We have introduced an induction procedure to enable safety precautions

Managing Fire Safety

The centre has delegated day to day responsibility for managing fire safety to the manager at our premises.

The manager will in conjunction with our fire director:

- Where appropriate ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
- provide and maintain in working order all fire - fighting appliances and devices including:
 - alarm system
 - fire - fighting equipment;
 - log risk assessments and checks
 - notices and signage relating to fire procedures;
 - means of escape, taking into account the needs of any disabled users.

- carry out a fire safety risk assessment of the centre's buildings to ensure that the centre's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- provide appropriate instruction and training for all school on the action to be taken to protect people and property including regular fire evacuation practices for all the centre;
- ensure that all staff, students, contractors and visitors are made aware of and comply with the centre's fire procedures;
- identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Fire Risk Assessment

The centre has carried out a comprehensive fire risk assessment for the site. This assessment is kept in the Health & Safety Folder. The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and where other people such as visitors and contractors are likely to be located.

The fire risk assessment will be reviewed and amended once every 2 years unless there have been alterations to the premises such as:

- Any structural changes (alterations to the layout of the site, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

Planned Fires

As a therapeutic outdoor education centre we frequently use planned fires out doors in a controlled way. Fires are reported to the fire line on the morning of the fire with the time and approximate length that the fire will be lit. Planned fires can include fire logs, fire pits, camp fires, fire bins. Each fire follows the same process

- ✓ Water bucket with a minimum 3l
- ✓ 2m fire circle, all except for fire lead in the circle – students supported 1 by 1 to enter the circle

- ✓ Fire gloves
- ✓ Fire blanket
- ✓ Member of staff observes fire whilst lit

Monitoring

The centre utilises the services of various outside personnel to carry out effective monitoring of its duties.

- The fire alarm sounders are tested weekly by the manager
- Notices and Signage are updated as and when required
- Visual Fire-fighting equipment checks are done weekly by the fire marshal
- Extinguishers are replenished or replaced when needed.
- A Health & Safety folder which contains records of fire safety issues is maintained by the manager. These issues include:
 - fire drills;
 - the storing of hazardous materials;
 - the inspection and testing of fire detection and alarm systems;
 - emergency lighting systems;
 - fire-fighting equipment;

Fire Evacuation Plan

We have a fire evacuation process at the premises detailing the action employees and others should take in the event of fire, staff receive weekly reminders and on going training to support this plan. The evacuation process covers issues such as:

- fire escape routes.
- means of raising the alarm.
- evacuation procedures.
- evacuation procedures for vulnerable people and those with disability
- arrangements for assembly and roll call.
- firefighting equipment and its use and limitations.
- fire marshals and their role.
- signage.

Visitors are to read and the information for all visitors sheet and staff to make visitors aware of any planned fire drills and fire evacuation plan.

All staff, visitors and animals are to be directed to the main carpark to be accounted for as part of the process. Animal or child coaches will be responsible for their group whilst the emergency services check for safety.

Where needed animals would be moved to the top yard barn and children to the farm house.

Fire Prevention

We have made the following arrangements for the prevention of fire

- Training for staff - comprehensive training delivered during induction of all managers & staff and specialist training for fire marshals
- Waste disposal – disposal skips are kept away from any sources of ignition and smoking onsite is not allowed
- Use and storage of chemical agents and highly flammable substances – chemical agents are stored safely according to COSHH
- Open fires, open flames and other sources of ignition – all those who work with food or forest school have relevant safety
- Maintenance of electrical equipment – equipment is checked annually and labelled with an electrical safety signs if over 3years old
- Kitchen areas – staff and students are taught how to prevent fires in the induction to the hospitality area

Fire and Evacuation Drills

- We understand that fire and evacuation drills are important in ensuring that management and staff training in fire procedures is understood and that the procedures themselves are effective.
- All staff are made aware of the current fire safety and evacuation procedures and the names of their fire marshal during induction and in addition they can be found on posters and displays.
- Practice fire drills are carried out once a term. They take place at different times of day and proceed, as far as is possible, on the basis that a fire situation has occurred and follow the emergency plan.
- On conclusion of the fire drill the lead fire marshal leads a full debrief of the fire wardens considering how the occupants responded, checking that no-one was left in onsite, considering the participants' familiarity with procedures, the availability and effectiveness of staff and shortcomings.
- Where problems are identified these are resolved and the procedures adapted and improved as necessary. If changes are made to the arrangements the workforce will need to be informed and their training updated.

Maintenance of escape routes

- All escape routes are kept free from obstruction and safe from smoke and fire.
- All fire-resisting doors are kept closed (or automatic closers linked to a fire alarm are maintained) and if exit doors are readily available for use at all times.

- Escape routes are inspected every week. If an obstruction is noticed on an escape route it should be removed immediately and steps taken to prevent a recurrence. This may involve additional staff training, or the redesign or reconsideration of a process or working area
- Doors identified as “fire doors” are of fire resisting construction. They are held open by automatic closers linked to a fire alarm system
- All doors designated as fire doors, give protection to an escape route, are fitted with intumescent strips.
- All final exit doors, designated as ‘Fire Exits’, open outwards and with one single action

Fire Safety Signs and Notices

- Signs are provided to indicate the direction of escape and the location of exit doors.
- They are prominently displayed and visible on failure of the mains electrical supply.
- Signs are provided to indicate the position of fire-fighting equipment and fire alarm call points. .
- No-smoking signs are provided at appropriate locations.
- Notices are provided at appropriate locations to indicate the procedures to be followed by staff in an emergency such as "on discovering a fire", or "on hearing the fire alarm".

Upon discovering a fire you must:

1. Raise the alarm immediately and inform a member of staff who will telephone the fire brigade.
2. Leave the building immediately from the nearest fire exit. **All staff and learners will be made aware of fire exits during their induction. Follow the instructions given by the dedicated Fire Marshalls.**
3. Never stop to collect any belongings, personal or otherwise.
4. Never re-enter the building once you are outside until you have been told to do so by a Fire Marshall (or member of staff who is in charge of the evacuation procedure).
5. Go straight to the Fire Evacuation Point (see below for details). You will be shown where this is during induction. **It is extremely important you follow this procedure for your own safety.**

Diamond Families Fire Assembly Point

Car Park

The car park is located at the front of the centre

NEVER USE A FIRE EXTINGUISHER IF YOU HAVE NOT BEEN TRAINED IN ITS USE

Fire Extinguishers are located in the following areas

The manager will use registers and the signing in and out book to do a check of all occupants. This is why it is very important that you sign in when you arrive and sign out when you leave the premises.