



# Fire Safety Policy



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## 1. General Statement

1.1 As far as is reasonably practicable, all steps shall be taken by South Brockwells Farm to prevent or minimise the probability of all causes of fire.

South Brockwells Farm recognises the need to take precautions to maintain the safety of all children, employees, contractors and other visitors to its premises against the threat of fire or other emergencies.

1.2 Where applicable, regard has been paid to the Regulatory Reform (Fire Safety) Order 2005, which imposes duties on employers in respect of workplaces under their control and on persons who have, to any extent, control of a workplace.

- South Brockwells Farm acknowledges that despite these measures it cannot be assumed that fire will never break out.
- Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate (i.e. inspection of means of escape and maintenance of fire warning systems and firefighting equipment will take place regularly).

## 2. Responsible Persons

2.1 South Brockwells Farm has appointed the following as the Senior Persons responsible for fire safety :-

- Caroline Tasker, Director of Education and Events
- Sarah Robinson, Partner
- Chrissy Wells, Partner
- Arron Wells, Partner

2.2 The Senior Persons are responsible for all aspects of fire safety including:-

- Undertaking fire risk assessments
- Organising fire safety training
- Organising fire drills
- Record keeping

### **3. Evacuation**

ALL STAFF are responsible for coordinating an evacuation in the event of a fire and will act as Fire Marshals.

3.1 in the event of a fire occurring, effective steps will be taken to reduce the effects of such an occurrence by:-

- Rapid and controlled evacuation of the area involved
- Speedy notification to the Senior Persons, as above.
- Ensure that the people concerned are moved to the designated assembly area for checking via a roll-call system.

3.2 A notice listing the name(s) and location(s) of the Senior Person(s) and the Fire Marshall(s) is posted on the main office notice board. The Senior Persons are responsible for ensuring that this information is kept up-to-date.

3.3 South Brockwells Farm will ensure that all new employees are aware of this information as part of their induction program when they join.

### **4. Risk Assessments**

4.1 The following nominated people, Caroline Tasker, Director of Education and Events and Sarah Robinson, Partner, will conduct SBF workplace risk assessments, which include fire precautions, and these precautions are outlined within this policy statement. They are also responsible for keeping records of fire risk assessments.

4.2 Fire risks and precautions will be reviewed regularly and in particular, if there should be any significant changes to work processes, furniture, equipment, substances, or building layout.

4.3 If a fire or 'near miss occurs, we will re-assess our arrangements.

### **5. Fire Detection and Warning Systems**

In order to safeguard people in case of fire, South Brockwells Farm will be equipped with appropriate fire alarms and non-automatic fire-fighting equipment.

Arron Wells, Partner, is responsible for arranging this, keeping a register of these tests, reporting any defects, and will arrange any necessary action. This register is kept in the Partners office.

### **6. Portable Fire-Fighting Appliances**

6.1 In order to safeguard people in case of fire, South Brockwells Farm will make available portable appliances for firefighting. Arron Wells, Partner is responsible for ensuring this equipment is readily available, in good working order.

6.2 Farm Management has considered its fire risks and has installed appropriate Fire Extinguishers.

6.3 Any defective or used extinguishers are reported to Farm Management, who will arrange repair/ replacement of the item.

## **7. Maintenance**

7.1 In order to safeguard people in case of fire, all fire-fighting equipment and devices shall be subject to a suitable system of regular and comprehensive maintenance.

7.2 Farm Management is responsible for keeping and implementing a maintenance schedule for all fire-fighting equipment and devices.

## **8. Escape Routes**

In order to safeguard the safety of all in case of a fire, the routes to emergency exits from work places and exits are to be kept clear at all times.

- ALL staff are responsible for checking all escape routes on a daily basis to ensure that they are not obstructed and all exit signs are clearly visible.
- All emergency routes lead as directly as possible to a place of safety
- The number, locations and dimensions of emergency routes and exits are adequate for the size of the farm, the quantity and type of equipment and the maximum number of persons that should be present there at any one time;
- Emergency exit doors open in the direction of escape. (Sliding or revolving doors are not used as emergency exits)
- Emergency doors are not fastened or locked so that they can be opened quickly and easily by any person in the event of an emergency
- Signs indicate all emergency routes and exits.

South Brockwells Farm designated assembly area is the SANDSCHOOL. GREEN ASSEMBERLY sign.

## **9. Smoking**

South Brockwells Farm operates a complete no-smoking policy, both inside the Farm and within any surrounding grounds and outbuildings.

## **10. Fire Routine Notices**

Caroline Tasker, Director of Education and Events, Sarah Robinson, Partner are responsible for ensuring that this information is kept up-to-date and always clearly visible.

## **11. Fire Drills**

Caroline Tasker, Director of Education and Events, Sarah Robinson, Partner will conduct a fire drill at least once a year. They are responsible for arranging this and also responsible for retaining records indicating the date and time of the evacuation and the number of participants.

## **12. Training**

All employees will be trained in the following:

- What action to take on discovering a fire

- How to raise the alarm and what happens then
- The action to take upon hearing the fire alarm
- The procedures for evacuating staff, patients and visitors including, where appropriate, directing them to exits and informing them of a safe assembly point
- The arrangements for calling the fire brigade
- The location and, when appropriate, the use of fire-fighting equipment
- The location of all escape routes
- How to open all escape doors, including the use of any emergency fastenings
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- Where appropriate, how to turn off operating equipment, stop processes and isolate power supplies in the event of fire
- The importance of general fire safety and good housekeeping
- The need to report problems/concerns promptly to management, and who to report to.

Additionally, staff members will be trained on the risks from flammable materials used or stored on the farm. They will also be trained on the precautions that must be put-in-place to control the risks, particularly their role in reducing and controlling potential sources of ignition and fuel for a fire. The farm will ensure that all new employees are aware of this information as part of their induction training when they join the farm.

Caroline Tasker, Director of Education is responsible for arranging the provision of training and retaining any records.

### **13. Procedures for dealing with Health and Safety Issues**

If an employee raises any concerns relating to fire safety, the farm will:-

- Take all necessary steps to investigate the circumstance
- Take corrective measures where appropriate
- Inform the employee of the results of the investigation and the action taken.

### **14. Summary Policy Statement**

To reduce the risks of fire South Brockwells Farm will adopt the following simple precautions:-

- Conduct risk assessments
- Conduct a fire drill at least once annually
- Carry out periodic inspections to identify fire risks and ensure that appropriate precautions are in place
- Ensure that housekeeping standards are such to minimise the risk and spread of fire
- Ensure that effective security precautions are taken to minimise the risk of arson
- Control contractors' operations and the fire risks associated with those operations
- Aim to prevent fires of electrical origin by good maintenance, routine inspection and testing of equipment
- Ensure that electrical equipment not in use is switched off, and where appropriate, unplugged.

## 15. Policy status and review

<b>Written by:</b>	Director of Education and Events
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