



Fire Risk Policy

Purpose of the policy

We recognise the importance of good fire safety practices and regular maintenance to ensure the safety of all children, staff and visitors. This policy outlines Wildwood Nature School's fire safety procedures both at the school premises and when out in the woods. This should be read in conjunction with the *Emergency Procedures Policy*.

Fire safety precautions and systems

- A fire risk assessment is carried out annually for the school premises, as per the requirements of the Regulatory Reform Order (Fire Safety) 2005.
- The school premises has smoke detectors and a fire alarm. The fire alarm is tested weekly and a log of this is kept. The fire alarm system is checked and maintained by the operating company every 6 months.
- The school premises has fire extinguishers in every room and these are checked annually.
- Weekly tests are carried out on all fire doors to check they close effectively and on all fire escape doors to ensure they open easily.
- The daily health and safety checklist for the hall includes a check on fire exits to ensure they are not obstructed.
- Termly fire drills will take place so that staff and children are prepared in the event of a fire.
- All fire notices and signs are regularly checked and replaced as necessary.
- Staff never light fires of any kind (e.g. campfires, barbecues, kelly kettles) in any location other than the designated spaces. Such activities are carried out in a highly controlled manner with a specific risk assessment for each being carried beforehand.
- All staff have been trained in emergency and fire procedures.

- Our emergency procedures are explained to new members of staff and volunteers and shared with parents.
- The Responsible Person for the school premises is Tara Royle. She will take overall responsibility for ensuring that all fire safety precautions, procedures and training take place.

Indoor fire safety

- Staff ensure fire exits are kept clear at all times
- When staff are inside, they ensure all doors are readily openable (i.e. without the need for a key) from the inside
- No highly flammable materials (e.g. lighter fuel, fire lighters, butane gas) of any kind are stored inside
- All rooms are to be kept reasonably tidy at all times.
- All staff personal belongings are to be kept in the storage room during the day. Items must be kept within personal storage boxes or hung on coat racks so as to keep fire exits clear
- All electrical appliances, including those installed and used by Wildwood Nature School, are PAT tested annually
- As part of their fire safety training, staff are made aware of what the fire alarm sounds like and how to respond
- All staff complete basic fire safety training at induction.
- At least half of the teaching staff (minimum 3 staff members) also complete fire marshal training, so that they can perform the function of the Safety Lead (see *Emergency Procedures Policy*)
- Safety Leads are responsible for leading and ensuring procedure is followed in case of a fire emergency.
- A fire evacuation plan is in place – see *Emergency Procedures Policy*.
- Fire safety and fire evacuation are reviewed by all staff once a year during a staff training day.

Responding to a fire

- **At the hall**

Upon discovery of a fire, activate the fire alarm using one of the fire alarm call points (1 is located near the entrance of the school building, and 2 are in the main hall) then follow procedures in the ***Emergency Procedures Policy***.

- **Away from the hall**

Blow your whistle then follow procedures in the ***Emergency Procedures Policy***.

Campfires

Location

- Only designated sites at Queens Wood and Mortimer Terrace Nature Reserve will be used for campfires. These sites will always be sited away from low canopy branches
- Campfire areas are enclosed by logs to make a Fire Pit to prevent the spread.

Positioning of Children and Adults

- Fire areas are surrounded by seating logs at least 1.5 metres from the fire pit. Exit paths are available at each corner
- When the campfire is in use, children are not permitted to access the area immediately surrounding the fire without permission
- Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area
- Children must walk around the outside of the seating logs and step over to sit down at all times. A fire will not be lit with a group until all children have demonstrated that they do this at all times
- Once seated around the campfire, the children must remain seated until directed by an adult to move
- Long sleeves and trousers must always be worn
- Children are not permitted to throw anything onto the fire
- Advice on the appropriate way for dealing with smoke will be given to the children
- If there is a clear wind direction, seating in the line of smoke is to be avoided

- If wind direction is variable, the leader should rearrange the seating if at all possible.

Fire Lighting

- Training has been provided to all staff regarding the way to construct and light a fire.

Safety and Responsibility

- A Fire Blanket, bucket of water and Burns Kit must be sited close to the campfire.
Cling film is carried in the Emergency Rucksack
- Only adults are permitted to light fires, unless children are under the direct supervision of a member of staff
- No flammable liquids are to be used to light or accelerate fires
- No plastics are to be burnt
- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

Extinguishing

- All fires must be extinguished at the end of a session
- Whenever possible, all fuels should be burnt off to ash
- The staff should ensure that any large remains of wood, especially when using logs, are separated from one another
- At the end of the session, the fire must be doused down with water using a watering can and stirred until all smoke and steam has ceased
- Large build ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered throughout the woodland to enable natural decomposition

Policy review

Policy created: October 2022

Last reviewed: June 2023

Last modified:

Next review date: June 2025