

**Fire Safety**

**Woodlarks Campsite**

**Guide to Camp Leaders**

**April 2020**

**Intentionally Blank**

## Introduction

This short guide has been prepared to give information to camp leaders planning camps at Woodlarks and to enable them to brief campers and enablers on the necessary Fire Safety precautions to ensure the safety of all those on site as well as the site and buildings themselves.

Fire safety is common sense and many of you will have been coming to Woodlarks for many years and will probably be very aware of much of this brief. For you it is a gentle reminder of the need to take precautions to protect your camp from any danger from fire. For those less familiar with Woodlarks take a little extra time to ensure your actions in camp are safe and do not endanger others.

Since 2006 fire legislation has considerably changed and whilst Woodlarks has always been a safe place *The Regulatory Reform (Fire Safety) Order 2005 (RRO)* requires that certain actions take place and that individuals are named to take responsibilities.

These people are:

Responsible Person      **Alexine Crawford**

Competent Person        **Bob Jones**

Fire Safety Officer      **Nick Richards**

**Clearly none of the above can be responsible for the day to day for the fire safety of your camp. You have to take that responsibility and ensure the simple rules and procedures in this document are followed by your camp members. I have camped at Woodlarks over many years and I think I have tried to make this guide sensible, practical and achievable. The information in this guide is extracted from the Fire Logbook held by Nick Richard**

## Safe Camping

**Bob Jones Firethorn Training Designated Competent Person Fire Safety  
Woodlarks Camp site**

## Fire Risk Assessment

### General Information

#### Essentials of the Fire Risk Assessment

## Fire Risk Assessment

Under the RRO, it is a requirement to carry out a fire risk assessment for every workplace. “The significant findings of the assessment including the measures needed to be taken to meet all relevant fire safety requirements, and details of any group of persons identified by the assessment as being especially at risk.”

The fire risk assessment involves identifying the potential sources of ignition and also the combustible materials that are present as part of any business operations this includes the furnishings and the structure in which the business is carried out. The aim is to minimise both the ignition sources and the combustible materials.

The people that use the premises must also be considered. These will include staff, young persons, customers, visitors or members of the public. It is a requirement of the RRO that any group of people identified by the assessment as especially at risk is recorded. The means of escape, equipment for detecting and giving warning in case of fire and fire fighting apparatus must be appropriate for the premises and the numbers of people present. Consideration also has to be given to the age, agility and health of the people who may be on the premises.

## Enforcement

Requires that Woodlarks have a suitable and sufficient fire risk assessment undertaken and regularly reviewed. The local fire and rescue authority (the fire and rescue service) will be responsible for the enforcement of **The Regulatory Reform (Fire Safety) Order 2005**.

## Significant Findings of the Fire Risk Assessment

### Dining Room

1. A log burner has been installed. Burner doors to be closed at all times when the room is unoccupied. Please use the gloves provided. Use the fire guard for the stove for the protection of children and vulnerable adults. Remember the hood can get very hot. Ash and unburnt material at must be transferred into an enclosed metal container when cool.
2. Cooking equipment to be monitored at all times when in use in the dining room by a person able to carry out the necessary actions to prevent an incident taking place.

### **Cooking Area**

1. Open fire to be monitored at all times. Cooking equipment to be monitored all times when in use by a person able to carry out the necessary actions to prevent an incident taking place.
2. All kitchen staff to have adequate training in dealing with kitchen fires this will be provided by Bob Jones the Trust's Health and Safety Officer.
3. Only sufficient wood for daily use to be stored in Kitchen location
4. Plates on top of trench oven not to be removed whilst fire in use.
5. Trench oven to be allowed to cool after 8pm. Do not put more fuel on fire after 7.30pm.

### **Smoking**

1. A gazebo has been provided as a temporary smoking area with butt box on the top field.
2. Put into place a policy to reduce smoking in the woods and in an emergency no smoking for "Fire Watch" conditions

### **Wood Pile**

1. Segregate all wood for burning from adjacent buildings ensure fire break

### **Waste Compound**

2. All waste containers should be secured in the waste area.

### **Petrol**

1. Store in accordance with regulations max 20 litres in two metal approved 10 litre containers. Due to proximity of camping area, store cans in designated fuel storage cupboard place notice on external door indicating petrol stored in area  
**ONLY to Be Stored in the tractor shed**

### **Charcoal**

1. Charcoal is to be stored in metal containers. Ash and unburnt charcoal (BBQ Material) is to be placed in a metal container and covered with water to ensure it is fully extinguished.
2. No use of BBQs during "Fire Watch" conditions

### **Cooking Oil**

1. Please do not store more oil in the kitchen than you need on a day to day basis. Large drums of oil should be stored outside the kitchen/pantry.
2. Waste oil should be stored in the blue drum provided at the back of the kitchen.

## **Persons at Risk**

1. Advise all Camp leaders to carry out individual personal Risk Assessments on all campers under their supervision.

## **Measures to limit Fire Spread “Fire Watch”**

Dry open ground during camping season in all area with leaf mould and bracken is a high fire risk. Prepare a plan to reduce fire risk under extreme drought conditions to include:

Reduced smoking locations

Reduced or controlled use of open fires in the woods

Regular patrols in woods

## **Camp site layout**

- Ensure good practice guide to erecting tents with minimum 2 metre spacing.
- No naked lights, flame or candles, No smoking in any tents. Anyone found using naked flames or smoking in tents will be asked to leave site.
- Fire appliances should be within 30 metres of any sleeping accommodation 3.
- All electrical equipment to be checked daily and before campers retire at night and no unnecessary equipment left on.
- No electrical heaters are to be used in tents. Open fires and BBQs Smoking awareness for all visitors and campers
- All fires and BBQs to be on raised altar fires. All ash and material in fire tray to be removed with metal dust pans to metal buckets or wheel barrows and thoroughly soaked to ensure all fire material is extinguished. They should be bagged for disposal when cold for disposal in one of the wheelie bins.
- Do not charge wheelchairs in tents. Some tents have electrical power, this is intended for therapeutic equipment only. Only use battery powered equipment in other tents.
- Establish “Fire Watch” procedure for site during drought conditions
- Write a procedure for “Fire Watch” to include:

Reduced smoking locations

Reduced or controlled use of open fires in the woods

Regular patrols in woods

## Means of Escape

### Maintain clear areas for escape

1. Sleeping accommodation fire exit routes to be maintained at all times
2. A clear access to remove those with disabilities on their beds.
3. Keep all areas free of material likely to cause restrictions on fire routes.
4. No unauthorised persons sleeping on floor or similar.
5. Designated sleeping and evacuation plan to be drawn up according to the needs of each camp with due regard to fire evacuation.

### Laundry

1. Special precautions for using Gas Tumble driers.
2. Detailed instructions for use should be prepared for all camp users in particular with relationship to gas fired tumble dryers operation and filter maintenance
3. The laundry is not to be used for sleeping.

### Basic Training

The RRO states the following with regard to the training

The responsible person must ensure that adequate safety training is provided

### First Day in Camp

Information and instructions on fire safety should be given on the first day of camp for all campers and enablers. Do not forget to include anyone arriving part way through the week.

This should include:

- (1) safe practices they are to follow to minimise fire risk.
- (2) what to do in the event of fire or upon hearing the fire alarm;
  - (a) how to raise the alarm;
  - (b) how to stop equipment, isolate power or fuel supplies as appropriate;
  - (c) where the fire fighting equipment is located, which to use and how to use it;
  - (d) which escape route to use and an alternative if that route is blocked by fire? or smoke (campers should be *shown* escape routes);
  - (e) how to escape from smoke-filled rooms or corridors;
  - (f) the location of the assembly point at a place of safety beyond the building;
  - (g) how to assist evacuation of those with disabilities;
  - (h) how to call the fire brigade
- (3) the need to keep escape routes unobstructed;
- (4) the function and importance of fire doors, door closers and automatic doors;

(5) how to open all doors on the escape routes; (6) The need for good housekeeping;

(7) the meaning of safety signs:

All staff should be given written instructions on the above and, in addition, on:

(8) the need to report;

(a) any faults or dangerous equipment;

(b) any hitherto unforeseen hazardous practices;

(d) any failure to observe fire precautions;

(e) any deficiency in, failure of, damage to fire protection equipment systems;

(9) the name of the person responsible for Fire Safety in Camp

Intentionally Blank

## Provision of Fire Safety Information and Instructions to Campers

Written fire safety information and instructions should be provided to all new staff members individually and to all staff every 12 months or more frequently if information changes

<b>Date</b>					
<b>Instruction was provided by</b>					
<b>Duration</b>	<b>30</b>	<b>60</b>	<b>90</b>	<b>Day</b>	<b>Night</b>

**SUBJECTS COVERED (tick box as necessary)**

**Comments**

- How to raise the alarm
- Actions on hearing the alarm
- Calling the fire brigade
- Fire fighting equipment, Identify, locate and use
- How to fight a small fire
- Plant shutdown/power isolation
- Escape routes (location keeping clear)
- Assembly point
- Assisting evacuation of public and visitors
- Evacuation
- Safety signs, meanings and measures to be taken
- Functions and care of fire protection system
- Fire doors, closures and release devices
- Need to report hazards, faults, dangers etc.

	<b>Specific duties (describe below)</b>
--	---

<b>Comments by instructor</b>
-------------------------------

<b>I confirm that I delivered training in accordance with the above schedule</b>
--

<b>Signature</b>
------------------

Intentionally blank




## Form 3.3 Record of Fire Drills

A Fire drill should be held at every camp and a record kept of every drill

<b>Date of Drill</b>		
<b>Type of Drill</b>		
<b>Optimum Evacuation Time</b>		
<b>Actual Evacuation Time</b>		
<b>Time to Completion of Role Call</b>		
<b>Assessment of Drill</b>		
<b>Remedial Action Necessary</b>		
<b>Person Responsible for Drill</b>		
<b>Fire Safety Officers Comments</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

**Intentionally Blank**

## **Fire Extinguishers Fire Hoses and Fire Blankets**

There are over 30 Fire Extinguishers located throughout the Campsite. Camp Leaders and their staff should familiarise themselves of the location and method of operation of all fire appliances.

There are 3 types of fire extinguisher at Woodlarks

### **AFFF (Foam)**

- Will last at least 1 Minute
- A throw of at least 4 Metres
- Use on Carbon based material and liquid fires (fuel)
- Wood, People, Material, Paper, Curtains or similar
- Plus Cooking Oil, Petrol, Meths, White Spirit

### **Operation**

- Remove Pin
- Test Fire
- Point at the back of the fire move the hose side to side across the fire and back to front.
- Operate holding hose until fire is out or runs out

### **CO<sub>2</sub>**

- Duration at least 1 minute
- Gas under pressure, throw 4 metres poor in outside conditions
- Designed for electrical fires, can be used on all fires (beware of the pressure spreading the fire)

### **Operation**

- Remove pin
- Test fire
- Point at base of fire
- Do not hold horn as it is liable to freezing.

### **Dry Powder**

- Duration at least 1 minute
- Gas under pressure, throw 4 metres poor in outside conditions

- Designed for electrical fires, can be used on all fires (beware of the pressure spreading the fire)

## Operation

- Remove pin
- Test fire
- Point at base of fire, sweep from side to side
- On fires in containers or spilled liquid, aim the jet or horn towards the near side of the fire and with a fast sweeping motion, propel the fire towards the far edge until the flames are extinguished.
- If flowing liquid is on fire, direct the spray at the base of the flames then upwards.
- On electrical fires, switch off the current and then aim the jet directly at the fire.
- As soon as the fire appears to be extinguished, wait until the air clears, then if flame is still visible discharge again

## Fire blankets

- Protect your hands when you are using a fire blanket. The blanket has tapes on. Hold the blanket by the tapes and wrap the top corners or the top edge of the blanket around your hands to avoid being burned. As you place a blanket over a fire, the flames can scorch your hands or arms.
- Carefully drape the blanket over the fire. Be sure the blanket is covering the area from which the flames are coming and laying flush against the object you are trying to cover. Be sure no air is coming in from behind or beneath the blanket. If you have successfully cut off the air flow, within a few moments, the fire should be out. **Do Not Throw a Fire Blanket over a Fire it will miss the fire and cause the flames to flare up**
- Allow the fire blanket to cool for 30 to 60 minutes before touching it. Do not touch any of the cinders or burnt objects beneath it, as they may still be hot. Be sure there is no smouldering or flames remaining. You can then shake it out, clean it and refold it for future use.

All Woodlarks users have a responsibility to ensure all the Fire Safety Equipment is correctly working. As you wonder around the site keep your eyes open and report any faults you see it could be your life that needs the equipment that is faulty.

<b>Daily Inspections</b>	<b>Condition - what it should look like</b>
Emergency escape lights	Charging small red or green light in unit
Fire safety signs	In place and undamaged
Fire resisting doors shut	Fire doors fully close no gaps and never chocked open
Escape routes unobstructed	All escape routes clear at all times. Dormitory floor clear. Ask your self “could you push a bed through the space “ Leave the old toilet door in the alley open at all times.
Fire extinguishers in position	All the Fire Extinguishers have a coloured security tag to indicate they have not been tampered with if you see one missing or broken report it.  Some Fire extinguishers are in cabinets outdoors around the site. The cabinets are also sealed to prevent tampering. If you see the seal broken report it.  Some fire extinguishers have a gauge on them. The pointer should be in the green portion of the gauge.

<b>Nightly</b>	<b>Condition - what it should look like</b>
Waste bins emptied etc.	Place all waste in the waste compound
Electric plugs	Do not leave equipment on overnight this includes phone chargers etc where essential equipment is charging overnight ensure it is in a designated charging area and clear of all flammable items
Fires	All open fires to be out before vacating rooms or BBQ sites. Trench oven should be cooling at the latest by 10pm.

	In dining room, any material should be cleared from around the wood burner and the fire guard put in place.
Dormitory inspection	Clear escape routes throughout buildings and site. Leave the old toilet door in the alley open at all times.

### **Fire Safety and Evacuation Recommendations**

1. All campers should be familiar with the location of the fire alarm call points in their areas.
2. There should be a mix of helpers and campers on both fields should there be a fire at night.
3. Upon discovering a fire the fire alarm should be raised by operating the nearest call point or ringing the fire bell at the kitchen
4. Upon hearing the fire alarm, unless notice has been given otherwise, it is impossible to be sure that it is not a fire and the building should be evacuated promptly.
5. The premises should be confirmed as evacuated by the camp leader or their deputy if they are off close all doors as you leave if safe to do so.
6. People must move quickly and calmly and not re-enter the buildings until permission is given by the senior fire service officer present.
7. The person who discovers the fire should ensure that the fire service has been called.
8. All campers should have been familiarised with their alternative emergency exits routes and have been walked all the way along them to the assembly point as part of their camp arrival brief. You will need to do 2 fire drills; one for each building.
9. Everyone should know where the current designated assembly point is.

#### **LOWER CAMP FIELD**

9. When the fire service arrives the person in charge should inform the senior fire service officer that their premises are clear or that someone is missing

10. Only once the fire alarm has been raised should fire extinguishers be used to attempt to extinguish the fire, but only if it is safe to do so, and only so long as this does not in any way endanger any person.

If all campers are familiar with the above basic procedures then when there is an incident or a drill everything should go smoothly.

## Definitions

### Responsible Person

The RRO places a duty to take general fire precautions, including the development of a fire risk assessment, on the responsible person. In the workplace, the responsible person will be the employer or any other person who may have control of the premises – for example the owner or occupier.

#### Article 3 of the RRO defines responsible person as follows

##### *Meaning of 'responsible person'*

3. In this Order '**responsible** person means –
- (a) in relationship to a workplace, the employer, if the workplace is to any extent under his control;
  - (b) in relationship to any premises not falling within paragraph (a) -
    - (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
    - (ii) the owner where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

### Competent Person

The responsible person is required to appoint one or more 'competent persons' to assist them in the implementation and management of various fire safety preventative and protective measures, in particular regarding fire fighting equipment and activity, procedures for serious and imminent danger and for danger areas and other preventative and protective measures.

An individual will be deemed to be competent if they have sufficient training and expertise or knowledge or other qualities to enable them to properly implement the relevant measures.

## **Relevant Person**

Relevant persons within any buildings / curtilage for whom you are responsible are: employees; visitors; customers; public: residents; voluntary workers; contractors.

**As the Camp Leader You have a legal and moral responsibility for Fire Safety in Your Camp**