



Woodlarks Camp Site Trust

Fire Actions for Camp Leaders

2024

- 1 Introduction 3**
- 2 Fire Risk Assessment 3**
 - 2.1 Fire Risk Assessment.....3
 - 2.1.1 Enforcement4
 - 2.2 Significant Findings of the Fire Risk Assessment4
 - 2.2.1 Dining Room4
 - 2.2.2 Cooking Area.....4
 - 2.2.3 Smoking4
 - 2.2.4 Wood Pile.....5
 - 2.2.5 Waste Compound5
 - 2.2.6 Petrol.....5
 - 2.2.7 Charcoal5
 - 2.2.8 Persons at Risk5
 - 2.2.9 Camp site layout.5
- 3 Fire Alarms 6**
- 4 Means of Escape 6**
 - 4.1 Maintain clear areas for escape.6
 - 4.2 Laundry7
 - 4.3 Basic Training.....7
 - 4.4 First Day in Camp.....7
- 5 Fire Extinguishers, Fire Hoses and Fire Blankets 9**
 - 5.1 AFFF (Foam)9
 - 5.1.1 Operation.....9
 - 5.2 CO2.....9
 - 5.2.1 Operation.....9
 - 5.3 Dry Powder9
 - 5.3.1 Operation.....10
 - 5.4 Fire blankets.....10
 - 5.5 Fire Hoses.....10
 - 5.6 Fire Safety and Evacuation Recommendations12
 - 5.7 Liaison with Fire Brigade.....12
- 6 Definitions..... 13**
 - 6.1 Responsible Person.....13
 - 6.2 Article 3 of the RRO defines responsible person as follows.....13
 - 6.3 Competent Person13
 - 6.4 Relevant Person13

1 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 helpers 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	Graham Curtis
Competent Person	Paul Walker Stonewall Partnership
Fire Safety Officer	Sarah Lane / Nick Richards

2 Fire Risk Assessment

2.1 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 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.

2.1.1 Enforcement

Woodlarks must 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**.

2.2 Significant Findings of the Fire Risk Assessment

Fire Watch

During prolonged dry periods when there is increased risk of fire, Sarah and Nick may declare a "Fire Watch". This means extra precautions are needed particularly in the woods.

Dry open ground during camping season in all areas 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
- Regular patrols in woods

2.2.1 Dining Room

The log burner doors must be closed except when adding fuel or cleaning. Please use the gloves provided. Use the fire guard for the log burner 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.

Cooking equipment must always be monitored when in use in the dining room by a person able to carry out the necessary actions to prevent an incident taking place.

2.2.2 Cooking Area

The trench fire and cookers equipment must be monitored all times when in use by someone able to carry out the necessary actions to prevent an incident taking place.

All kitchen staff must have adequate training in dealing with kitchen fires.

Only sufficient wood for daily use to be stored in kitchen location.

The plates on top of trench oven should only be removed when cleaning or lighting.

The trench fire to be allowed to cool after 20:00.

2.2.3 Smoking

A gazebo has been provided as a temporary smoking area with a metal bucket on the top field. There is also a smoking area at the back of the old block.

Put into place a policy to stop smoking in the woods and in an emergency no smoking for "Fire Watch" conditions.

2.2.4 Wood Pile

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

2.2.5 Waste Compound

All waste containers should be kept in the waste area.

2.2.6 Petrol

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.**

2.2.7 Charcoal

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.

No use of BBQs during "Fire Watch" conditions

BBQ charcoal is to be stored in metal bins outside the back of the pantry.

2.2.8 Persons at Risk

Camp Leaders are advised to carry out individual personal Risk Assessments on all campers under their control. We advise you have a "Buddy" system in place for those who may have difficulties getting to the call alone. These people may have visual or auditory impairments, or may find an emergency overwhelming and not know what to do.

Please make sure all fire wardens know if any camper needs oxygen. A sign from Nick and Sarah must be placed where they sleep for the fire services should there be a fire.

2.2.9 Camp site layout.

Ensure good practice guide to erecting tents with minimum two metre spacing.

No naked lights, flame, or candles. No smoking in any tents or buildings. 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.

You must ensure that all unnecessary electrical equipment is switched off when not in use.

Multi plug adaptors are not allowed.

Extension leads must have an RCD cut-out.

No electrical heaters are to be used in tents.

Open fires and BBQs Smoking awareness for all visitors and campers

BBQs are to be on raised altar fires or the portable barbecue. Camp fires must be on one of the two camp fire sites with concrete fire bases. All ash and material in fire tray to be removed with metal dust pans to metal buckets or wheelbarrows 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.

3 Fire Alarms

The fire alarm system applies to Bradbury Croft (including the tent store), the old dormitory, wash block, and the dining room. There is a separate panel for the pantry but this is linked to main panel in Bradbury Croft. There is a separate panel for the pool rooms but if this goes off there is an orange light on the side of the dining room which will indicate this.

For all buildings, if a fire is detected, or an alarm button is pushed, the sirens start and red strobe lights flash. The first priority is to carry out evacuate even if no fire is visible.

While the building is being evacuated, if it is safe to do, so the Fire Officer should examine the relevant control panel to ascertain the cause of the alarm. You must call the Fire Brigade by dialling 112 / 999 if you suspect a fire. The alarm does not automatically call the Fire Brigade.

The panel should indicate which sensor or switch has been activated. There is a diagram showing the location of each alarm sensor and switch. Any sensor or switch that has been activated will also show a small red light on the sensor.

To reset the alarm panel, insert the silver key into the key switch and turn to the "Enable" position. Then hit the "Mute" key and then the "Silence" key. The alarm should stop sounding. Return the key to the "Disable" position and remove.

If the alarm has been triggered by an alarm button, you must reset the alarm button before resetting the alarm panel. To reset an alarm button, insert the black key provided into the base of the switch, slide the switch cover down, remove the key and replace the cover. The yellow line will disappear. Insert the silver key provided into the key switch, turn to "Enable" and press "Reset". The light will go off on the push button and the panel will show "Normal". Return the key to the "Disable" position and remove.

If you cannot silence the alarm, please ask Nick or Sarah for assistance. If you cannot find Sarah or Nick, please contact Baudelaire on 01962 737020, 07855 830316 or 07977 006756

There is a slightly different procedure for the pool rooms. All steps are the same procedure is the same except there is a white key that turns the two main outside break glasses off. Sarah will provide instruction for this.

4 Means of Escape

4.1 Maintain clear areas for escape.

Sleeping accommodation fire exit routes to be kept clear at all times

A clear access to remove those with disabilities.

Keep all areas free of material likely to cause restrictions on fire routes.

No unauthorised persons sleeping on floor or similar.

Designated sleeping and evacuation plan to be drawn up according to the needs of each camp with due regard to fire evacuation.

4.2 Laundry

The precautions for using gas tumble dryers are kept in the laundry.

Detailed instructions for use should be prepared for all camp users in particular with relationship to gas fired tumble dryers' operation and filter maintenance.

The laundry is not to be used for sleeping.

The laundry door must be kept shut when it is not in use.

4.3 Basic Training

The RRO states the following with regard to the training

The responsible person must ensure that adequate safety training is provided

4.4 First Day in Camp

Information and instructions on fire safety should be given on the first day of camp for all campers and helpers. 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.
 - 2.1) how to raise the alarm.
 - 2.2) how to stop equipment, isolate power or fuel supplies as appropriate.
 - 2.3) where the firefighting equipment is located, which to use and how to use it.
 - 2.4) which escape route to use and an alternative if that route is blocked by fire or smoke (campers should be shown escape routes).
 - 2.5) how to escape from smoke-filled rooms or corridors.
 - 2.6) the location of the assembly point at a place of safety beyond the building.
 - 2.7) how to assist evacuation of those with disabilities.
 - 2.8) 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:
- 8) All staff should be given instructions on the above and, in addition, on:
 - 8.1) the need to report any faults or dangerous equipment
 - 8.2) any hitherto unforeseen hazardous practices.
 - 8.3) any failure to observe fire precautions.
 - 8.4) any deficiency in, failure of, damage to fire protection equipment systems.
- 9) the names of at least four people (depending on the size of your camp) responsible for fire safety in camp. These should include:
 - 9.1) designated fire warden to undertake the fire drill and give the fire safety talk and fill in the form for that as well as the fire drill form.
 - 9.2) wardens to ensure that no one returns to the building in the event of a fire.
 - 9.3) a warden to wait at the main gate to direct the emergency services to the correct place.
 - 9.4) a warden to take the roll call at the collection point and ensure no one's leaves until the emergency is over.
 - 9.5) the emergency bag with blankets, torches and the megaphone should be assigned to a designated warden.
 - 9.6) the register and record of where campers are sleeping should be given to the warden and secretary on the day of arrival.

There are two emergency fire hydrants in Lodge Hill Rd should the fire brigade need them. One is at the crossroads behind the surgery, and one is at number 88. Please ensure you know where they are.

5 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

5.1 AFFF (Foam)

- Will last at least one minute
- A throw of at least four metres
- Use on carbon based material and liquid fires (fuel)
- Wood, people, material, paper, fabric curtains or similar, cooking oil, petrol, meths, white spirit

5.1.1 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

5.2 CO₂

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

5.2.1 Operation

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

5.3 Dry Powder

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

5.3.1 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

5.4 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.

5.5 Fire Hoses

There are two fire hoses. One is situated at the end of the covered alley leading to the top field, the other is on the wall of the old dormitory block facing the kitchen.

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.

Daily Inspections	Condition - what it should look like
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 always clear. Dormitory floor clear. Ask yourself "could you push a bed through the space ". Always leave the old toilet door in the alley open.
Fire extinguishers in position	<p>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.</p> <p>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.</p> <p>Some fire extinguishers have a gauge on them. The pointer should be in the green portion of the gauge.</p>
Nightly	Condition - what it should look like
Waste bins emptied etc.	Place all waste in the waste compound
Electric plugs	Do not leave unattended equipment on overnight, other than essential items such as fridges. 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 20:00. 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. Always leave the old toilet door in the alley open.

5.6 Fire Safety and Evacuation Recommendations

- All campers should be familiar with the location of the fire alarm call points in their areas.
- There should be a mix of helpers and campers on both fields should there be a fire at night.
- Upon discovering a fire, the fire alarm should be raised by operating the nearest call point or ringing the fire bell at the kitchen
- 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.
- 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.
- People must move quickly and calmly and not re-enter the buildings until permission is given by the senior fire service officer present.
- The person who discovers the fire should ensure that the fire service has been called.
- 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.~~
- Everyone should know where the current designated assembly point is. We suggest in the top field as this leaves the drive clear for emergency vehicles.

5.7 Liaison with Fire Brigade

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.

You should make the senior fire officer aware of the document box on the wall of the porch of Kathleen Marshall House. From the 2024 season the notice board at the top of the drive will have a map for the fire services.

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.

6 Definitions

6.1 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.

6.2 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.

6.3 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, regarding firefighting 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.

6.4 Relevant Person

Relevant persons within any buildings or surrounding areas for whom you are responsible are employees, visitors, customer, members of the public, residents, volunteers and contractors.

As the Camp Leader you have a legal and moral responsibility for fire safety in your camp

This policy will be reviewed after three years.

Signed: Graham Curtis

Date: 01 April 2024

Print name: Graham Curtis

Position held: Chairman

Implemented: April 2024

Review date: April 2027

Person responsible: Graham Curtis