



Woodlarks Campsite Trust

Fire Actions for Camp Leaders

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1 Introduction

1.1 Sounding a Fire Alarm

1.1.1 If a fire has started anywhere on site (i.e. not a campfire!),

IMMEDIATELY SOUND THE FIRE ALARM

by pressing a fire alarm press button,

and **DIAL 999**.

‘What3words’ for the driveway is **backpacks.marketing.question**

1.1.2 Firefighting extinguishers and other equipment are available around the site (see 6). This equipment may be used on small fires, however,

DO NOT TAKE PERSONAL RISKS Buildings Are Replaceable - People Are Not

1.2 Document Purpose

1.2.1 This document is intended to provide guidance to Camp Leaders planning camps at Woodlarks, outlining the necessary actions to prevent fires and the appropriate procedures to follow in the event of a fire.

1.2.2 Camp Leaders are required to use this information to brief all campers and helpers on fire safety precautions at the earliest opportunity during their stay. This is essential to ensure the safety of all individuals, as well as the protection of buildings and the campsite.

1.2.3 Fire safety is largely a matter of common sense. While many people coming to Woodlarks may have heard fire safety briefings before, it’s crucial to reinforce this awareness for everyone—especially for first-time visitors. Regular reminders help ensure that fire safety stays front-of-mind, creating a safer environment for all on the campsite.

1.2.4 ***The Regulatory Reform (Fire Safety) Order 2005 (RRO)*** requires that certain actions take place at our campsite and that individuals are named to take responsibilities.

1.2.5 In relation to Woodlarks Campsite Trust, these people are:

Responsible Person Lynne Cooper (Chair of Trustees)

Competent Person Will Creighton

Fire Safety Officers Sarah Lane and Nick Richards

1.2.6 In relation to your Camp, the responsible person will be the Camp Leader.

2 Fire Risk Assessment

2.1 Overview

2.1.1 Under the provisions of the **Regulatory Reform (Fire Safety) Order 2005**, it is a legal requirement for the Trust carry out a fire risk assessment and review it regularly.

2.1.2 Woodlarks has a Fire Risk Assessment and it is regularly reviewed.

3 Camp Leaders – Actions Required

3.1 FIRE WATCH – Declared in severe dry conditions

3.1.1 During prolonged dry periods when there is increased risk of fire, the secretary or warden may declare a “**FIRE WATCH**”. This means extra precautions are needed particularly in the woodland areas.

3.1.2 Anywhere on-site with fallen leaves, bracken, long dried grass is a high fire risk, especially during prolonged dry, sunny weather.

3.1.3 Camp Leaders’ planned activities must comply with the following additional restrictions during a **FIRE WATCH** scenario:

- The Main Campfire must NOT TO BE USED.
- NO CAMPFIRES OR BARBECUES at cookout sites.
- Robustly enforce no smoking on-site (except designated locations).
- Be vigilant – look out for signs of fire or smoke, especially in wooded areas.

3.1.4 No activities involving naked flames, sparks, fireworks, highly flammable material including petrol, kerosene, etc. will be permitted.

3.1.5 Ensure all campers are made aware of the heightened risk of fire and are asked to be extra vigilant.

3.1.6 Note - The Cookhouse Team will be permitted to setup a single barbeque location. This must:

- use a purpose-made barbeque,
- not be in contact with the ground,
- be closely supervised,
- be in a location at least 6 metres from any dry vegetation, such as leaves, bracken or long grass,
- have several fire buckets of water easily accessible.

3.2 Dining Room

- 3.2.1 Keep the woodburner stove doors closed when in use, except when adding logs. Please use the gloves provided to prevent burns.
- 3.2.2 Use the fire guard for the log burner for the protection of children and vulnerable adults, if necessary. Remember the hood can get very hot. Ash and unburnt material must be transferred into a metal container when cool.
- 3.2.3 The electric cooker is not generally for use during the summer season. If this is necessary, it must be closely supervised until the temperature of all surfaces has reduced. The hotplates remain hot for a considerable time after cooking.

3.3 Trench Oven and Cookhouse

- 3.3.1 All cookhouse team must have adequate training in dealing with kitchen fires.
- 3.3.2 The trench oven and gas cooker must be monitored all times when in use by a member of the cookhouse team.
- 3.3.3 Wood for the trench oven is only to be stored in the designated wood storage area and stacked safely, i.e. not higher than the surrounding walls.

3.4 Barbecues and Campfires

- 3.4.1 The only campfires permitted on-site will be at one of the two designated locations.
- 3.4.2 During non-Fire Watch conditions, barbeques are permitted at the barbeque areas around the campsite and must be closely supervised at all times. They are to be on raised altar fire-stands or one of the portable barbecues with legs.
- 3.4.3 NO DISPOSABLE BARBEQUE must be placed on the ground. They may be used if placed on a raised altar fire-stand, as at 3.4.2.
- 3.4.4 Great care must be taken when people and wheelchairs are moving around close to the barbecue itself.
- 3.4.5 A distance of 2 metres should be maintained between the barbeque and any seated people or wheelchair user not involved in cooking.
- 3.4.6 Oxygen-users must keep at least 3 metres between their oxygen cylinder and the fire or barbeque. In addition, it must be shielded from radiated heat to prevent explosion from overheating.
- 3.4.7 Fire buckets containing water must be placed close to the barbeque as a precaution.
- 3.4.8 All ash and material in fire tray must 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.
- 3.4.9 The no smoking rule applies at all barbecue and campfire locations.

3.5 Vulnerable Children and Adults

- 3.5.1 Camp Leaders should have Personal Emergency Evacuation Plans (PEEPs) in place for all children and adults attending their camp who are vulnerable due to their mobility, disability or age.
- 3.5.2 Ensure all fire wardens know if any camper needs oxygen. A sign from warden and secretary must be placed where they sleep should there be a fire.

3.6 Tents

- 3.6.1 Tents are to be erected with a minimum spacing of 2 metres between guy lines – **this is measured from the tent pegs of one tent to the tent pegs of another.**
- 3.6.2 This spacing creates a firebreak between tents and reduces the trip hazard when walking between tents. It also ensures accessibility to wheelchair users.
- 3.6.3 No smoking, naked flames or candles are to be used in or near any tent or the Timber-Framed Tent (TFT). This includes Tealight candles.
- 3.6.4 Anyone found using naked flames or smoking in tents will be required to leave the campsite immediately.

3.7 General Points to Note

- 3.7.1 Fire extinguishers are available at several locations around the campsite.
- 3.7.2 You must ensure everyone at camp is aware that all unnecessary electrical equipment is switched off when not in use. This includes mobile phone chargers.
- 3.7.3 Multi-plug adaptors are not to be used.
- 3.7.4 Use of extension leads should be avoided unless necessary (mainly due to the trip hazard), but if unavoidable, ensure they are protected by an RCD cut-out, are fully unwound to prevent overheating and the maximum wattage is not exceeded.
- 3.7.5 No electric heaters are to be used in tents.
- 3.7.6 If any electrical items are found to be faulty please remove them and report to the warden/secretary.

4 Fire Alarms

4.1 Coverage

- 4.1.1 A fire alarm system is installed in Bradbury Croft (including Undercroft), the Old Block, the Dining Room, the Cookhouse and the swimming pool changing rooms.
- 4.1.2 There is a separate wall-mounted control panel for the cookhouse, but this is also linked to main panel in Bradbury Croft.
- 4.1.3 There is also a separate wall-mounted control panel for the pool changing rooms. NOTE - should the pool fire alarm be triggered, an orange beacon and siren on the outside wall of the Dining Room will activate to indicate this.

- 4.1.4 For all buildings, if a fire is detected, or a fire alarm push button is pressed, the sirens start immediately and red strobe lights flash.
- 4.1.5** If a fire alarm sounds, **IMMEDIATELY EVACUATE EVERYONE** to an assembly point, even if no fire or smoke is visible. **Please note camps are no longer required to carry out a Fire Drill.**
- 4.1.6 **COMMON SENSE MUST PREVAIL.** For example, if it is the middle of the night and the fire alarm in Bradbury Croft sounds, **IMMEDIATELY EVACUATE BRADBURY CROFT**, but check the alarm panel to check where the alarm was triggered and whether there is immediate danger to the camping field before evacuating tents.
- 4.1.7 Bear in mind there are no fire alarms in tents. Night patrols or helpers sleeping in tents should be aware of this and be vigilant.
- 4.1.8 While the building is being evacuated, **ONLY IF IT IS SAFE TO DO SO**, the Fire Officer should examine the relevant wall-mounted control panel to ascertain the cause/location of the alarm.
- 4.1.9 **DIAL 999 / 112 AS SOON AS A GENUINE FIRE IS SUSPECTED.**
- 4.1.10 The alarm **DOES NOT** automatically call the Fire Brigade.
- 4.1.11 When Firefighters arrive on-site, they will require access to the Undercroft in Bradbury Croft to access isolation switches and taps. There is a key safe located in the porch of Kathleen Marshall House (KMH – the bungalow).
- 4.1.12 The fire service has a record of the code required to open this key safe to access the Undercroft keys.

4.2 Fire Alarm Controls

- 4.2.1 The wall panel will 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.
- 4.2.2 If you cannot silence the alarm, please contact the warden or secretary for assistance.

5 Escape Routes

5.1 Dining Room

- 5.1.1 All fire exit routes **MUST** be kept clear at all times, especially maintaining access to remove those with disabilities.
- 5.1.2 Please be mindful of the table locations in relation to accessibility of chair users.

5.2 Sleeping Accommodation

- 5.2.1 Sleeping accommodation fire exit routes **MUST** be kept clear at all times, especially maintaining access to remove those with disabilities.
- 5.2.2 This applies to all buildings, the Timber-Framed Tent and other canvas tents.

5.2.3 Designated sleeping and evacuation plans, including Personal Emergency Evacuation Plans (PEEPs) to be drawn up according to the needs of each camp with due regard to fire evacuation. (See Camp Leaders' Handbook for PEEPs).

5.3 Laundry

5.3.1 Detailed instructions for the use of laundry equipment **MUST** be followed to avoid the risk of fire.

5.3.2 Fluff filter maintenance is vitally important. Filters **MUST** be cleared regularly.

5.3.3 The laundry door is fitted with an auto-closer mechanism that will close the door if the fire alarm is activated. The door must only be held open by this mechanism and not wedged open in any other manner. The door should be kept shut when the laundry is not in use.

5.4 First Day in Camp

5.4.1 Information and instructions on fire safety **MUST** be given on the first day of your camp, for all campers and helpers, **BEFORE BEDTIME**. As a Fire Drill is no longer required please ensure a walk through is conducted.

5.4.2 Do not forget to brief anyone arriving part-way through the week.

5.4.3 The briefing **MUST** include the following:

- Safe practices to minimise fire risk.
- What to do in the event of fire or upon hearing the fire alarm.
- How to raise the alarm.
- How to stop equipment, isolate power or fuel supplies as appropriate.
- Where the firefighting equipment is located.
- Which escape routes to use and alternatives if any route is blocked by fire or smoke (campers should be shown escape routes).
- The location of the assembly point at a place of safety beyond the building.
- How to assist evacuation of those with disabilities.
- How and when to call the fire brigade
- The need to keep escape routes unobstructed.
- The function and importance of fire doors, door closers and automatic doors.
- How to open all doors on the escape routes.

5.4.4 In addition to the above, all campers and volunteers should be told to report:

- faulty or dangerous equipment.
- Any hazardous practices.
- Any failure to observe fire precautions.

- Any deficiency in, failure of, damage to fire protection equipment systems.
- 5.4.5 All campers and volunteers must be made aware of the following nominated 'competent persons' on your camp with specific duties in case of fire:
- Your designated fire wardens.
 - All Fire Wardens to ensure that no one returns to a building being evacuated.
 - The warden nominated to wait at the main gate to direct the emergency services to the correct place.
 - The warden nominated to take a rollcall at the assembly point and ensure no one's leaves until the emergency is over.
 - The warden assigned responsibility for the emergency bag with blankets, torches and a megaphone.
- 5.4.6 The register and record of where campers are sleeping should be given to the warden and secretary on the day of arrival.

6 Fire Extinguishers, Fire Hoses and Fire Blankets

6.1 Introduction

- 6.1.1 In case of fire, ensure someone has dialled 999 immediately. Do not delay whilst using a fire extinguisher.
- 6.1.2 There are fire extinguishers located throughout the campsite. These should only be used if trained to do so.
- 6.1.3 Camp Leaders and volunteers should familiarise themselves of their locations.

6.2 P50 Water Mist

- 6.2.1 The extinguisher will last for approximately 40 seconds
- 6.2.2 The reach will be approximately four metres
- 6.2.3 Safe for use on live electrical equipment up to 1000v

6.3 AFFF (Foam)

- 6.3.1 The extinguisher will last at least one minute in constant use.
- 6.3.2 The reach will be approximately four metres (less in windy conditions).
- 6.3.3 These may be used on carbon based material and liquid fires (fuel), wood, people, paper, fabric, cooking oil, petrol, meths, white spirit.

6.4 CO2

- 6.4.1 The extinguisher will operate for at least one minute in constant use.
- 6.4.2 It contains CO2 gas under pressure and has a reach of approximately four metres (less in windy conditions).
- 6.4.3 They are designed for use on electrical fires, however, can be used on all fires.
 - Remember - Do not hold the horn surface with bare hands – it will get extremely cold.

6.5 Dry Powder

- 6.5.1 Duration at least one minute
- 6.5.2 It contains gas under pressure and has a reach of approximately four metres (less in windy conditions).
- 6.5.3 Designed for electrical fires, however, can be used on all fires.

6.6 Fire blankets

- 6.6.1 Follow instructions on the packaging. - Hold the blanket by the tapes and wrapping the top corners around hands to avoid being burned.
- 6.6.2 Carefully drape the blanket over the fire - **Do not throw the blanket over a fire.**
- 6.6.3 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 can enter from behind or beneath the blanket.
- 6.6.4 If you have successfully cut off the air flow, within a few moments, the fire should be extinguished.
- 6.6.5 IF NOT USED ON A PERSON, allow the fire blanket to cool for 30 to 60 minutes before touching/removing it.

6.7 Fire Hose – No longer to be used for Fire Fighting

- 6.7.1 There is a fire hose on the wall of the old dormitory block facing the kitchen. Only to be used for degreasing kitchen and washing up area.

6.8 General

- 6.8.1 All Camp Leaders, helpers and volunteers have a responsibility to ensure all the Fire Safety Equipment is correctly working. Please report any faults or missing items.

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. Always leave the old toilet door in the alley open.
Fire extinguishers in position	All the Fire Extinguishers have a tag to indicate they have not been tampered with. If you see one missing or broken, please report it. Some Fire extinguishers are in cabinets outdoors around the site. Some fire extinguishers have a gauge on them. The pointer should be in the green portion of the gauge.

6.8.2

Nightly	Condition - what it should look like
Electric plugs	Do not leave unattended equipment on overnight, other than essential items such as fridges. 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 areas. 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.

6.9 Evacuation Recommendations

- 6.9.1 All campers should be familiar with the location of the fire alarm call points in their areas.
- 6.9.2 There should be a mix of helpers and campers on the top field at night or a night patrol at regular intervals.
- 6.9.3 Following evacuation and rollcall, the camp leader or their deputy must ensure all persons are accounted for. If the fire service attend, details of any missing persons

must be reported to them, together with their sleeping location (if nighttime).

- 6.9.4 When evacuating, close all doors and windows as you leave, if it is safe to do so.
- 6.9.5 People must move quickly and calmly and not re-enter the buildings until the all clear is announced.
- 6.9.6 All campers should be familiarised with their emergency exits and routes. It is a good idea for everyone to walk these routes as a familiarisation process.
- 6.9.7 Everyone should know where the designated assembly point is. This may change depending on where the fire is located.

6.10 Liaison with Fire Service

- 6.10.1 When the fire service arrives, the person in charge should inform the senior fire service officer that their premises are clear or report missing people.
- 6.10.2 The fire service personnel should be aware of a document box and key safe (containing Undercroft keys) on the wall in the porch of the Warden's bungalow.

7 Legal Definitions

7.1 Responsible Person

- 7.1.1 The 'Responsible Person' has a duty to take general fire precautions, including the development of a fire risk assessment.
- 7.1.2 Risk Assessments, including considerations for fire will be prepared in advance of your camp.
- 7.1.3 Woodlarks Campsite Trust has nominated a 'Responsible Person' in relation to all fire precautions and risk assessments in relation to Trust activities, however this does not extend to groups/organisations occupying the site, e.g. camps.
- 7.1.4 The 'Responsible Person' in the case of groups/organisations staying at Woodlarks will be the Camp Leader (or Head Teacher in the case of schools).

7.2 Competent Person

- 7.2.1 The 'Responsible Person' is required to appoint competent persons to assist them in the implementation and management of fire safety preventative and protective measures, as described at 5.4.5.
- 7.2.2 An individual will be deemed to be competent if they have sufficient knowledge, expertise or knowledge to enable them to properly undertake the assigned role.
- 7.2.3 As the Camp Leader you have a legal responsibility for fire safety at your camp.