



Woodlarks Campsite CIO

Woodlarks Camp Site Trust

Fire Safety Policy

Version Control Log

Version	Date	Summary of Changes / Notes	Author
1.0	March 2023	Previous version Implemented	
2.0	14/10/2025	Content imported into new template	MJ

Document Approval

Version	Date	Person Responsible	Approved by	Signature
2.0	April 2026		All trustees	Email

Distribution History

Version	Date	Circulated to
2.0	28/04/2026	Added to Woodlarks Document Library and Website

Review Interval

Version	Date of Next Review	Interval
2.0	28/04/2029	3 years

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1 Introduction

Overview

- 1.1.1 Woodlarks Campsite CIO (“Woodlarks”) is committed to ensuring the fire safety of all Trustees, staff, volunteers, visitors, Camps, and Schools using our facilities. We will take all reasonable steps to prevent fire, protect life and property, and maintain an effective system of fire precautions and emergency procedures.

1.1

Definitions

- 1.2.1 For definitions used in this policy, please refer to the separate document in our [website](#).

1.2

Personnel

- 1.3.1 For allocated personnel for this policy, please refer to separate document on our [website](#).

1.3

Purpose

- 1.41.4.1 The purpose of this policy is to:
- Protect all persons on site from the risk of fire.
 - Ensure legal compliance with UK fire safety legislation.
 - Provide a framework for fire prevention, fire risk assessment, and emergency response.

1.5

Scope

- 1.5.1 This policy applies to both:
- [Woodlarks Campsite CIO - 1214811](#)
 - [Woodlarks Camp Site Trust - 306148](#)
- 1.5.2 This policy applies to:
- Trustees
 - The Management Committee
 - The Warden and Secretary
 - Woodlarks Volunteers, including Working Parties and Winter Events
- 1.6
- Camps, Schools and Winter Events hiring the site
 - Contractors
- 1.5.3 It covers all activities taking place on the campsite, whether residential or day use.

Legal Framework

- 1.6.1 This policy is informed by the following UK legislation and statutory guidance:
- [Regulatory Reform \(Fire Safety\) Order 2005](#) – main fire safety legislation in England.
 - [Building Regulations 2010 \(Fire Safety Requirements\)](#) – standards for buildings and fire precautions.
 - [Health and Safety at Work Act 1974](#) – general duty to ensure health and safety, including fire risks.
 - [Management of Health and Safety at Work Regulations 1999](#) – requirement to assess risks, including fire.
 - [Charity Commission guidance on Trustees' health and safety responsibilities.](#)
- 1.6.2 All Trustees and volunteers those listed in section 1.5.2 must be familiar with these frameworks and act in accordance with them.

2 Responsibilities

Trustees

- 2.12.1.1 Provide oversight, ensure compliance with law, appoint a UK-qualified Fire Safety Expert, allocate resources, and review reports.

2.2 Fire Safety Expert

- 2.2.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005, every organisation must appoint a “responsible person” who ensures that fire safety duties are met.
- 2.2.2 The Fire Safety Expert is appointed by the Trustees.
- 2.2.3 The Fire Safety Expert must have sufficient training, knowledge, and experience to carry out fire safety work (such as risk assessments, system testing, or evacuation planning).
- 2.2.4 The Fire Safety Expert will maintain registration with a recognised UK based professional body such as Institute of Fire Engineers (IFE), Institute of Fire Safety Managers (IFSM), Fire Sector Federation or National Association of Fire Officers.
- 2.2.5 The Fire Safety Expert will:
- Conduct one formal inspection per year.
 - Maintain a Fire Safety Improvement Register.
 - Inspect remedial works and either close items as complete or keep them open if dissatisfied.
 - Receive all reported fire safety issues via the approved reporting method.
 - Provide independent advice to Trustees on compliance and best practice.
 - Formally indicate their agreement to this policy.

Warden

2.3.1 The warden will:

- Assume responsibility for addressing agreed improvement actions arising from the Fire Safety Improvement Register through normal activities, Working Parties and contractors.

2.3

- Ensure fire precautions and extinguishers are in place and maintained.
- Support and cooperate with the Fire Safety Expert's inspection.

Secretary

2.4.1 Maintain fire safety records (e.g. fire alarm tests), fire drill logs, insurance documentation, and ensure that fire safety arrangements are up to date.

2.4

Management Committee

2.5.1 Support fire safety practices and help coordinate volunteers.

2.5

Volunteers and contractors

2.6.2.6.1 Follow fire safety instructions, participate in drills, and report fire hazards.

Hiring Organisations including Camps, Schools and Winter Events

2.7

2.7.1 Conduct their own fire risk assessments for activities (e.g. fire drills), ensure staff and participants are briefed on fire procedures, and comply with site fire safety rules. The hiring organisation must have a safeguarding policy or adopt this policy.

3 Risk Assessment and Fire Precautions

3.1.1 Fire risk assessments will be conducted for all buildings, equipment, and activities.

3.1.2 Fire detection, alarm systems, and extinguishers will be regularly maintained and tested as needed

3.1.3 Escape routes will be clearly marked and kept clear.

3.1.4 Fire drills as recommended by the Fire Safety Expert will be carried out and documented.

4 Governance and Leadership

- 4.1.1 Trustees retain overall accountability for fire safety.
- 4.1.2 The Fire Safety Expert provides independent assurance and reports directly to Trustees.
- 4.1.3 Improvement actions identified in inspections will be prioritised and tracked until resolved.

5 Facility Hiring

- 5.1.1 For anyone hiring our facilities we will provide fire safety guidance before use.
- 5.1.2 We require hirers to identify evacuation arrangements in their risk assessments.
- 5.1.3 We retain the right to prohibit unsafe activities that increase fire risk.

6 Fire Incident Reporting and Emergency Response

- 6.1.1 Everyone attending Woodlarks Campsite must be informed of how to register a fire safety issue.
- 6.1.2 All fire safety issues must be reported directly to the Fire Safety Expert via the approved method.
- 6.1.3 All fire incidents, alarms, or near misses must be reported to the Fire Safety Expert, Warden or Secretary.
- 6.1.4 Emergency fire procedures will be displayed on site and communicated to all users.

7 Monitoring and Review

- 7.1.1 The Fire Safety Expert will conduct one formal inspection annually and report findings to Trustees.
- 7.1.2 The Fire Safety Improvement Register will be reviewed at Trustee meetings.
- 7.1.3 This policy will be reviewed every 3 years, or sooner if required by legislation or following a fire safety incident