



The Outdoor Ed School

Fire Safety Policy and Fire Risk Assessment for Spratts Down Woodland

Fire Safety Policy

Purpose:

The purpose of this Fire Safety Policy is to ensure the safety of all staff, visitors, and the surrounding environment located in and around Spratts Down Woodland.

This policy aims to prevent the outbreak of fires, to manage fire risks, and to have clear procedures in place for responding to fires.

1. Fire Risk Assessment

- A fire risk assessment has been made for Spratts Down Woodland and has been attached to the bottom of this policy.

- The assessment should consider factors such as dry weather conditions, the proximity of trees, proximity to combustible materials, and the activities conducted within the woodland.
- Identifying fire hazards hot spots such as fire pits and stoves.

2. Prevention and Control Measures

- **Fire Bans and Restrictions:**

- Enforce a policy of no open fires during high-risk periods, such as dry weather or periods of extreme heat.
- Issue fire bans when local authorities declare fire warnings for the area.
- Prohibit smoking or lighting matches/lighters in high-risk areas (e.g., dry grass, brush).
- As agreed with the landowner there will be no fires during peak summer.

- **Fire Pits and BBQ Areas:**

- Ensure all fire pits are placed on bricks and off the ground and enclosed in a fireproof structure.
- Limit the size of campfires and ensure they are safely extinguished after use.
- Provide fire-resistant trays placed on bricks for fire lighting session to contain smaller fires.

- **Cooking Equipment:**

- Only use gas stoves or other portable cooking equipment in designated safe zones.
- Ensure that gas equipment is regularly checked for leaks and maintained properly.

- Ensure that camp cooking is done in well-ventilated areas away from combustible materials.
- **Use of Accelerants:**
 - Prohibit the use of flammable fuels such as petrol, kerosene, and other accelerants.

3. Fire Safety Equipment

- **Water and Firefighting Equipment:**
 - There will always be container of water available for quick response to small fires.
 - Fire blankets are located next to any cooking areas.
- **Communication Devices:**
 - Ensure staff carry mobile phones for communication with emergency services.
 - Share emergency contact numbers with staff.

4. Emergency Procedures

- **Fire Evacuation Plan:**
 - The fire assembly point for Spratts Down Woodland is by the entrance gate.

- If a fire becomes out of control the instructor will ensure all of their participants are accounted for before leading them to the fire assembly point.
 - The instructor will alert other staff members along the way by shouting or by phone.
 - The lead instructor on site will then ask a staff member to call the emergency services, while they conduct a second head count.
 - If someone is not accounted for, they will use the track which runs alongside the woodland to search for the missing participant.
 - After the emergency services have been contacted the same staff member will phone Dan Pritchard on 07513783253 to inform him.
 - Finally, the same staff member will call the Cadland estate office to inform them of the situation.
 - Staff members will then follow the advice given by the emergency services.
 - Once the site is clear for all staff members, participants, and visitors, the emergency services have been contacted, and Dan Pritchard has been informed, the instructors will walk participants to the end of the track by Stanswood road. This allows them to wave down the emergency services and removes staff / participants from the danger.
 - Dan Pritchard and the office staff will contact participants emergency contacts / schools and arrange for transportation.
 - There will be regular practice of this fire drill, ensuring all staff are familiar with evacuation routes and procedures.
- **Fire Reporting:**
 - In the event of a fire, immediately call emergency services.
 - Notify the emergency services of the exact location and any hazards such as gas canisters or difficult terrain.

Location: Spratts Down, Stanswood Road, Fawley, Southampton, SO45 1BU.

What 3 Words: ruffle.unimpeded.decency

Coordinates: 50°48'45.4"N 1°20'06.7"W

- Notify Dan Pritchard on 07513783253.
- Notify the Cadland estate.
- Staff members will complete an incident report form to capture all details.

- **Firefighting Responsibilities:**

- In the event of a small fire, trained staff should use fire blankets and / or water to control the fire, if safe to do so.
- Staff should be trained in basic firefighting techniques and first aid.
- If the fire is beyond control, evacuation should occur immediately, and emergency services must be notified.

5. Staff Training and Awareness

- **Staff Training:**

- All staff members should undergo fire safety training, including:
 - Identification of fire hazards
 - Correct handling of fire equipment (Water containers, fire blankets, etc.)
 - Fire safety procedures and emergency action plan.
- Provide specific training for staff involved in managing fires or other open flame activities.

- **Visitor Awareness:**

- Provide fire safety briefings for visitors at the start of their activities, outlining:
 - Fire assembly point.
 - What to do in the event of a fire.
- Inform visitors if there is a fire ban in force.

6. Maintenance and Inspections

- **Routine Inspections:**

- Conduct regular inspections of fire safety equipment to ensure its presence before providing sessions.
- Inspect the surrounding woodland area for any fire hazards (e.g., deadwood, overgrown brush, or areas prone to fast-spreading fires).
- Monitor weather conditions for any potential fire risks (wind speed, temperature, dryness).

7. Environmental Impact and Sustainability

- **Waste Management:**

- All waste materials such as paper, plastic, and other flammable items will be disposed off in black bin bags and removed from site.
- Ensure that waste is stored safely away from fire areas.

- **Post-Fire Area Restoration:**

- After controlled fires, ensure the area is fully extinguished and restore the landscape to prevent long-term environmental damage.

8. Review and Update

- This fire safety policy will be reviewed when required and after any fire-related incident.
- Any updates to the policy or procedures will be communicated to all staff.

By implementing this policy, The Outdoor Ed School will promote a culture of fire safety, minimize risks, and ensure the safety of participants, staff, and the environment.

Spratts Down Woodland Fire Risk Assessment

Activity Centre Name: The Outdoor Ed School

Assessment Date: 28/12/24

Assessed By: Daniel Pritchard

Review Date: 28/12/25

Location: Spratts Down, Stanswood Road, Fawley, Southampton, SO45 1BU.

1. Activity Overview

This risk assessment addresses the potential fire hazards associated with activities that take place in a woodland environment. These activities may include, but are not limited to:

- Bushcraft
- Cooking over open fires or stoves
- Campfires for evening activities
- Firewood collection
- Use of fire lighting tools (matches, lighters, etc.)
- Educational sessions involving fire safety

2. Identified Hazards

a. Campfires and Open Flames

- **Risk:** Wildfires could start from unattended or improperly managed campfires.
- **Consequences:** Forest fires could spread quickly, causing damage to property, injury, or loss of life. Environmental harm to the forest and surrounding wildlife could also occur.

b. Cooking Equipment and Stoves

- **Risk:** Gas or solid fuel stoves used for cooking could malfunction or be left unattended, leading to a fire outbreak.
- **Consequences:** Burns, property damage, and risk of wildfires.

c. Lightning

- **Risk:** Lightning strikes during thunderstorms in forested areas could spark fires.

- **Consequences:** Wildfires could start quickly, especially in dry conditions.

d. Dry Weather and Underbrush

- **Risk:** Dry weather can increase the likelihood of fire spreading, particularly in areas with a build-up of dry undergrowth or fallen leaves.
- **Consequences:** Fires may spread faster, and firefighting efforts may be less effective.

e. Smoking

- **Risk:** Smoking near dry vegetation or open flames can ignite fires if cigarette butts or matches are discarded improperly.
- **Consequences:** Wildfires or forest fires.

f. Firefighting Equipment Failure

- **Risk:** Inadequate or malfunctioning fire extinguishers or water sources may hinder fire suppression efforts.
- **Consequences:** The fire may spread uncontrollably, increasing damage and risk to human life and the environment.

g. Inappropriate Waste Disposal

- **Risk:** Disposal of combustible materials such as paper, plastic, or rubbish near campfires or stoves.
- **Consequences:** These materials can easily catch fire and spread, escalating the risk of a wildfire.

3. Risk Control Measures

To minimize the risk of fire, the following measures should be implemented:

a. Campfires and Open Flames

- **Control Measure:** Campfires should be established only in designated fire pits or cleared areas that are free of combustible materials.
- **Control Measure:** Fires must be constantly attended. A trained staff member should be assigned to always supervise the fire.
- **Control Measure:** Fires must be fully extinguished with water (not just covered with dirt) before leaving the area.

b. Cooking Equipment and Stoves

- **Control Measure:** Use only approved and well-maintained stoves or cooking equipment. Ensure that they are not left unattended while in use.
- **Control Measure:** Ensure all participants are trained on the safe use of cooking equipment.
- **Control Measure:** Keep flammable materials (including shelters and clothes) away from cooking equipment and open flames.
- **Control Measure:** Stoves should be used only on solid, level ground and away from dry vegetation.

c. Lightning

- **Control Measure:** Monitor weather forecasts and suspend outdoor activities if thunderstorms are expected.
- **Control Measure:** Sessions must be stopped in the event of lightning, if a session is already taking place at the woodland the instructor will lead participants to a safe area.

Sessions can resume after 20 minutes from the last sound of thunder.

d. Dry Weather and Underbrush

- **Control Measure:** Regularly monitor forest conditions (drought, dry weather) and enforce fire bans if necessary.
- **Control Measure:** Clear combustible vegetation around campfire sites and cooking areas.

- **Control Measure:** No fires are allowed during peak summer periods.

e. Smoking

- **Control Measure:** Designate smoking areas away from combustible vegetation or fire hazards. Provide safe disposal containers for cigarette butts.
- **Control Measure:** Prohibit smoking within 10 meters of any fire or combustible materials.

f. Firefighting Equipment

- **Control Measure:** Ensure water sources (such as buckets or containers), and fire blankets are readily available at all fire zones and activity areas.
- **Control Measure:** Train all staff in basic firefighting techniques and the use of firefighting equipment.
- **Control Measure:** Perform regular checks and maintenance of firefighting equipment.

g. Inappropriate Waste Disposal

- **Control Measure:** Set up designated waste disposal areas for rubbish and ensure all waste is disposed of properly. Prohibit the burning of waste materials.
- **Control Measure:** Educate participants on the importance of keeping the area clean and disposing of waste responsibly.

4. Emergency Procedures

- **First Aid:** Ensure that first aid kits are available, and that staff are trained in basic first aid, including treatment for burns.
- **Fire Evacuation:** In case of a fire, follow the fire evacuation plan detailed in the above policy.

- **Emergency Contacts:** Have a list of emergency services (local fire department, medical services, etc.) available. Ensure that the activity centre has a reliable means of communication (such as a mobile phone or radio) in case of an emergency.
- **Fire Drills:** Conduct regular fire drills with both staff and participants to ensure everyone knows the procedures in the event of a fire.

5. Monitoring and Review

- **Regular Inspections:** Fire safety checks should be conducted before, during, and after each activity session.
- **Fire Watch:** During high-risk periods (dry seasons), maintain a heightened level of awareness and monitoring for potential fire hazards. No fires during peak summer periods.
- **Review and Update:** This fire risk assessment should be reviewed when required or following any incidents or near-misses to ensure it remains effective and up-to-date.

6. Conclusion

While there is a risk of fire at Spratts Down woodland due to natural and human-induced hazards with proper fire safety measures in place, the risk can be managed.

It is crucial that staff and participants are educated and vigilant to prevent and respond to fire incidents promptly.