



FIRE SAFETY POLICY

Densholme Care Farm provides for groups of service users of all ages with differing physical, learning, mental health, emotional, social and behavioural difficulties, as well as school/college and work/learning placement students and the general public.

As such, it is particularly important that buildings and other areas can be evacuated quickly and easily in case of fire.

This Care Farm has the following features:

- Adequate, signed fire exits in all buildings
- Ramps where required
- Adequate fire alarm systems that are tested at the required intervals
- Adequate, in date fire extinguishers of the correct type, in all buildings and fire blankets where required, as advised by Humberside Fire Services
- Regular fire drills so that all students and staff are familiar with drill routine and assembly points
- Risk assessments have been prepared for all tasks that have fire risk attached
- Clearly signed Fire Assembly point.

Fire Officers: Denys Fell. Deputy: Mary Fell





FIRE EVACUATION PLAN

Fire Safety Housekeeping

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety in the event of fire. **DO NOT WEDGE FIRE DOORS OPEN**, or store combustible materials in corridors and stairs. It is also an offence.

Staff and visitors must familiarise themselves with the location of all fire exits, fire alarm call-points, fire extinguishers and the Fire Assembly Point.

This is a non-smoking building – smoking is not permitted anywhere on the premises.

Discovering a fire – what you must do:

RAISE THE ALARM - warn everyone in the building that there is a fire and **SOUND THE ALARM**.

CALL THE FIRE BRIGADE

DO NOT DELAY in summoning the Fire Brigade. Call from a place of safety. Dial 999 and give our details – Densholme Care Farm, Hull Road, Great Hatfield, HU11 4UX.

ATTEMPT TO FIGHT THE FIRE – (if safe to do so)

Prompt use of a fire extinguisher can nip a major incident in the bud. If you encounter a fire then only use the extinguisher if it is safe to do so, and you know how to use them. Leave as soon as the extinguisher has emptied or the fire is growing! The fire blanket and powder extinguisher are located next to the oven in the kitchen area.

REMEMBER:

- SOUND THE ALARM FIRST & CALL THE FIRE BRIGADE
- KEEP YOUR ESCAPE ROUTE CLEAR
- USE THE CORRECT TYPE OF EXTINGUISHER.

Evacuation procedure ON HEARING THE FIRE ALARM:

- Leave the building **PROMPTLY**, **DO NOT WAIT TO BE TOLD AND DO NOT** attempt to collect personal belongings.
- Observe any specific instructions about isolating equipment or services.
- Use your nearest Fire Exit, (look for the green 'Running-Man' signs).
- If you find smoke blocking your route then go a different way.
- **DO NOT** block the fire exits.
- Move away from the building and keep the entrances clear for the Fire Brigade.
- Once out of the building proceed to the Fire Assembly Point and listen to the instructions given by the Fire Officer, who is responsible for your safety and liaising with the Fire Brigade.
- **DO NOT** go back into the building until you are specifically told to do so by the Fire Officer or the attending Fire Brigade Officer in-Charge.

NOTE: silencing the alarms is not a signal to re-enter the building.

Helping Visitors and others that you may encounter:

- Fire Officers are there to help and ensure the building is evacuated; you must carry out any directions they give.
- DO escort out your visitors, members of the public etc.
- **DO assist anyone with mobility difficulties.**

Fire Assembly Point:

The Fire Assembly Point is located in the car park next to the vehicular gate to the Amenity Trail and is clearly signposted.

The conduct of people at the Fire Assembly Points and on leaving the building is critical to everyone's safety.

Fire Officers: Denys Fell. Deputy: Mary Fell



FIRE RISK ASSESSMENT

Report of audit and inspection

- 1. PREMISES DETAILS**
- 2. PREMISES PLAN**
- 3. FIRE HAZARDS**
- 4. MITIGATING THE EFFECTS OF FIRE**
- 5. HISTORY**
- 6. FIRE DEVELOPMENT**
- 7. IDENTIFY PEOPLE AT RISK**
- 8. RAISING THE ALARM**
- 9. ESCAPE ROUTES**
- 10. FIRE SAFETY MANAGEMENT**
- 11. MAINTENANCE OF EQUIPMENT**
- 12. TRAINING**
- 13. RECORDS**
- 14. CO-OPERATION & CO-ORDINATION**
- 15. CONCLUSIONS**
- 16. REMEDIAL ACTION PLAN**
- 17. ANY OTHER RELEVANT INFORMATION**

1. PREMISES DETAILS

| | |
|--|--|
| PREMISES ADDRESS | Densholme Farm (Amenity Building) |
| OCCUPIER | Densholme Care Farm |
| OWNER | Denys Fell |
| RESPONSIBLE PERSON | Denys Fell |
| USE & MAXIMUM NUMBER OF PERSONS PRESENT | Care Farm clients, staff, volunteers, visitors, maximum persons 50. |
| HOURS PREMISES ARE IN USE | 8am to 4.30pm, but 10pm when external visitors book the use. |
| CONSTRUCTION | Timber |
| DIMENSIONS | 12m x 7m |
| No. OF FLOORS IN PREMISES | One |
| No. OF FLOORS IN BUILDING | None |
| DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING | |
| NAME OF ASSESSOR INCLUDING CONTACT DETAILS | Rachael Fell-Chambers Rachael@densholmefarm-action.co.uk 07747691411 |
| TRAINING & EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR | IOSH qualified. |
| DATE ASSESSMENT CARRIED OUT | 01.09.18 |
| REVIEW DATE | 01.09.19 |

2. PREMISES PLAN (Optional but recommended)

PREMISES PLAN DETAILING MEANS OF ESCAPE & OTHER PREVENTITIVE & PROTECTIVE MEASURES.

3. FIRE HAZARDS

3.1. SOURCES IGNITION INCLUDING ACTION TAKEN TO REDUCE THE RISK:

| | |
|----------------------------------|--|
| HAZARDS IDENTIFIED | Oven |
| EXISTING CONTROL MEASURES | Fire blanket and extinguisher present. Adequate supervision. Staff briefing clients when being used. |
| ACTION REQUIRED | |

3.2. SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:

| | |
|----------------------------------|-----|
| HAZARDS IDENTIFIED | n/a |
| EXISTING CONTROL MEASURES | |
| ACTION REQUIRED | |

3.3. DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:

| | |
|----------------------------------|-----|
| HAZARDS IDENTIFIED | n/a |
| EXISTING CONTROL MEASURES | |
| ACTION REQUIRED | |

3.4. HAZARDS FROM WORK PROCESSES - DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK:

| | |
|----------------------------------|---|
| HAZARDS IDENTIFIED | Cooking |
| EXISTING CONTROL MEASURES | Risk Assessments in place. New staff briefed on risk assessments and trained. Reinforcement of advice and supervision of clients. Food Hygiene certification undertaken by the Care Farm Senior Worker, Care Farm Supervisor and Friday Sessional Worker |
| ACTION REQUIRED | |

3.5. STRUCTURAL HAZARDS:

| | |
|---------------------------|-----|
| HAZARDS IDENTIFIED | n/a |
| ACTION REQUIRED | |

3.6. POTENTIAL FOR ARSON:

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|----------------------------------|--|
| DETAILS | Passers-by may cause a potential for arson. |
| EXISTING CONTROL MEASURES | Building is locked and alarmed when not in use. |
| ACTION REQUIRED | This will be limited as we are not a direct road-side building and gates would require access. |

4. MITIGATING THE EFFECTS OF FIRE

4.1. MEANS OF FIGHTING FIRE:

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|---------------------------|---|
| DETAILS | Blanket Extinguishers |
| MATTERS OF CONCERN | Staff/Volunteers are asked to not use the equipment themselves but refer to a Fire Officer |
| ACTION REQUIRED | Facilities Officer to undertake Fire Training. Facilities Officer to update records as appropriate. |

4.2. MEANS FOR RESTRICTING FIRE SPREAD:

| | |
|----------------------------------|-----------------------------------|
| HAZARDS IDENTIFIED | Cooking |
| EXISTING CONTROL MEASURES | Fire-fighting equipment in place. |
| ACTION REQUIRED | |

4.3. MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:

| | |
|----------------------------------|-----|
| HAZARDS IDENTIFIED | n/a |
| EXISTING CONTROL MEASURES | |
| ACTION REQUIRED | |

5. HISTORY

| HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES: | |
|---|-----------------|
| DETAILS | n/a |
| ACTION REQUIRED | Regular review. |

6. FIRE DEVELOPMENT

| CONSIDERING THE INFORMATION CONTAINED IN SECTION 4 - 6 DESCRIBE THE MOST LIKELY WORSE CASE SCENARIO FIRE SITUATION TO BE ENCOUNTERED. |
|---|
| <p><i>Cooking fire.</i> <i>Smoking relate fire.</i></p> |
| ACTION REQUIRED: |
| <p>The building is a no smoking zone and will remain so. A suitable smoking point has been identified.</p> <p>High staff: client ratio to be maintained.</p> <p>Fire-fighting equipment to be maintained.</p> |

7. IDENTIFYING PEOPLE AT RISK

| 7.1. IDENTIFY PEOPLE AT RISK | |
|---|--|
| DETAILS OF OCCUPANTS | Care Farm clients Care Farm staff team and volunteers. Care Farm visitors. |
| DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARLY AT RISK E.G LONE WORKERS, VISITORS, PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP | Lone workers SEN clients Disabled persons Young people |
| ACTION REQUIRED | Risk assessments in place. Fire procedures in place. Accessible assembly point in place. High staff: client ratio at all times. High supervision levels. |

7.2. YOUNG PERSONS EMPLOYED TO WORK IN PREMISES:

| | |
|-----------------------------------|--|
| DETAILS | Work Experience and Alternative Placement learners. DofE volunteers |
| ADDITIONAL ACTION REQUIRED | Written consent from parent/guardian for participation in farming activities. Risk assessments in place. Inductions mandatory. High supervision levels. |

8. RAISING THE ALARM**MEANS OF DETECTING & GIVING WARNING OF FIRE:**

| | |
|---------------------------|-------------------------|
| DETAILS | Alarm. Fire Officer. |
| MATTERS OF CONCERN | n/a |
| ACTION REQUIRED | n/a |

9. ESCAPE ROUTES**9.1. ARE TRAVEL DISTANCES ACCEPTABLE AND CAN OCCUPANTS REACH A PLACE OF SAFETY BEFORE A FIRE OR SMOKE PREVENTS THEM DOING SO:**

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|---------------------------|--|
| EXISTING PROVISION | Two fire exits points available. Assembly point identified clearly. Discussed at staff/volunteer/client induction. |
| MATTERS OF CONCERN | Random visitors |
| ACTION REQUIRED | |

9.2. ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:

| | |
|---------------------------|------------|
| EXISTING PROVISION | Two exits. |
| MATTERS OF CONCERN | n/a |
| ACTION REQUIRED | n/a |

9.3. MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION:

| | |
|---------------------------|---|
| EXISTING PROVISION | Signage in place. |
| MATTERS OF CONCERN | All visitors and new clients/staff/volunteers to be briefed on the fire procedures. |
| ACTION REQUIRED | |

10. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:

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|----------------------------|--|
| EXISTING PROCEDURES | Exit via fire exit and attend the assembly point. Adhere to Fire Officer's instructions. Register to be taken outside and checked off. Wait for Fire Service agreement before re-entering the building. All actions to be recorded by the DCF Fire Officer asap. |
| MATTERS OF CONCERN | Recording of visitors if all staff/volunteers out in the fields and Admin Officer out of the office. |
| ACTION REQUIRED | Visitors to the Care Farm should only be in the classroom when accompanied by Care Farm staff/volunteers. |

11. FIRE SAFETY MANAGEMENT

11.1. FIRE SAFETY POLICY STATEMENT:

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|---------------------------|------------------------------|
| DETAILS | Attached to risk assessment. |
| MATTERS OF CONCERN | |
| ACTION REQUIRED | To be reviewed annually. |

11.2. FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:

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|---------------------------|--|
| DETAILS | Fire Officers responsible for all fire procedures. |
| MATTERS OF CONCERN | All part-time hours |
| ACTION REQUIRED | All staff/volunteers are briefed on procedures at Induction. |

11.3. PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:

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|----------------|---|
| DETAILS | Fire alarm practice to be held and recorded in fire log. Evacuation practice to be held once per year on a Tuesday, Wednesday, Thursday and Friday. All issues and times to be recorded in log book. |
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|---------------------------|---|
| MATTERS OF CONCERN | Fire Evacuations out of date – this is now being rectified after appointment of the new Facilities/Fire Officer |
| ACTION REQUIRED | “ |

12. MAINTENANCE OF EQUIPMENT

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|--|---------------------------------------|
| MAINTENANCE PROGRAMME FOR PREVENTITIVE & PROTECTIVE MEASURES: | |
| DETAILS | All equipment to be checked annually. |
| MATTERS OF CONCERN | |
| ACTION REQUIRED | Checked recorded in fire log book |

13. TRAINING

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|--|---|
| FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS: | |
| DETAILS | Training to be provided as and when required. |
| MATTERS OF CONCERN | JH needs to undertake training |
| ACTION REQUIRED | |

14. RECORDS

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| RECORDS OF MAINTENANCE & TRAINING: | |
| DETAILS | Maintenance and Training records maintained by the Facilities Officer /Admin Officer |
| MATTERS OF CONCERN | |
| ACTION REQUIRED | |

15. CONCLUSIONS

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| CONCLUSION: |
| <p>Small building, low risk of fire. Regular reviewing to take place. Most of the Care Farm activities take place outside. Clients/visitors well supervised. Fire assembly point clearly labelled and visible. Fire procedures and location of fire equipment pointed out at Induction</p> |
| ACTION REQUIRED: |
| Annual monitoring. |

16. ACTION PLAN

| DEFICIENCY | REMEDIAL ACTION REQUIRED | TO BE COMPLETED BY DD/MM/YY | DATE COMPLETED DD/MM/YY | VERIFIED BY NAME |
|-------------------|---|------------------------------------|--------------------------------|-------------------------|
| Fire Evacuations | Evacuations will be carried out once per year on a Tuesday, Wednesday, Thursday and Friday. To be facilitated by the Facilities/Fire Officer. | 31.12.18 | | |
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17. ANY OTHER RELEVANT INFORMATION

Need Assessed by.....Care Farm Management Team.....
Name... Rachael Fell-Chambers
Position.....Voluntary Director.....
Dated.....01.09.18.....
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