

Frampton Farm Fire Safety Policy



**FIRE SAFETY
AND PREVENTION**

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Frampton Farm Fire Safety Policy

Frampton Farm along with its normal farming tasks offers children and young people an alternative education provision. Fire safety is important and there are a number of fire risks around the farm and buildings.

Fire responsibilities

The Managing Director will ensure that: -

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.
- A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- A copy of the children and young people's register will be photographed by the class leader whenever the group leave to do activities around the farm. This class leader will keep their phones on them at all time.
- A copy of the register will be emailed to the farms main email address by the class leader whenever the group leave to do activities around the farm. This can be accessed by the designated people when a fire register is done.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

Employer's responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, children, young people, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to worker's, children and young people's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Appoint competent persons to help comply with health and safety law.
- Provide employees, volunteers, children and young people who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employer's responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work. In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment. Employees also have a duty to assist and co-operate with Frampton Farm and any other person to ensure all aspects of health and safety legislation are adhered to. Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified / experienced to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing

Sub-contractors / self-employed personnel responsibilities

Will be made aware of the organisation's health and safety policy, safety rules and: -

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by management.
- Will co-operate with our Organisation to ensure a high standard of health and safety on all contracts with which they are involved.
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Will comply with signing in and out procedures.

Employee information

Information regarding health and safety law is provided in a number of ways: -

- Employees are provided with a copy of this Fire Safety Policy.
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is completed with address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. and names of responsible persons.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are: -

- Review of accident statistics, near misses and trends.
- New legislation.
- Compliance with the objectives of the health and safety plan.
- Occupational health issues. • Introduction of new technology.
- Result of health and safety audits.
- Review of significant findings identified.
- Completion of corrective actions.
- Review of training needs.

Frampton Farm Fire Evacuation Plan

General Emergency Evacuation plan for Frampton Farm

Premises address:
Frampton Farm
Hougham Court Lane
Church Hougham
Kent
CT15 7AF
Telephone 07976 267666

Plan Date 11.09.23

Review Date 10.09.24

Sound of the alarm

The sound of the alarm / alert will depend on the location on the farm.

Classroom: A continuous ringing from the smoke detector.

Other areas fields and outbuildings: Shouting and walkie talkie communication.

Raising the alarm

In the event of a fire:

If the fire is discovered by a staff member, they should shout to get the attention of others, the use of a walkie talkies will alert at least one person in other areas of the farm.

If the fire is discovered by a student or visitor, they should shout to get others attention and find someone with a walkie talkie who can raise the alarm to other areas of the farm.

Actions taken on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- A fire marshal will take charge and lead in the fire evacuation.
- **Dial 999 and request attendance by the Fire Service. Staff member gives their name, the details of the farm Frampton Farm, Hougham Court Lane, Church Hougham, Kent CT15 7AF -plus their contact number and details of fire.**
- Class leader to pick up register from classroom or have a copy on their phone.
- Fire marshal should collect the visitors signing in book from the office.
- Staff will commence evacuation of the buildings / fields– ensuring this is done in a calm and orderly manner please note you may need to provide assistance to those needing additional help in evacuating.

- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains should be switched off before leaving the building. **The location of this is in the yard tea room, right hand side wall.**
- Ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- **Meet at assembly point which is located in the main car park.**
- Check all contractors and staff members are accounted for
- Liaise with Fire Service upon their arrival
- **You must only attempt to fight the fire if it is safe to do so**

Escape Route from Classroom

- Via the front door
- Via the back door
- Through the windows.

Escape Route from barn

- Via the front gate
- Via the back gate

Escape Route from stables and other storage outbuildings

- Via the doors only

Escape Route from Polytunnels

- Via the front doors
- Via the back doors

Escape Route from greenhouse

- Via the front door
- Via the back window

Escape Route from fields

- Where possible take the quickest route back to the assembly point.
- If the fire is on the fields, then take the quickest safest route that does not mean walking through the fire.
- If there is no safe route back to the fire assembly point you may climb the fence to access the neighbours' fields and stand back. The teacher / member of staff with you must inform the fire marshall that you are not returning back to the assembly point. You must also inform them who is with you so the register can be taken.

Fighting Fires – Extinguishers

Fire extinguishers will be used where:

- Staff have received training and feel confident to use them.
- Where it is deemed safe to do so i.e., there is a clear means of escape, fire is small.

Your personal safety always take priority and if you are in any doubt, you should not attempt to extinguish the fire.

Location of Fire Extinguishers

- Classroom – Wall near front door.
- Barn – To the left of the main front gate.
- Yard – Outside the mini barn and by the main gate entrance in from the car park.

Fire Marshalls

- Karen Friend
- Skott Hamilton
- Mark Friend
- Zenan Jarvis

Back up Fire Assembly points

In the result of a fire by the main car park everyone should meet at:

- Outside the farm house in the car park.

If both car parks are close to the fire, then you should meet:

- In the bottom sheep field by the gate.

General Evacuation Rules for ALL

- Leave the area quickly, walk **do not** run.
- Do not collect any belongings.
- Use the nearest fire exit.
- If the route to the assembly point is blocked by fire head to another assembly point.
- **DO NOT** go back into a fire area.
- Stand away from buildings.
- If it is a grass fire stay away from grass no matter how far it is away from the fire as grass fires can spread very quickly.
- Listen to the fire marshals' instructions and NEVER go back to find someone. The fire marshals will go back if safe to do so.

Fire risk assessments have been completed and a copy of these can be found in the main office.

Fire "Monitoring"

Person responsible: - _____ Frequency: - _____

Signature: _____ Date _____

NO	Items to be checked	Yes	No	N/A
1	Are firefighting appliances in their designated position, and unobstructed?			
2	Are fire exit doors kept unlocked during occupancy?			
3	Has the fire alarm system been tested and records kept?			
4	Is housekeeping in all areas kept to a high standard?			
5	Are all fire doors and exit routes kept clear of obstructions?			
6	Are flammables stored away from sources of ignition?			
7	Are combustibles stored appropriately? i.e., electrical apparatus.			
8	Are all signs including exit, fire notice and appliance usage clearly displayed throughout the premises?			
9	Is emergency lighting tested and recorded?			
10	Are all combustible materials and flammable substances stored in their designated areas with signs displayed?			
11	Have all employees been instructed on the emergency evacuation procedure?			
12	Are all employees aware of smoking restrictions?			
Annually				
13	3 Has a fire evacuation drill been undertaken and recorded within the last twelve months?			
14	Has the Fire Risk Assessment been documented and reviewed?			
15	Has all firefighting equipment had its annual service?			

No	Action Required	By Whom	Date Due	Date Done

A copy of all completed forms must be kept on file

Frampton Farm Fire Risk Assessment

Responsible Person	Karen Friend Director
Address of premises	Frampton Farm Hougham Court Lane Church Hougham Kent CT15 7AF
Assessor:	Karen Friend
Date of Fire Risk Assessment	11.09.23
Review Date Due	10.09.23

General Information

The buildings						
Name of building	Number of floors	Approx floor area	Brief detail of construction	Primary Use	Secondary Use	Fire Risk?
Barn	1		Asbestos sheeting walls and roof, concrete and wooden frame, mud floor.	Animal shelter and hay / straw storage.	Teaching animal care	Risk to others from Asbestos and to the wood by fire. High risk due to hay and straw see main risk assessment.
Chicken House	1		Concrete block walls, metal roof, mud floor.	Chicken and Duck housing	Teaching animal care	Low fire risk, other than straw bedding – see main risk assessment.
Classroom	1		Steel walls, roof and floor.	Classroom	Meeting room	Risk to internal items burning, Building is a low risk.
Stable block 1	1	Various	Wood construction with felt roofing and concrete floors	Horse housing	none	Low risk of fire happening, Risk to wood and bedding burning.
Stable block 2	1	Various	Wood and concrete construction with felt roofing and concrete floors	Horse housing	none	Low risk of fire happening, Risk to wood and bedding burning.
Mini barn	1		Wood construction with felt roofing and concrete floors	Horse housing	Sick animals' recovery room	Low risk of fire happening, Risk to wood and bedding burning.

Tea room	1		Concrete walls and floors with metal sheet roofing and concrete floors	Staff kitchen area		Risk of fire from appliances. Ensure appliances are PAT tested and turned off when not in use.
Feed room	1		Wooden frame and walls with metal sheet roofing and concrete floor	Animal feed storage room	None	Low risk of fire happening, wood is a risk to burning.
Office	1		Wooden frame and walls with metal sheet roofing and concrete floor	Main office	First Aid room.	Low risk, risk of electrical fire and wooden frame burning.
Tool room	1		Concrete walls and floors with metal sheet roofing and concrete floors	Storage room for tools	None	Risk of fire starting due to flammable liquids. These need to be rehoused into a metal shed ASAP. Ensure no ignition or flame is near the room.
Toilet Trailer	1		Metal frame and cladding trailer	Toilets	None	Low risk of fire.
Horticulture trailer	1		Metal frame and cladding trailer	Gardening tool storage	None	Low risk of fire.
Greenhouse	1		Metal frame with polycarbonate roof and walls	Growing seeds	None	Low risk of fire.
Polytunnel 1			Metal frame wrapped with polythene	Classroom for sowing seeds and growing plants	None	Low risk of fire.
Polytunnel 2			Metal frame wrapped with polythene	Growing plants	None	Low risk of fire.
Animal feed shelters	1		Ply walls and floor, metal roof	Animal housing	None	Low risk of fire, bedding and walls could burn.

Fire Risk Assessment

What are the hazards?	Who might be harmed?	What are we doing already	What can be done to improve this?	Action by whom	Action by date
Electrical fires, tea room, staff areas, kettle, toaster, fridge, freezer, microwave.	Everyone	<p>Employees and volunteers have been notified to unplug appliances when not in use.</p> <p>All equipment is PAT tested annually and replaced if not safe.</p> <p>There is a fire extinguisher located by the room.</p>	<p>We are meeting these assessments needs. We will continue to ensure staff unplug and that all items are unplugged when not in use.</p>	Skott Hamilton	PAT testing renewal date 01.01.24
Risk of fuel igniting, tractor, lawn mower, dumper, JCB digger, wacker plate, strimmer, post rammer and any other item that using fuel.	The person using the machine or others close by.	<p>Employees and volunteers have been informed that they must not smoke while using the machinery / equipment.</p> <p>They are also aware not to smoke near these items and to only smoke in the designated areas.</p>	<p>Jerry cans are currently stored in the tool room.</p> <p>We need to buy a metal shed for storing all flammable items.</p>	Skott Hamilton	By 1 st January 2024
Smoking	Everyone	All employees and volunteers have been informed that they may only smoke in the designated areas, and to safely put out cigarettes.	Regularly check on employees to ensure they are using the designated smoking area and extinguishing them properly.		
Hay and Straw bedding risk	Everyone and animals	Hay and straw are kept away from any flammable or ignition sources.			
Electrical heaters	Everyone	<p>Electric heaters are to be PAT tested annually. They should not be left on when no one is in the room.</p> <p>There is an electrical fire extinguisher by the room.</p>			
Arson	Everyone	This is a very low risk of this happening. There is someone on the premises 24 hours a day. Gates are locked at night and CCTV is in operation.	Installing more smoke detectors in buildings which send off an alarm through to the directors telephones would be advantageous.		