



Fire Safety Procedure

Adopted: October 2019

Review Due: October 2020

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1. On Discovering a Fire

- If you discover a fire, raise the alarm immediately
- If you have been trained and you feel that it is safe to do so, attempt to fight the fire using the equipment provided
- If you are not able to fight the fire or initial attempts to do so fail, evacuate immediately. Ensure all persons leave the area and close any doors/windows behind.
- Report to the designated assembly point (in the Car Park near the bins)
- Ensure that you, one of the fire marshals or the person in charge has called the Fire Service using the '999' telephone number.
- Listen for the roll call and answer accordingly so that you are safely accounted for.
- Do not return to the area until the 'all clear' has been given by the fire marshal or person in charge.
- If any horses are in the area where the fire is, only move them if they are at immediate risk of harm and you feel it is safe to do so. Otherwise, any evacuation of horses will be coordinated by the person in charge.

2. If You Hear the Fire Alarm

- Shutdown any machinery
- Leave the area using the nearest available fire exit and ensure all other persons leave with you, closing any windows and doors behind you.
- Report to the designated assembly point (in the Car Park near the bins)
- If you are with a visitor, ensure that they accompany you at all times
- Ensure any disabled persons have heard the alarm. Provide aid in accessing escape routes if appropriate and accompany them to the assembly point.

3. Fire Marshals

- Encourage staff around you to evacuate and proceed to the assembly point. Check that any visitors or disabled persons within your area of responsibility have been properly cared for.
- Ensure that the Fire Service has been called
- Report to the person in charge (as detailed below) and advise them of any absentees, persons unable to be evacuated, and any horses at risk.

- If within your area of responsibility (depending on the number of employees involved in the roll call) complete and record the roll call then report findings to person in charge.
- If the roll call identifies anyone who is missing, make enquiries as to their whereabouts and, if still unknown, record and report to the person in charge.
- When instructed by the person in charge, give the 'all clear' signal.

FIRE MARSHAL NAME	DEPARTMENT/AREA OF RESPONSIBILITY
Lisa Hickey	Instructor
Darren Martin	Venue Director
Helen Martin	Owner

4. Person in Charge

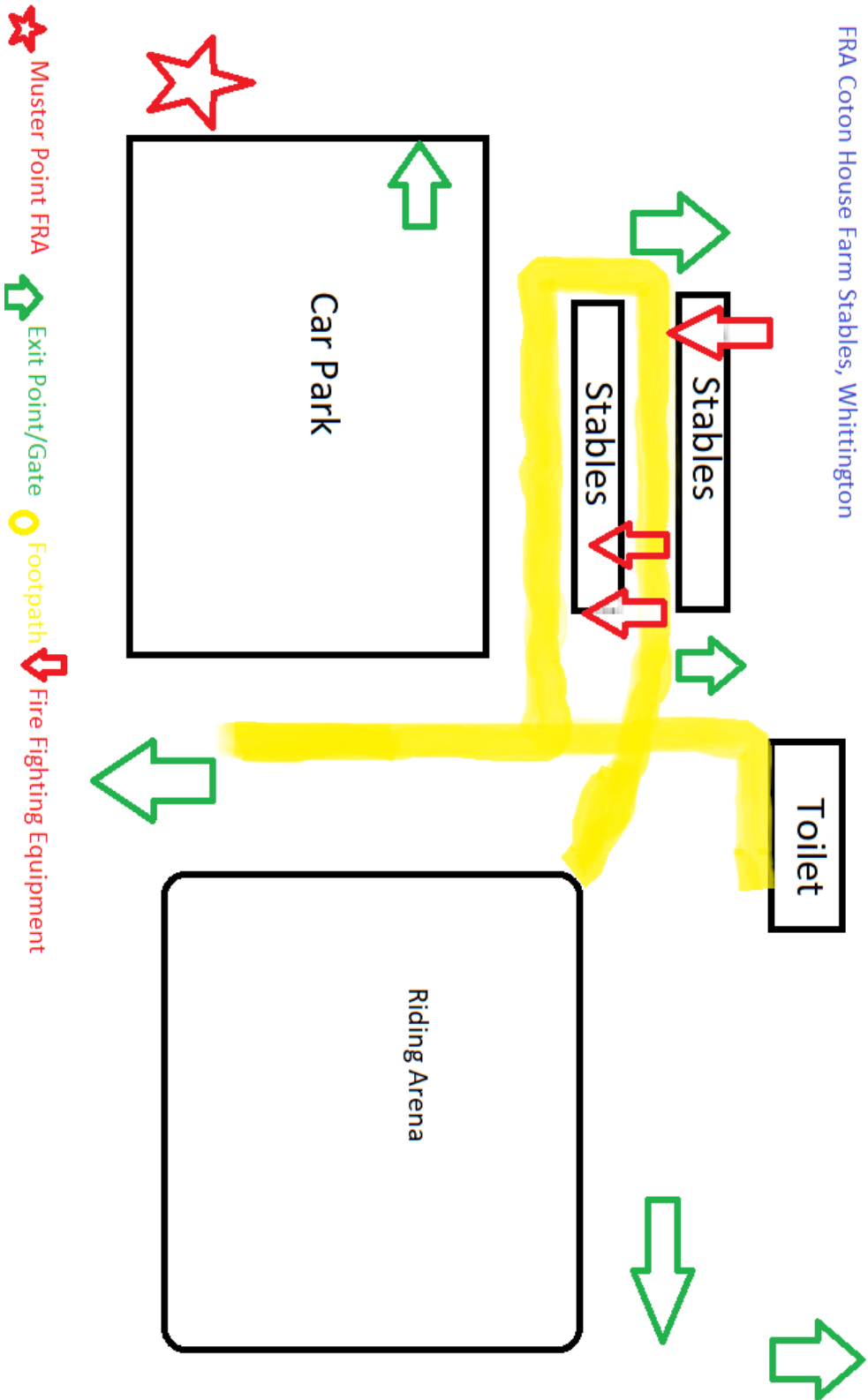
NAME	DEPARTMENT/AREA OF RESPONSIBILITY
Helen Martin	Owner

- Establish if it is a genuine fire or a false alarm.
- Establish the location of the fire (if genuine).
- Ensure that the Fire Service has been called (if genuine).
- Check with the Fire Marshals that the premises have been fully evacuated.
- Investigate and determine the cause of the alarm if the alarm is false.
- Complete the roll call or collate the roll calls completed by the Fire Marshals.
- If satisfied that everything is in order and the alarm was false, give the 'all clear' signal. If alarm was genuine, give the 'all clear' when informed by the Fire Service that it is safe to do so.
- Gather all information regarding the evacuation.
- If the roll call identifies anyone as missing, make enquiries with other people present to establish whereabouts of that person and, if unknown, record and report to the Fire Service.
- Check what firefighting action has been taken and whether any firefighting equipment has been used and by whom.

- Liaise with the Fire Service on its arrival, advise on layout of premises, location of the fire and, if appropriate, the location of any flammable substances.
- Liaise with the Fire Service regarding the need to evacuate any horses. If required and deemed safe to do so by the Fire Service, coordinate to evacuation process of any horses.
- Complete a fire report on events that took place and inform staff of the findings.

Appendix A – Plan of Site

FRA Cotton House Farm Stables, Whittington



Appendix B – Fire Risk Assessment

FIRE RISK ASSESSMENT

Company: Coton House Farm Stables

Address:
Coton House Farm
Vicarage lane
Whittington
Lichfield
WS149LQ

Contact:
Mr Darren Martin
07402712143
01543 432 429

Date:
October 2019

C O N T E N T S

1. Introduction

2. Overview of Principal Legislation

3. Fire Risk Assessment

4. Summary of Findings & Management Action Plan

5. Useful Publications

1 INTRODUCTION

TERMS OF REFERENCE FOR FIRE RISK ASSESSMENT

Your instructions to assist in carrying out fire risk assessments at your site is based on the following considerations:

The assessment covers the day to day activities only, either as seen and/or as explained by the company representatives.

Where work is carried out during the evening or at night, matters such as means of escape, horseplay, and lack of supervision may result in a different risk, compared to day time operations.

This example above illustrate how the assessment prepared by EEF West Midlands may be incomplete in terms of all risks to employees, visitors, contractors and the public.

Any significant change to:

- building layout
- materials of construction
- means of escape
- means of fighting the fire
- the people at risk
- sources of heat or ignition
- the amount of “fuels” (e.g. flammables and combustibles) present will require a re-assessment of risks.

2 OVERVIEW OF PRINCIPLE LEGISLATION

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The biggest single reform of fire safety legislation in over 30 years which will simplify the Law for thousands of businesses while placing a greater focus on prevention came into force on 1 October 2006.

The new Law consolidated fire safety laws which were scattered across 70 pieces of legislation.

It also improves fire safety by placing the responsibility for fire safety on the employer or 'responsible person' for each premise will be required to carry out an assessment of the risks (risk assessment) of fire and take steps to reduce or remove the risk. Your risk assessment will have to take into consideration the effect a fire may have on anyone in or around your premises. This will need to be kept under regular review.

In addition, businesses no longer need a fire certificate – though fire and rescue authorities will still continue to inspect premises and ensure adequate fire precautions are in place.

A series of guidance documents which give detailed information on risk assessments and other issues, are now available – details to be found in section 5 of this report i.e. useful publications.

The reform repeals the Fire Precautions Act 1971, the Fire Precautions (Workplace) Regulations 1997 (amended 1999) and amends or removes wherever possible the many other provisions dealing with fire safety contained in other legislation.

3 FIRE RISK ASSESSMENT

TERMINOLOGY

Hazard = something that has the potential to cause harm, damage, or loss

Risk = is the probability (including severity) of that harm, damage, or loss occurring

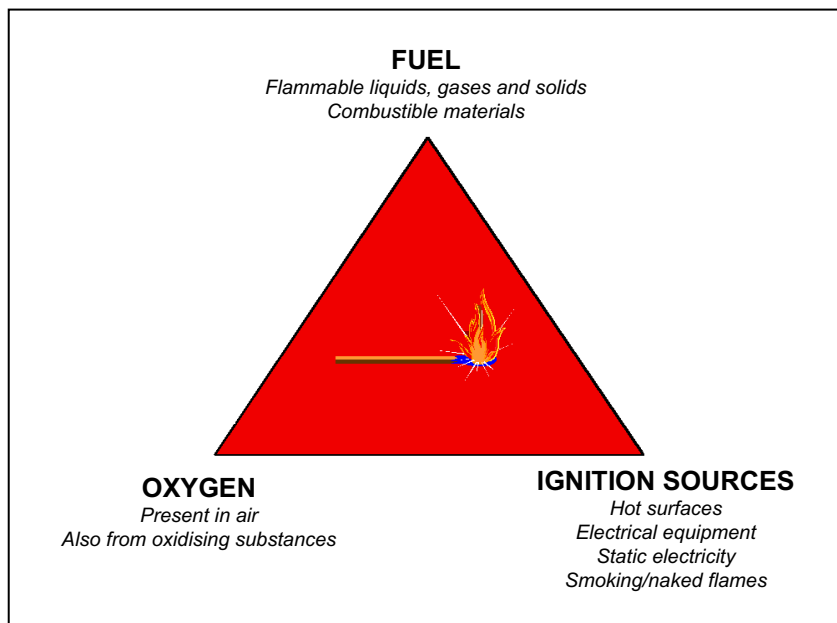
The risk assessment considers:

1. the potential fire hazards in the workplace
2. people who may be at risk, including employees, contractors, visitors and the general public
3. the overall level of risk of fire occurring, taking into account existing fire precautionary measures
4. any necessary further action which may be required to control and manage the risk at a tolerable/acceptable level

IDENTIFYING THE HAZARDS

For a fire to start, all three corners of the fire triangle must be present. If any of these are missing, a fire cannot start.

THE FIRE TRIANGLE



The assessment identifies the essential fire hazard ingredients. These include the following examples:

Sources of ignition	Types of fuel	Sources of oxygen
❖ Naked flames e.g. from heating equipment	➤ Flammable liquids e.g. paints, thinners and adhesives	◆ Atmospheric air (almost always present)
❖ Lighted cigarettes	➤ Highly flammable liquids e.g. petrol	◆ Oxidising agents e.g. chlorate-weedkillers, nitrates, chromic acid and peroxides
❖ Electrical equipment	➤ Extremely flammable gases e.g. hydrogen, butane in aerosol cans, propane and acetylene.	◆ Certain explosive materials
❖ Hot surfaces	➤ Wood, cardboard and paper	◆ Oxygen enriched air (including highly ventilated air)
❖ Hot processes eg cooking use of ovens	➤ Plastics and rubber	
	➤ Plastics and polymers e.g. polystyrene and polyurethane foam	
❖ Static discharge e.g. electrostatic equipment and natural build up	➤ Combustible dusts e.g. plastic, flour and graphite	
❖ Metal on metal sparking		
❖ Arsonists		

WHO MIGHT BE AT RISK

It is important to consider where people are located within the workplace (including contractors and visitors), how they will be warned of fire outbreak, and how they will be evacuated to a place of safety.

The nature of people should also be taken into account. Whilst most may understand warnings, and be able to evacuate, people with physical or learning difficulties e.g. those in wheelchairs or deaf people, will need special help and assistance.

EVALUATING THE FIRE RISKS

This step considers whether existing fire precautionary (control) measures are adequate to control and minimise the residual risks (from the hazards, which have been identified throughout the workplace).

A summary of significant fire hazards and controls is produced at the end of the checklist. A qualitative risk rating has been assigned, as well as any appropriate management actions which need to be taken to reduce the risk – in line with current legislation and guidance.

As the consequences of fire can result in fatalities, a simple priority risk rating of **High, Medium, or Low** has been used. Interpretation of priority is explained below:

HIGH	MEDIUM	LOW
<i>Requiring immediate action to be taken.</i>	<i>Requiring action to be taken within three months</i>	<i>No further action required – review at next assessment</i>

Other important risk factors considered include:

- the likely pattern of fire spread throughout the workplace
- fire detection and warning systems
- the means of escape in the event of fire
- the means of fighting a fire
- maintenance and testing of equipment
- training and emergency procedures