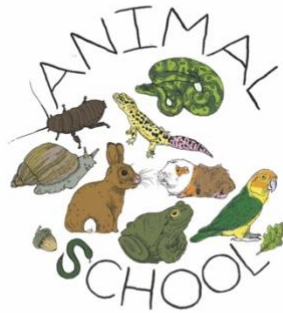


Animal School Fire Safety Policy



1. Purpose

This Fire Safety Policy outlines the procedures and responsibilities to ensure the safety of students, staff, visitors, and animals in the event of a fire. The policy is compliant with **The Regulatory Reform (Fire Safety) Order 2005** and related UK health and safety legislation. Due to the presence of both vulnerable young people and animals, this policy takes a holistic, person-centred and animal-welfare approach to fire safety.

2. Scope

This policy applies to all staff, volunteers, students, and visitors on the premises of the therapy farm.

3. Key Aims

- Prevent the risk of fire.
- Protect human life and animal welfare.
- Minimise damage to property and facilities.
- Ensure a prompt, calm, and safe evacuation.
- Ensure staff are trained and prepared.

4. General Principles

- The safety of people and animals is the top priority.
- Fire risks will be actively identified, reduced, and reviewed regularly.
- One staff member is trained as a Fire Marshal (Lindsay Cross)
- All staff are responsible for fire awareness and emergency procedures.

5. Roles and Responsibilities

5.1 Farm Manager (Responsible Person)

- Ensure fire risk assessments are conducted and reviewed.
- Maintain and service fire safety equipment.
- Organise fire drills and staff training.
- Liaise with the fire service when necessary.
- Keep fire safety records up to date.

5.2 Staff & Volunteers

- Know and follow evacuation procedures.
- Ensure students are safely evacuated in an emergency.
- Assist with animal evacuation if safe and trained to do so.
- Report any fire hazards or faults in fire safety systems.

5.3 Students

- Will be briefed on fire evacuation during induction.
- Must follow staff instructions immediately in the event of a fire.

6. Fire Risk Assessment

A full Fire Risk Assessment will be carried out annually or following:

- Changes to buildings, electrics or layout
- Introduction of new animals or equipment
- Any fire incident or near-miss

This assessment considers:

- Electrical systems
- Animal bedding, hay, straw
- Flammable chemicals (e.g. cleaning fluids)
- Heating systems
- Enclosure structures
- Evacuation routes

A written copy of the assessment will be stored in the office and reviewed each year.

7. Fire Prevention Measures

- All buildings with electrical installations are equipped with regularly serviced fire extinguishers.
- All extinguishers are **clearly labelled**, appropriate (e.g. CO₂ for electrics, foam for combustibles), and **serviced annually**.
- All buildings with electrical installations are equipped with regularly serviced fire alarms.
- Plug sockets are never overloaded.
- Electrical equipment is PAT tested annually.
- No smoking is permitted anywhere on the premises.
- All flammable liquids to be stored in the COSSH cupboard/ shed.
- Flammable materials (e.g. bedding straw, feed) are stored safely and away from ignition sources.
- Fire exits and routes are clearly marked and unobstructed at all times.
- Extension cables are used safely and not daisy-chained.
- Daily checks are conducted by staff to spot potential hazards.

8. Emergency Fire Procedures

8.1 Raising the Alarm

- Any person discovering a fire must immediately **raise the alarm** by:
 - Shouting “**FIRE!**”
 - Using the **nearest manual alarm (if installed)**
 - Alerting a senior member of staff

8.2 Evacuation Steps

1. Stop all activity calmly and immediately.
2. Staff to gather students and lead them to the **Primary Fire Assembly Point** at the **main entrance gate**.
3. If access to the entrance is unsafe, evacuate to the **Secondary Assembly Point** near the **Reptile Room**.
4. Staff will **check toilets, rooms, and enclosures** where safe to do so.
5. Take attendance using the day’s **sign-in sheet**.
6. Animals will be removed only **if it is safe** and staff are trained in the process.

8.3 Fire Service

- **Dial 999** once everyone is safe.
- Provide the address, nature of the fire, and if anyone is unaccounted for.
- Wait for the fire service at the main gate.

9. Animal Safety

While human life takes priority, animal welfare is considered in all fire safety planning.

- Each building/enclosure has a **basic animal evacuation plan** (posted nearby).
- Some animals (e.g., reptiles) may not be able to be moved safely — in these cases, their enclosures will be closed, and fire services informed.
- Animal carers receive specific training on how to:
 - Remove animals from pens/stables safely
 - Use safe halters/leads if applicable
 - Secure animals in a designated outdoor paddock or enclosure post-evacuation

10. Fire Assembly Points

Primary Assembly Point:

- **Main Entrance Gate**
- Used for all general evacuations.

Secondary Assembly Point:

- **Outside the Reptile Room**
- To be used only if the main entrance route is unsafe or blocked.

Each point is clearly signposted, and all students are shown these locations during their first session.

11. Calling the Fire Service

- The farm manager or senior staff member must **call 999** once safely outside and report:
 - Name and address of the premises
 - Nature of the fire
 - Any people or animals potentially unaccounted for

15. Fire Extinguishers

- Only **trained staff** may use extinguishers, and **only if it is safe to do so**.
- Extinguishers are located in:
 - All buildings with electrical installations
 - Near high-risk areas (e.g. feed storage, reptile room)

16. Staff Training:

- All staff complete **annual fire safety training**, including:
 - Fire extinguisher use
 - Supporting students with additional needs during evacuation
 - Safe animal handling during emergencies

17. Student Induction:

- Students are shown:
 - Exit routes
 - Assembly points
 - What to do in case of fire

18. Fire Drills:

- Held **at least once per term**
- Drill includes:

- Evacuation of all buildings
- Use of sign-in sheets
- Timed response
- Debrief and improvements

A record of each drill is kept, including:

- Date and time
- Duration of evacuation
- Issues identified
- Action taken

19. Documentation and Records

The following are maintained in the farm office:

- Fire Risk Assessments (latest + past 2 years)
- Fire drill logs
- Staff fire training records
- Equipment maintenance logs (extinguishers, alarms, PAT testing)

20. Contact Details for Emergency

- **Farm Address:** Captains House, Streat Lane, Streat. BN68SB
- **Nearest Access Road for Fire Service:** Streat Lane
- **Farm Manager Name & Phone:** Lindsay Cross: 07795422036
- **Alternative Contact:** Tam Large: 07801692615

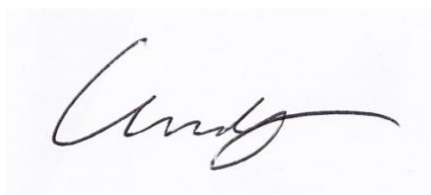
21. Monitoring and Review

This policy is reviewed **annually** or following:

- A fire incident or drill failure
- A change in building layout or student numbers
- Introduction of new equipment or animals

This policy will be reviewed annually or following any fire incident or significant change to the premises.

Signed:



Lindsay Cross

Manager

31/07/2025