

Millennium Farm Trust

GN1.1 Fire Safety and Fire Risk Management Procedures V03

Next review date March 2025



Version Control

Version number	Date of changes	Who	Review summary
V02	Jan 2020	T Freathy	Scheduled review. No changes. Need to reconsider when new building is installed.
V03	June 2022	T Freathy	Scheduled review. Changes made following completion of new building
	Jan 2024	T Freathy	Scheduled review. No changes.

1. Scope and Purpose

1.1 Scope

These Procedures cover all buildings owned, leased or occupied by The Millennium Farm Trust (MFT).

1.2 Purpose of Procedures

The purpose of these procedures is:

- To ensure the safety and wellbeing of all staff, clients and other persons who are on MFT Grounds if a fire starts.
- To prevent accidental fires from starting within MFT Grounds and the uncontrolled spread of such fires.
- To ensure compliance with existing fire safety legislation.
- To minimise damage to MFT property in the event of fire as far as possible without endangering lives.

Each person's primary responsibility in the event of a fire alarm being sounded is to their own safety. No person should deliberately or recklessly endanger themselves in an attempt to follow these Procedures or save the lives of others.

2. Basic Fire Prevention Methods

In order to prevent fire:

- All areas should be kept as clean and tidy as possible.
- Where possible, flammables will be stored in separate buildings out with main buildings.
- Where flammable substances need to be stored in buildings, quantities should be minimised and they should be kept in locked storage areas. This storage will preferably be fire resisting.
- Action points identified by a Fire Risk Assessment and subsequently agreed with management must be addressed within an agreed time scale.
- All existing health and safety procedures of MFT and such safe systems of work relating to fire safety must be adhered to.

3. Fire Risk Assessment

The building occupied by MFT will undergo a Fire Risk Assessment which will be carried out by a suitably trained person together with a draft schedule of Risk Assessments. The Risk Assessments will be created by the MFT Fire Officer, agreed by the Director and Board of Trustees as appropriate.

Following each assessment the Assessor will make recommendations for action. These recommendations will inform a Fire Improvement Action Plan which should be agreed by the Fire Officer and management and budget holders involved in executing the Plan. Progress on executing the Plan will be monitored by the Director and reported to Board of Trustees via the Risk Register and monthly Dashboards.

A copy of each completed Fire Risk Assessment will be retained by the Fire Officer and Director for at least three years

It is their responsibility to complete the recommendations of the action plan within the agreed timescale.

A copy of the latest Risk Assessment and Action plan is attached to this document.

4. Procurement and Maintenance of Fire Fighting, Fire Evacuation and Fire Detection Equipment

4.1 Fire Extinguishers

The Director will appoint a supplier for fire fighting equipment in accordance with MFT's procurement procedure. Fire extinguishers will be serviced and/or replaced according to the suppliers recommendations.

4.2 Emergency Light Testing

Emergency lighting will be tested according to manufacturer's recommendations.

4.3 Fire Log Book, Maintenance and Testing Records

The following will define what will be recorded in the Fire Log Book (and may be duplicated where records are required elsewhere for maintenance records.

- Escape routes –Incorporating fire doors and electronically powered locking devices.
- Fire Fighting Equipment.
- Evacuation Equipment.

Any defects will be reported to the Director who will ensure that these are addressed as appropriate.

Copies of all reports relating to the testing and maintenance of fire fighting, detection and evacuation equipment must be retained for a minimum of three years.

5.0 Evacuation Procedure - General Responsibilities

Upon hearing the fire alarm, all persons except for staff or personnel on a Personal Emergency Evacuation Plan will evacuate the building by:

- Exiting via the nearest fire exit to themselves
- Proceeding in an orderly manner to their designated assembly point, and remaining until instructed otherwise.
- Where possible, staff and clients should take action to ensure that their immediate environment is left in a safe state before commencing evacuation procedures (Close windows and doors).

5.1 Staff Responsibilities

It is the duty of Staff to ensure that all persons under their control are made aware of their individual responsibilities under these procedures. Staff will also be responsible for disciplining persons under their control should they deliberately fail to comply with these Procedures.

Staff members who are teaching should ensure clients commence building evacuation by the nearest available exit. They should ensure their own area is clear, close the door and exit the building.

5.2 Duties Of Staff

The closest Fire Officer / Director / Staff member will confirm the zone of actuation of the fire and proceed to investigate in the relevant area. If it is a false alarm or malicious actuation they will exit building and liaise with other staff and Fire Service as required. If it is a fire incident ascertain circumstances and if safe to do so:

- Utilise suitable Fire extinguisher to extinguish Fire
- If unable to attempt to extinguish ensure door closed to room.-Then exit the building and liaise with other staff and Fire Service as required.

Staff will be provided with specific training on procedure and Fire Safety awareness.

As these duties listed above are not core duties listed in the terms&conditions of employment staff have the legal right to exit the building if conditions dictate an immediate evacuation.

5.3 Duties during Evacuation

All clients and staff shall be accounted for in the safest possible manner. Staff will check (sweep) their local area to ensure that all persons are evacuating, room doors are closed and rooms are empty and note any hazards. Any person refusing to evacuate without a valid reason (for example, injury or specific duty) should be informed by the Staff member that failure to evacuate puts others at risk, is in breach of MFT's regulations and may result in disciplinary action. Once this warning is given, the Staff member should finish his sweep and exit the building.

Staff must not proceed into areas of the building where there are signs of fire or where they feel to do so would place them in immediate danger. In addition, Staff members should aim to have checked their designated area and be in a fire protected area within 3-4 minutes of the fire alarm being activated.

Staff should then report back to the each other, and give details of their zone, whether it is clear, any hazards observed, any persons remaining in the building or areas they were unable to check.

6. Evacuation Procedure – Normal Working Hours

For the purposes of this procedure, normal working hours are defined as 09.00 – 16.00 hrs Monday - Friday.

Should the fire alarm sound during normal working hours all persons will evacuate via their nearest exit and proceed to the designated assembly points. Staff members should ensure their clients evacuate by the nearest available exit. They should ensure their local area is clear, close the door and exit the building

Clients in unsupervised areas must respond immediately to the Fire alarm signal and exit the building by the nearest available exit.

If it is a false alarm or malicious actuation exit building and liaise with Fire Service.

If it is a fire incident ascertain circumstances they will if possible:

- Ensure assistance called for as required.
- Utilise suitable fire extinguisher to extinguish small fire.
- If unable to attempt to extinguish the fire ensure door closed to room.
- Check immediate floor area to ensure clear of staff and clients then if possible with assistance check remaining floors.
- Staff to liaise with Fire Service as required.

Staff will be provided with specific training on procedure and fire safety awareness.

Additional fire drills will be scheduled to test the efficiency of the out of hour's procedure.

7. Evacuation During Hours of Building Closure

During the hours of building closure (MFT absent) the Director will be responsible for fire safety. Any person discovering a fire should activate the fire alarm and proceed to the nearest fire exit. They should then telephone 999 to summon the Fire Service.

Any persons hearing the fire alarm after building closing hours should evacuate the building by the nearest fire exit.

8. Evacuation of People with Disabilities

All farm helpers have completed a Generic Personal Emergency Evacuation Plans (PEEP) and are in place for the evacuation of people who have disclosed any disabilities to MFT which may impact on their ability to exit a building unaided.

Procedure

On activation of Fire Alarm

Upon hearing the fire alarm, the individual should make their way out of the building according to their PEEP and meet, with their support working at the assembly point.

Generic and Specific PEEPS should be developed by the relevant for the farm helper, with input where necessary from their support worker / carer and MFT Fire Officer or his/her nominee. Copies of individual Peeps should be kept in farm helper care plans.

10. Evacuation of Visitors

All visitors who are in the building must accompanied by a member of staff at all times and must be asked to sign in the Visitors Book upon arrival in the building and sign out upon leaving. Visitors Books will normally be kept filing cabinet.

Members of Staff who are receiving a visitor are responsible for the safe conduct of persons in his/her care, and are expected to help the visitor find the nearest fire exit and appropriate assembly point where applicable.

12. Use of Fire Fighting Equipment

Portable firefighting equipment is provided in premises for staff use.

Prompt use of equipment can prevent a small fire developing into a large one.

Do not attempt to fight the fire if you do not think it is safe to do so .(for example)

- The fire is large with a large amount of smoke being produced.
- Your escape route may be compromised
- You have not received appropriate training

No person, other than a member of the Fire Service should re-enter the building specifically to fight a fire.

13. First Aid Provision and Evacuation of Casualties

Upon activation of the Fire Alarm a First Aider should collect the nearest first aid kit to them before exiting the building unless:

- There is not one in the immediate vicinity
- To do so would possibly prohibit the First Aider evacuating the building within two minutes
- To do so would place the First Aider in immediate danger

First Aiders should then evacuate in accordance with Sections 6 and 7 of this policy. Casualties should not receive first aid treatment inside the building during a fire alarm unless it is absolutely necessary and it is safe for the First Aider to give this treatment.

Where possible, casualties who are able to walk can be assisted from the building, preferably by a First Aider and treated outside the building. Casualties who are unable to walk should only be evacuated if their life is in immediate danger, otherwise, they should be left inside the building. There is no obligation for individual staff members to assist in the evacuation of casualties; however, anyone may assist where it is safe to do so.

No person should risk their health, safety or wellbeing in an attempt to evacuate or treat a casualty. In addition, no person should re-enter the building to attempt to evacuate or treat a casualty. Any person who is aware of a casualty inside the building should report this to the Director, giving the name, location and condition of the casualty where possible. If the Director is aware of any person outside the building requiring first aid treatment, he/she will direct a First Aider who has evacuated with a First Aid kit to the casualty(s).

15. Fire Drills

The MFT Fire Officer will arrange for fire drills to be conducted in buildings under his/her care at the following times.

One daytime (within normal working hours) drill on each day MFT is in operation (currently Monday to Friday) twice a year.

When scheduling these drills, the Fire Officer will consult the appropriate staff to ensure the drill does not coincide with assessments or other activities which must not be disturbed (this does not normally include teaching activities). Once a date and time is confirmed, this will be confirmed by the Fire Officer to all regular building users who have PEEPs. These people will be asked to not to disclose the dates and times of fire drills to others.

The Fire Officer will make suitable arrangements to monitor the fire drill in terms of success of evacuation and performance of appropriate equipment. The Emergency Evacuation report and if necessary an explanatory E-mail should be forward electronically to the Director for review and they will issue to staff and Board of Trustees.

16. Control of Site During a Fire Alarm

During a Fire Alarm the Fire Officer in liaison with the Director will be in charge of the site. It is the responsibility of the Fire Officer to:

- Coordinate evacuation activities as described above
- To ensure a pathway is kept clear for emergency vehicles
- To prevent unauthorised access to the building as far as is possible
- To prevent unauthorised access to the site as far as possible (including all vehicular access except for emergency vehicles and members of staff who have been called to the scene).

17. Re-entry to the Building following a Fire Alarm

Once the Fire Officer or Director has satisfied himself/herself that it is safe for people to re-enter the building following a fire alarm he/she will sound the “all clear signal”. No person unless specifically directed by the Fire Officer, Director or Fire Service must enter the building until the “all clear” signal is given.

When the Fire Service is in attendance, the Fire Officer or Director must not sound the all clear signal until the Senior Fire Service Officer in attendance is satisfied that it is safe to do so and has handed back control of the site.

If part of the building has been affected but the fire has been extinguished, the “all clear” may still be given if suitable arrangements are in place to prevent unauthorised access to the affected part of the building.

18. Alarm Activation Follow Up

Following the activation of a Fire Alarm the Director or nominee will collate any paperwork completed during or following the alarm. This paperwork should be retained with the Fire Safety Log Book for at least two years.

The Fire Officer will then complete an Emergency Evacuation Report and keep a copy with the Fire Safety Log Book. A copy will also be reported to the Trustees.

Any actions arising from a Fire Alarm Activation Report will be identified by the above noted persons and added to the building Fire Action Plan.

19. Training

All persons with roles and responsibilities indicated on a Building Fire Action Plan, Fire Log Book or Personal Evacuation Plan will receive suitable and sufficient training.

All staff will receive information on fire safety on induction and after any significant changes to the procedures. All farm helpers should also receive a fire safety briefing during their induction.

Depden Care Farm Headquarters Fire Risk Assessment

1. Introduction

This fire risk assessment has been conducted for the Depden Care Farm Headquarters building, with the aim of identifying potential fire hazards, evaluating the risks, and implementing control measures to ensure the safety of occupants.

2. Description of the Premises

Location: Depden Care Farm, Rookery Farm, Depden. IP29 4BU

Building Type: Single story converted brick barn with a solid floor and tiled roof. Around 20² M.

Occupancy: Meeting room with kitchen area and changing area. Toilets and storage areas.

3. Identification of Fire Hazards

Electrical Equipment

- Computers, printers, and other office equipment.
- Kitchen appliances.

Heating Appliances

- Electric wall heaters.
- Portable heaters (occasional use).

Flammable Materials

- Paper, cardboard, and other combustible office supplies.
- Cleaning materials.

Kitchen Facilities

- Kettle and water boiler.
- Electrical white goods – dishwasher, fridge.
- Occasional use portable halogen hob

Storage Areas

- Accumulation of combustible materials.
- Blocked escape routes.

4. Evaluation of Risks

Likelihood

- Regular maintenance of electrical equipment reduces the likelihood of electrical fires.
- Proper use and supervision of heating appliances minimize the risk of fire.
- Storage areas pose a moderate risk if combustible materials are not properly managed.

Severity

- Fire could lead to injuries and damage to property.
- Kitchen fires may escalate quickly if not promptly addressed.
- Storage area fires may result in the loss of stored materials.

5. Current Control Measures

Fire Detection and Warning Systems

- Smoke detectors installed throughout the building.
- As a single storey , single room building, fire alarms are not fitted. The alarm to be raised by person finding fire and calling “fire”.

Firefighting Equipment

- Fire extinguishers placed strategically.
- Emergency evacuation routes clearly marked.

Emergency Procedures

- Evacuation plans displayed prominently.
- Staff and customers trained on emergency procedures. Regular fire drills held.

6. Additional Control Measures

Electrical Safety

- Regular inspection and maintenance of electrical equipment.
- Staff training on proper use and reporting of electrical issues.

Heating Appliances

- Strict policies on the use of portable heaters.
- Inspection and maintenance of central heating systems.

Storage Areas

- Regular clearing and disposal of unnecessary combustible materials.
- Controlled access to storage areas to prevent over-accumulation.

Kitchen Facilities

- Staff training on safe use and maintenance of kitchen equipment.

7. Emergency Evacuation Plan

- Clearly marked evacuation routes.
- Designated assembly points.
- Regular fire drills and staff training.

8. Review and Monitoring

- Regular reviews of the fire risk assessment.
- Periodic checks of control measures.
- Annual fire drills to test the effectiveness of emergency procedures.

9. Responsible Persons

The Director is responsible for overseeing the implementation of control measures.

All staff members are responsible for reporting potential fire hazards and participating in fire safety measures.

10. Review Date

This fire risk assessment will be reviewed annually or more frequently if there are significant changes to the premises, activities, or legislation.

This fire risk assessment is a living document and will be updated as necessary to reflect changes in the premises or activities.