



Alpha Training / Hawthorn Farm
Alpha Training Fire Safety Policy

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1. Introduction

Alpha Training is committed to ensuring the safety of all staff, learners, visitors, and animals by implementing effective fire safety measures. This policy outlines the fire safety procedures and responsibilities specific to our unique setting on a 12-acre woodland farm. Our facilities include a wooden lodge classroom, office, practical area, kitchen, toilet, seven stables, a feed room, a tack room, and a wooden salon for hairdressing. Given the nature of our facilities, particular attention is given to the prevention, detection, and response to fire hazards. Our designated fire assembly point is the car park.

2. Objectives

The objectives of this policy are to:

- **Protect lives** by ensuring the safety of all individuals on the premises.
- **Prevent fire incidents** through rigorous fire safety management and risk assessment.
- **Minimise fire damage** to property and the environment.
- **Ensure efficient evacuation** procedures are in place and practiced regularly.
- **Comply with relevant legislation** and standards.

3. Fire Safety Management

3.1 Fire Risk Assessment

- Conduct regular fire risk assessments to identify potential hazards and implement control measures. The assessments will be reviewed annually or whenever significant changes occur in the premises or operations.
- Particular attention will be given to the following:
 - Wooden structures: Lodge, stables, and salon.
 - Flammable materials: Feed, tack, and hairdressing products.
 - Woodland environment: Dry vegetation and trees.

3.2 Fire Prevention Measures

- **No Smoking Policy:** Smoking is strictly prohibited inside all buildings and within 50 meters of any wooden structures or flammable materials.
- **Electrical Safety:** Regular inspections and maintenance of electrical equipment and installations. All electrical appliances must be PAT tested annually.
- **Heating Equipment:** Ensure all heating appliances are properly maintained and kept away from combustible materials.
- **Waste Management:** Ensure proper disposal of waste, particularly flammable materials, and keep all exits and escape routes clear.
- **Firebreaks in Woodland:** Maintain clear firebreaks in the woodland to prevent the spread of fire.



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3.3 Fire Detection and Warning Systems

- Install smoke detectors, fire alarms, and carbon monoxide detectors throughout all buildings, especially in high-risk areas like the kitchen, salon, and stables.
- Ensure alarms are tested monthly and maintained regularly.
- Implement a manual bell or whistle system for areas without electronic alarms, ensuring all staff and learners are familiar with the procedure.

3.4 Firefighting Equipment

- Place fire extinguishers strategically throughout the premises, including water, foam, CO2, and powder extinguishers, depending on the specific risks of each area.
- Ensure fire blankets are available in the kitchen and salon areas.
- Maintain equipment annually and ensure it is easily accessible at all times.

3.5 Training and Awareness

- Conduct regular fire safety training for all staff, covering fire prevention, use of extinguishers, and evacuation procedures. New staff must receive this training as part of their induction.
- Conduct fire safety briefings for learners and visitors to inform them of the fire safety procedures and assembly point location.
- Display clear fire safety signs throughout the premises, indicating exits, equipment locations, and assembly points.

4. Evacuation Procedures

4.1 General Procedures

- **Raising the Alarm:** Upon discovering a fire, raise the alarm immediately using the nearest alarm point or manual system.
- **Calling Emergency Services:** Dial 999 and provide clear information about the location and nature of the fire.
- **Evacuation Routes:** Ensure all exits and escape routes are clearly marked and kept free of obstructions. Evacuation routes must be reviewed regularly to ensure accessibility and safety.
- **Assembly Point:** All evacuees must proceed to the designated assembly point in the car park. This area is clearly marked and sufficiently distanced from the buildings.

4.2 Specific Area Procedures

- **Wooden Lodge (Classroom, Office, Practical Area, Kitchen, Toilet):**
 - Evacuate via the nearest exit, ensuring all doors are closed (but not locked) behind you.
 - Use the designated escape route leading to the car park.
 - Kitchen staff must ensure all appliances are switched off if safe to do so.
- **Stables (Seven Stables, Feed Room, Tack Room):**
 - Open stable doors to allow horses to exit freely if safe to do so.
 - Avoid leading horses if there is a risk of personal injury.
 - Evacuate via the nearest clear route to the assembly point.



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- **Wooden Salon (Hairdressing):**

- Switch off all electrical equipment if it is safe to do so before evacuating.
- Use the designated escape route to exit the salon and proceed to the car park.

4.3 Special Considerations

- **Animals:**

- Assign a trained staff member to oversee the safe evacuation of animals, prioritising human safety.
- Have designated safe areas for animals away from the main assembly point, where they can be temporarily held.

- **Persons with Disabilities:**

- Identify individuals requiring assistance during evacuation and assign a buddy system to ensure they receive help.
- Ensure all exits are wheelchair accessible and have ramps where necessary.

4.4 Roll Call and Reporting

- **Roll Call:** Conduct a roll call at the assembly point to ensure all staff, learners, visitors, and animals are accounted for.
- **Report Missing Persons:** Report any missing persons or animals to the fire service immediately upon their arrival.

5. Roles and Responsibilities

5.1 Fire Safety Officer

- Oversee fire safety management, including risk assessments, equipment maintenance, and training.
- Liaise with emergency services during a fire incident.
- Ensure compliance with fire safety legislation and standards.

5.2 Staff Members

- Familiarise themselves with the fire safety procedures and participate in regular training.
- Assist in evacuations and ensure their assigned areas are clear.
- Report any fire hazards or equipment issues to the Fire Safety Officer.

5.3 Learners and Visitors

- Follow instructions during an evacuation and proceed to the assembly point promptly.
- Familiarise themselves with escape routes and assembly point locations upon arrival.
- Report any fire hazards to staff members.



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6. Communication and Coordination

6.1 Internal Communication

- Regularly communicate fire safety updates and training schedules to staff and learners through meetings, emails, and notice boards.
- Ensure all staff are aware of changes in fire safety procedures or equipment.

6.2 Coordination with Emergency Services

- Maintain open communication with local fire services to ensure they are familiar with the premises and have up-to-date contact information.
- Invite fire service representatives to conduct inspections and provide feedback on fire safety measures.

7. Monitoring and Review

7.1 Regular Inspections

- Conduct regular fire safety inspections to identify hazards, check equipment, and assess compliance with this policy.
- Document inspections and implement corrective actions where necessary.

7.2 Policy Review

- **Scheduled Review Process:**
 - Conduct a thorough review of the fire safety policy annually, considering changes in fire safety regulations, updates in local fire services protocols, and any incidents or near-misses reported.
 - Assign a review committee that includes the Fire Safety Officer, representatives from each department, and external fire safety experts to ensure a comprehensive evaluation.
 - Document all findings and updates from the policy review, and communicate any changes to all staff members, learners, and other stakeholders through official communication channels.
- **Post-Incident Review:**
 - Initiate a detailed review of fire safety procedures following any fire-related incident or near-miss on the premises.
 - Analyse the incident to identify causes, evaluate response effectiveness, and implement corrective measures to prevent future occurrences.
 - Include feedback from emergency responders and affected parties to improve fire safety strategies and emergency response plans.
- **Stakeholder Involvement:**
 - Engage staff, learners, and external stakeholders in the review process by collecting feedback through surveys, focus groups, and open forums.
 - Encourage ongoing dialogue about fire safety concerns and suggestions for improvement, fostering a culture of safety awareness and proactive risk management.



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8. Legislation and Compliance

Alpha Training is committed to adhering to all relevant fire safety legislation and maintaining compliance with industry standards. Our fire safety practices align with current regulations to ensure a safe and secure environment for all occupants.

8.1 Regulatory Framework

- **Regulatory Reform (Fire Safety) Order 2005:**
 - Comply with the requirements of the **Regulatory Reform (Fire Safety) Order 2005**, which outlines fire safety duties for employers, building owners, and occupants.
 - Ensure all fire safety measures are designed to protect employees, learners, and visitors by minimising fire risks and providing clear evacuation procedures.
- **Local Fire Authority Standards:**
 - Adhere to the guidelines and recommendations provided by the local fire authority to maintain high standards of fire safety on the premises.
 - Coordinate regular inspections and assessments by fire safety officers to ensure all fire safety equipment and procedures meet the required standards.
- **Health and Safety at Work Act 1974:**
 - Comply with the **Health and Safety at Work Act 1974** by implementing comprehensive fire safety measures that protect the health and safety of all individuals on the premises.
 - Conduct regular risk assessments to identify and mitigate fire hazards, ensuring a safe working and learning environment.

8.2 Accreditation and Certification

- **Fire Safety Certification:**
 - Obtain necessary fire safety certifications and permits from relevant authorities, confirming that the premises and fire safety equipment comply with legal and industry standards.
 - Display certificates prominently in the main office and maintain copies in the Fire Safety Officer's records.
- **Ongoing Compliance Checks:**
 - Conduct periodic compliance checks and audits to ensure ongoing adherence to fire safety regulations and standards.
 - Keep detailed records of inspections, maintenance activities, and training sessions as evidence of compliance and continuous improvement.

9. Appendices

To support the fire safety policy and ensure all stakeholders have access to essential information, the following appendices provide detailed maps, contacts, and procedures.



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9.1 Site Map

A comprehensive site map is provided to identify key locations related to fire safety. This map is displayed prominently throughout the premises and included in training materials for staff and learners.

- **Fire Exits:**
 - Clearly marked exits in all buildings, including the wooden lodge, salon, and stables, with illuminated signage to ensure visibility even in low-light conditions.
- **Fire Extinguishers:**
 - Locations of all fire extinguishers, categorised by type (e.g., water, foam, CO2), strategically placed near identified fire risks.
- **Alarm Points:**
 - Manual alarm activation points located near exits and throughout high-risk areas to facilitate rapid alarm initiation in the event of a fire.
- **Assembly Point:**
 - Designated assembly point in the car park, with clear signage and space for organising evacuees during emergencies.
- **Emergency Routes:**
 - Clearly marked emergency evacuation routes leading from all buildings to the assembly point, with maps posted in each building.

9.2 Emergency Contacts

A list of essential emergency contacts is maintained and updated regularly to ensure quick access during fire emergencies. This list is posted in all buildings and included in fire safety training materials.

Contact	Phone Number	Role/Responsibility
Fire Safety Officer	07710541699	Primary contact for fire safety matters.
Local Fire Service	999	Emergency response for fire incidents.
Police	101	Coordination and security support.
Medical Services	111	Emergency medical assistance.
Maintenance Team	07710541699	Maintenance of fire safety equipment.
Utility Services	07710541699	Gas, electricity, and water emergencies.



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9.3 Fire Safety Procedures

Evacuation Drills:

- **Frequency:** Conduct evacuation drills bi-annually to ensure all occupants are familiar with emergency procedures.
- **Participation:** Require participation from all staff, learners, and visitors present during scheduled drills.
- **Feedback:** Collect feedback post-drill to identify areas for improvement and enhance evacuation strategies.

Equipment Maintenance:

- **Inspection Schedule:** Implement a monthly inspection schedule for all fire safety equipment, including extinguishers, alarms, and emergency lighting.
- **Maintenance Logs:** Maintain detailed logs of all inspections, maintenance activities, and replacements, stored in the Fire Safety Officer's office.

Communication Protocols:

- **Internal Alerts:** Utilise the public address system to communicate fire alerts and instructions to all occupants during emergencies.
- **Emergency Announcements:** Designate specific staff members to make emergency announcements, ensuring clarity and calm communication.
- **External Coordination:** Liaise with local fire services during emergencies, providing necessary information and assistance.

10. Conclusion

The Fire Safety Policy at Alpha Training is designed to protect the lives and property of all occupants by implementing robust fire prevention, detection, and response measures. Through regular training, compliance with legislation, and continuous improvement, Alpha Training is committed to maintaining a safe and secure environment on our 12-acre woodland farm. This policy reflects our dedication to fire safety and our proactive approach to risk management, ensuring the well-being of everyone on the premises.