

Wild Arts: Fire Safety Policy and Procedures

Wild Arts prioritises the safety of all participants, especially concerning fire safety. This policy outlines the procedures for managing fire risks in the Atelier and Forest settings and ensures all staff, children, and guests are aware of fire safety protocols.

Location:

For emergency services to be able to quickly identify our location, forest school leaders have 'what 3 words' installed on their phones. The 3 words for our main locations are provided below.

Atelier: *cuddles.sofas.dripping*

BaseCamp: (Forest): *sourced.champions.post*

Atelier:

The stable yard is a high-risk area due to the wooden structures and log piles present, so all staff must be aware of how to respond upon finding an uncontained fire. Our policy ensures a secure environment during activities involving our log burner in the atelier.

1. Fire Safety Boundaries and Supervision:

- Childrens listening and understanding is assessed prior to building or lighting any fire to ensure they can follow the safety instructions.
- Children are strictly informed of the visible boundaries around the log burner and reminded of fire safety protocols before any fire activity.
- The area around the fire is kept clear of clutter and flammable materials at all times.
- It is the Forest School leader's responsibility to light, maintain, and extinguish any fire used in the atelier.
- Fires will never be left unattended.
- Fires will be thoroughly extinguished by breaking up logs and embers until no hot embers remain.
- A smoke alarm is installed within the atelier.

2. Fire Safety Equipment:

- Three fire extinguishers are readily accessible in the atelier and yard area. Staff are trained in how to use these and their suitability towards different types of fires.
- Running water and containers are available at two points in the yard area.

3. Staff Training and Responsibilities:

- Forest School leaders have received comprehensive fire safety training, including in person, online, and site-specific training provided by the campsite manager, who is an ex-firefighter.
- Only designated Forest School leaders, who are trained in fire safety, will be responsible for lighting, maintaining, and extinguishing fires.
- If the person in charge of the fire needs to step away, a second suitably trained Forest School leader will be designated to manage the fire during their absence.

4. Emergency Procedures:

- In the event of a fire, children will be evacuated immediately to the designated fire evacuation area, far from the potential fire spread.
- In the event of a small, manageable fire, the Forest School leader will take immediate action to extinguish it using available fire extinguishers or water.
- If the fire cannot be contained the Forest School leader will call emergency services (999) immediately and notify the site manager.
- The fire assembly point is signposted, and positioned at the top of the car park, ensuring a clear and coordinated response to any fire incident.
- Children are regularly questioned and reminded about what to do in a fire situation, and where our fire assembly points are.

Forest:

Fire safety is a crucial aspect of Forest School activities. The following guidelines will be observed during sessions involving fire:

1. Fire Management and Supervision:

- Only designated Forest School leaders will be responsible for lighting, maintaining, and extinguishing fires.
- If the person in charge of the fire needs to step away, a second suitably trained Forest School leader will be designated to manage the fire during their absence.
- Fires will be built in designated fire bowls or pits, away from flammable vegetation and structures.
- The surrounding area will be checked and cleared of dry matter or tripping hazards before starting a fire.
- A fire's height will not exceed adult waist height when within the raised bowl.
- Any tools used, such as fire strikers must be returned to the designated fire bag. All tools are checked and counted at the beginning and end of the planned session and used as per our risk assessments.
- Fires will not be made during very hot, dry or windy conditions.

2. Participation and Safety Boundaries:

- Children may participate in fire-related activities once they have demonstrated a clear understanding of the safety boundaries and can work 1:1 with an adult.
- Children and adults must tie back long hair and secure loose clothing. Long sleeves should be rolled back if necessary.
- A log circle will be established around the fire as a safety boundary. Children must walk around the outside of the log circle and refrain from running or climbing in this area.
- Anyone unable to respect the fire safety rules will be asked to leave the fire area.

3. Fire Safety Protocols:

- A "Colour Dragon" approach will be used for children under 7 years old or when deemed appropriate by Forest School leaders:
 - **Green Dragons:** Children sitting at a safe distance from the fire.
 - **Orange Dragons:** Children invited to assist with fire-making under direct supervision.
 - **Red Dragons:** Children who are not behaving safely and need to return to their seats.
- A water bucket will be readily available during all fire-related activities.
- Upon leaving the forest, fires will be thoroughly extinguished by breaking up logs and embers and pouring water over them until no hot embers remain.

4. Emergency Procedures:

- In the event of an uncontrolled fire spreading to the surrounding woodland, all children and staff will evacuate the forest area immediately via the swiftest path down the hill into the open field, gathering at the fire assembly point in the camping field.
- If the fire meeting point or surrounding area is unsuitable, the group will proceed back to the Atelier and Yard area.
- Emergency services and the site manager will be contacted immediately.

Emergency Contact Details:

In the event of an emergency always call **999** and ask for the fire department. Below are the details of other important contacts.

- **Josephine (Land Owner):** 07968 810067
- **Bill Woodfine (Campsite Manager + Fire Safety):** 07887 768988
- **Samantha Sheldrake:** 07515 110296
- **Mariana Peron:** 07871 219774

Other Important Numbers:

- **Doctor:** Lime Tree Surgery, BN14 0DL (approx. 2 miles away)
 - Phone: 01903 264 101
 - **Hospital:** Worthing Hospital (24-hour A&E service) (approx. 5 miles, or 12 minutes by car)
 - Address: Lyndhurst Road, Worthing, BN11 2DH
 - Phone: 01903 205 111
 - **Emergency:** 999
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5. Emergency Equipment:

Both Forest School leaders carry charged mobile phones equipped with what3words* for precise location identification in case of emergencies.

Both practitioners carry mini first aid kits on their person at all times.

First aid kits are also present in the stable yard atelier and Charmill cottage.

5. In case of a burn

If someone has a burn, the first step is to cool the burn by running it under cool (not cold) water for as long as possible, ideally for at least 10 minutes. This helps reduce pain and minimize damage to the deeper tissues. Do not use ice, as this can damage the skin further. After cooling the burn, loosely cover it with a sterile, non-stick dressing or cling film. Avoid using oils, gels, or butter, as these can cause infection and trap heat in the burn.

If the burn is larger than the size of the victim's palm, or if it affects sensitive areas such as the face, hands, joints, or genitals, seek medical attention immediately, as these burns are considered more severe. Additionally, any burn that causes blistering, appears deep, or involves chemical or electrical injuries should be treated by a medical professional.

6. Reporting

If a child suffers a burn, after administering first aid by cooling the burn and covering it, we will complete an accident form and inform the child's parents or guardians as soon as possible. For any burns that are not minor and require medical attention, we will also report the incident to Ofsted, as per our legal obligations. Additionally, any severe or significant burn injuries should prompt

consideration of whether further safeguarding concerns are present, and this may require notifying local safeguarding authorities. Any treatment or further actions should be clearly documented in line with our safeguarding policy.

It is our duty to keep detailed and accurate records of all incidents, including burns, as part of our safeguarding and health and safety responsibilities. All accident forms must be completed promptly and stored securely in line with data protection regulations. These records ensure transparency, allow for ongoing monitoring of the child's well-being, and may be used in any future investigations or reviews. Keeping thorough documentation also supports our legal obligations to report incidents to relevant authorities, and ensures we have a clear account of any actions taken.

7. Review and Update:

This fire policy and procedures document should be reviewed annually or whenever there are significant changes to the setting or regulations to ensure it remains effective and compliant with any new safety standards.

The Site's Policy on fires in the campsite is also included below for reference or if an unsafe use of campfire facilities has been observed.

Information provided to Campers:

Hazards: Control measures required	Explanatory Notes on Hazard
<ul style="list-style-type: none"> -Guests are requested to respect minimum distances required between tents and units (6m between units, 3m between tents within one group) - Guests must use campfires with care, ensuring they do not get close to flammable material and are not too large - Guests must not attempt a campfire during extremely windy conditions - Guests advised to use cooking facilities carefully, ensuring they are steady and are away from flammable material 	<p>Campfires are allowed on site providing they are in firepits raised off the ground, or in designated areas as agreed by the owners.</p> <p>Fire blankets are available to put under firepits and BBQs.</p> <p>Guests should be aware of the dangers inherent in having fires outdoors, near their tents and other camping accommodation and equipment.</p>

<ul style="list-style-type: none">-Disposable BBQs are banned from site at all times-The owners reserve the right to ban open fires during extreme dry weather.-There is a warning alarm bell to warn other guests in the event of a fire -The details of the site postcode and fire procedure are displayed on the site notice board	
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