



**New Leaf Triangle Fire Risk Assessment (reviewed April 2022 changes highlighted in pink Reviewed by Phoebe Jackson (Health & Safety Representative) changes checked & confirmed by Lorraine Squires Shaw)**

**This risk assessment has been carried out by Lorraine Squires Shaw who is the nominated competent person. It has taken into consideration the 5 Steps of Fire Risk Assessment below, as recommended in the HM Government document -“Fire Safety Risk Assessment – Animal premises and stables”**

**Step 1 Identify Fire Hazards**

Identify sources of ignition, Identify sources of fuel, Identify sources of oxygen

**Step 2 Identify People at risk**

**Step 3 Evaluate, remove and protect from risk**

Evaluate the risk of a fire occurring, Evaluate the risk to people and animals of a fire, Reduce or remove the hazards that may cause a fire, Remove or reduce sources of ignition, Remove or reduce sources of fuel, Remove or reduce the risks to people and animals from a fire

Provision for fire protection and warning systems, Fire fighting equipment, Escape routes, The type and number of people using the equine premises, Escape time, Age and construction of the premises, Number of escape routes and

exits, Managing escape routes, Escape lighting, Signs and notices, Testing and maintenance, Daily checks, Weekly tests, Monthly tests, 6 monthly tests, Annual tests, Other equipment and facilities including those for fire fighters

#### **Step 4 record, plan, inform, instruct and train**

Record significant findings and action taken, Emergency plans, Information, instruction, cooperation and coordination, Fire safety training

#### **Step 5 Review**

This risk assessment is to be reviewed annually by Lorraine Squires Shaw and Troy Shaw. Changes to be made and circulated to staff. Any concerns to be discussed with Leicestershire Fire Services.

#### **The premises**

New Leaf Triangle is an outdoor learning centre for individuals with a range of disabilities, autism and mental health conditions. The main activities at New Leaf Triangle take place at the 2 main sites situated on Goadby Road, Chadwell, Melton Mowbray, LE14 4LP (site 1) and Eastwell Road Site 2). The sites are 2 and a half acres and 5 and a half acres of undulating ridge and furrow grassland with a 20 X 40m wood chip and rubber ménage at site one and 20 X 40m sand and rubber ménage at site two.

#### **Site 1 Buildings:**

*9M x 8M steel barn, with steel anti condensation roof, containing 4 internal stables with a 3M wide roller shutter door. Stable partitions are steel framed with wooden panelling and steel grills. The barn is lined with 1.2cm ply board to 2.5M height. Means of escape – 3M wide roller shutter door*

## New Leaf Triangle Fire Risk Assessment

*Two 3.6M x 3.6 M wooden stables adjoined housing goats and pigs. Means of escape - standard stable doors in each 3M x 3M wooden tool/feed shed. Means of escape – standard full wooden door.*

*5M X 3M log cabin, consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M*

*6M X 3M log cabin consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M*

*Goat pen with 1 corrugated metal ark and 1 brick goat shelter means of escape*

*Pig paddock with 1 corrugated metal ark*

*Two 2.5M x 3.5M log cabins in small paddock next to air rifle shooting area. Means of escape – 2 French style doors opening outwards 1.2M*

*Two teepees of different sizes within paddock next to air rifle shooting area. Means of escape - main door opening.*

*4 Metal framed runs for poultry with small wooden chicken coops inside. Means of escape - door opening both ways.*

*There is a designated fenced off air rifle shooting area and archery area with an undercover shelter.*

### **Site 2 Buildings:**

*36 X 34ft wooden American style barn with 6 stables - means of escape - doors at both ends*

*5M X 5M log cabin consisting of a single room. Means of escape – 2 French style doors opening outwards 1.5M*

*Two 3.6M x 3.6 M wooden stables adjoined. Means of escape - standard stable doors in each*

2.5M X 2M Tool shed. Means of escape - wooden door

2.5M X 2M Toilet shed - Means of escape - wooden door

At both sites the perimeter fencing is mainly hawthorn and blackthorn hedge, square stock wire with some rails in places. At site 1 there is a car park area with 2 wooden five bar gates leading to the road. The car park is fenced off with a mixture of hedging with stock wire and post and rail screened with 5-6 foot wooden panelling. The hay barn and muck heap are in the car park.

There is a wooden five bar gate leading to the yard which is covered with 5 foot willow screening.

The yard area is fenced and screened from the car park with post and rail and 5 foot bark screening.

The horse paddocks are sectioned off with two post and rail fencing stock wire.

There is a play paddock adjoining the ménage with play equipment consisting of a trampoline, large basket swing, small wooden enclosed sand pit. *The shooting range is within a small paddock adjoining a horse field. The paddock is also home to poultry, two small log cabins and two teepees. Access is via a path running along the side of the field from the medieval log cabin.*

At site 2 there is an entrance track of around 120 metres leading into a car park area. The hay barn and muck heap are in the car park area.

There is a ménage adjoining the car park alongside the American style barn

*The perimeter fencing is mainly hawthorn and blackthorn hedge, square stock wire with some rails in places. The surfaced (sand, fibre, rubber) Horseback Archery track runs down the middle of the two turnout fields and is lined with posts and electric tape. There are two small surfaced paddock home to two ponies at the end of it nearest the yard. Most fencing is post electric tape but is post and rail in places. Access to the, the right hand (larger) turnout field and the surfaced paddocks is via a small metal gate to the site of the field shelter. Access to the left hand field is through two metal 5 bar gates directly from the car park / yard.*

<b>Identifying Fire Hazards</b>	<b>Control measures</b>
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<p><b>Sources of ignition-</b></p> <p><b>Cigarettes</b> – these can be a major risk, even when stubbed out they can cause smouldering fires which can turn into a major fire hours later</p> <p><b>Gas stove and gas heating</b></p> <p><b>Log burner in first log cabin, installed January 2018</b></p>	<ul style="list-style-type: none"><li>• There is to be no smoking on the premises. All staff are to be told on their first day's induction and staff are to make students and families are aware of this rule and adhere to it. No Smoking signs are to be displayed clearly at the premises.</li><li>• The gas stove and gas heating must only be used by staff and responsible adults and have been trained and must only be used in the log cabin, following the manufacturer's instructions. Stove to be locked away when not in use. No students or children to be left unattended in the log cabin when either of these are in use.</li><li>• The log burner should only be lit by staff who have been trained. It should only be lit when there are persons on site to manage it. No students or children to be left unattended in the log cabin when the fire is in use.</li><li>• April 2022 – log burner currently not in use due to chimney damage in storm so gas heaters are used instead in the first log cabin.</li></ul>
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<p><b>Sources of Fuel</b></p> <p>The main sources of fuel on the premises are hay and bedding materials. Other sources are liquid fuel such as petrol, liquid gas, wooden stables and shed, wooden lining to the barn, horse rugs, animal feed, manure heap, furniture, soft play equipment, toys, paperwork and rubbish</p> <p><b>Liquid fuel such as petrol</b></p> <p><b>Liquid gas</b></p> <p><b>Butane and Propane bottles</b></p>	<ul style="list-style-type: none"> <li>● Hay and bedding is to be stored away from the main barn, in a purpose built shed in the car park at each site. Up to 4 plastic wrapped bedding bales may be stored in the barns at any one time but no hay or straw. Horse rugs are to be stored in the sheds, except for those being used daily by stabled horses. Toys to be stored in the sensory stable or shed when not in use. The use of toys and other resources in the log cabins to be closely monitored by an adult when the gas heating is being used. Paperwork to be kept in the log cabin in a locked cupboard and archived offsite annually. Rubbish bins to be emptied as soon as full. Manure heap to be situated in the car park area away from the building, and removed regularly.</li> <li>● Fuel should not be stored on the site, apart from a small amount of petrol for the generators and lawn mower which is to be stored in a suitable container and in a locked shed.</li> <li>● Only 4 small gas canisters for the gas cooker/heater are to be stored on site. This is the only exception to the rule above. These are to be stored in the sheds in a locked container and kept within the temperatures stated on the canister</li> <li>● No butane or propane bottles to be stored on site apart from the ones in use.</li> </ul>
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<p><b>Sources of oxygen</b></p> <p>The only source of oxygen is from the atmosphere, which can flow freely through all buildings</p>	
<p><b>People at Risk</b></p>	<p><b>Control measures</b></p>
<p>All people on site are potentially at risk from fire, including employees, volunteers and visitors. However clients will include students with learning difficulties, autism and other disabilities. This will make them more vulnerable than most people in the event of a fire.</p>	<ul style="list-style-type: none"> <li>● Students, staff, parents, carers and visitors should be told about fire evacuation procedures on arrival</li> <li>● Students who attend on a regular basis may need personal emergency evacuation plans if a significant risk around their evacuation is perceived. This will include how they are to be supported to evacuate and remain safe in the event of a fire. It may also include how they will be supervised at the assembly point. Students are to be involved in fire drills.</li> <li>● Students, staff, parents, carers and visitors with mobility difficulties, including wheelchair users, and those having sensory impairments (being blind, partially sighted or deaf), need to be given clear instructions as to what they need to do in the event of a fire and how they will be supported. This information should be given to them by staff on arrival.</li> <li>● Everyone should be signed in in the diary on arrival and signed out when they leave. Visitors must be signed in by a member of staff using the visitor book. A copy of the visitor pass stays in the book.</li> </ul>

Evaluate and Protection from Risk	Control measures
<p data-bbox="188 280 409 316"><b>Escape routes</b></p> <p data-bbox="188 368 450 403"><b>Warning systems</b></p> <p data-bbox="188 507 539 542"><b>Firefighting equipment</b></p> <p data-bbox="188 1286 320 1321"><b>Signage</b></p>	<ul style="list-style-type: none"> <li data-bbox="869 280 1760 316">● All doorways and exits are to be kept clear at all times.</li> <li data-bbox="869 387 2092 523">● There is to be a hand alarm situated on the outside of the shed and another in the camping area, which is to be used in the case of a fire and <b>checked weekly</b></li> <li data-bbox="869 596 2092 732">● At site 1 there are to be 2 foam fire extinguishers sited outside the shed and 1 outside the hay barn. There is to be 1 powder extinguisher and a fire blanket in each log cabin.</li> <li data-bbox="869 756 2069 1099">● At site 2 there is to be 1 foam extinguisher just inside the American horse barn, 1 outside the feed/woodwork stable, and 1 outside the hay shed. There are to be 1 powder extinguisher and a fire blanket in the log cabin and 1 powder extinguisher in the woodwork stable. These are to be checked <b>monthly</b> for signs of damage and serviced as per manufacturer's instructions. Staff to be instructed on how and when to use these in the event of a fire.</li> <li data-bbox="869 1123 1659 1158">● There is mains water on site, with taps available.</li> <li data-bbox="869 1182 2092 1367">● At site 1 taps are situated just inside the main barn door on the right, in the log cabin and toilet. The barn tap usually has a hosepipe fixed to it. There is a mains trough in the paddock at the bottom of the ménage. There are also two 500 litre water bowsers on site. One bowser is in the car park area</li> </ul>



	<p>collecting run off from the stables and one near first the log cabin collecting run off from the barn. There are also 2 further water troughs – one in the car park next to the bowser and one in the paddock at the far left corner of the barn near the swing. These both collect run off water from the buildings. Two six litre buckets are kept outside the shed next to the fire extinguishers.</p> <ul style="list-style-type: none"> <li>● Fire assembly point is clearly signposted at both sites.</li> </ul>
<p><b>Emergency Plans</b></p>	<p><b>Control measures</b></p>
<p><b>Fire warden</b></p> <p><b>Fire Assembly point</b></p>	<ul style="list-style-type: none"> <li>● A fire warden is to be allocated on every session. This person will allocate staff to evacuate and supervise students to the fire assembly area. They will hand out any personal emergency evacuation plans for students where the evacuation risk is perceived to be exceptionally high. They will be responsible for the roll call. (They need to collect the diary from the log cabin to carry out the roll call, <b>if it is safe to do so</b>) The fire warden will remain with students and visitors until the all clear is given or they can leave the premises.</li> <li>● There will be a fire box for the fire warden. At site 1 this will be stored outside the shed and at site 2 this will be stored just inside the American horse barn. They will contain any individual student personal emergency evacuation plans, site address and directions card, basic first aid equipment, torch, hi visibility vest <b>and air horn</b>. The vest must be put on immediately the fire alarm</li> </ul>

<p><b>Raising the alarm</b></p> <p><b>Calling the emergency services</b></p> <p><b>Evacuation of people</b></p> <p><b>Evacuation of animals</b></p>	<p>is raised so everyone, including emergency services, knows who the fire warden is. They will be the main point of contact for the emergency services.</p> <ul style="list-style-type: none"><li>• The fire assembly point at site 1 is the car park area and large goat pen adjoining it. At site 2 the fire assembly point is located at the main yard gate.</li><li>• All students and visitors will be made aware of these when they arrive, along with basic fire procedures. The fire assembly points will be clearly signposted. In the event of a fire, the alarm must be raised by shouting 'Fire!' and ringing the hand bell outside the shed and sounding the air horn to alert those in the woods.</li><li>• Once all individuals have been evacuated to the fire assembly point the fire warden will allocate a member of staff to call the emergency services and will give the member of staff a card showing the address and directions for the emergency services</li><li>• Everyone must be evacuated to the assembly area (see location for each site) and the fire warden will be responsible for them ( at site 1 the large goat pen next to the car park may be the best option for students and small children to wait in if they are likely to abscond as this is more secure than the car park). At site 2 the bridleway adjacent to the site can be used for students and small children with a risk of absconding.</li><li>• Those in the woods should exit via the woodland gate, across the paddock behind the barn and through the play paddock to the car park, and NOT</li></ul>
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<p><b>Tackling a fire</b></p> <p><b>Fire drills</b></p> <p><b>Training</b></p>	<p>via the pathway past the log cabins in the event of fire is in the cabins. If it is not safe for those in the woods to exit across the paddocks i.e the fire is in the barn, they should be alerted via phone by a member of staff and should exit the woods onto Goadby Road and walk down the road to the site assembly point.</p> <ul style="list-style-type: none"><li>• The remaining staff will be asked to return to evacuate the animals as soon as all people have been evacuated if it is safe to do so.</li><li>• Any horses in the barn, yard or stables should be the first animals to be evacuated as these will cause the largest risk through panic. They must be released into one of the paddocks, ideally not the play area. However, if this is not possible due to the behaviour of the horses they should be released into the play area and the gates then opened to the paddocks and closed behind them once they have gone through.</li><li>• Goats should be released or herded into the play area. Poultry should be left in their enclosures in the top tipi field or left to free range as their natural instinct will take them away from the fire. Doors must be shut behind all animals to prevent them returning. Small animals, such as rabbits and guinea pigs should be taken in their housing, or a suitable pet container, into the play area or ménage. (Pet containers will be stored with their housing if this is not easily moveable.)</li><li>• Only persons trained to use the extinguishers should attempt to put out a fire using the extinguishers. Buckets of water can be used from the taps, bowsers</li></ul>
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	<p>and troughs if it is safe to do so. If there is any doubt as to a person's safety in the tackling of a fire it should be left to the emergency services.</p> <ul style="list-style-type: none"><li>● Regular fire drills are carried out at each site, at least 1 per half term</li><li>● All staff and volunteers receive basic fire training on their first day's induction. This includes fire evacuation procedures, fire assembly point, fire warden responsibilities, and location of fire bell and extinguishers/fire blanket. On their next day at work they receive full fire training, which includes everything covered in this risk assessment and details of any personal emergency evacuation plans.</li><li>● Staff and volunteers receive refresher training every 6 months, including fire warden training and training on how to use equipment such as gas stoves and gas heaters.</li></ul>
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Reviewed by Troy Shaw.....

Lorraine Squires Shaw and Troy Shaw 04.04.19. Phoebe Jackson & Lorraine Squires Shaw 21.4.22. Next review date 21.4.24 or when changes to premises are made

I have read and understand the New leaf Triangle Risk Assessment above and agree to follow its guidelines:

Staff name	Signature	Date

