



NLT Fire Safety Policy

Policy written by Troy Shaw (Director) 1st September 2023
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This policy was written to outline the safe working for managing fires at New Leaf Triangle (NLT).

Aims of the policy

This policy aims to ensure that staff, students and the NLT sites are protected from the risk of fire.

What is covered in this fire policy?

This policy covers the following areas of fires at New Leaf Triangle:

- Fire Safety equipment and inspection
- Fire evacuation management
- The use of fires for heating
- The use of fires for cooking
- The use of fires for educational activities (Forst School)
- Training

Responsibilities

Directors:

New Leaf Triangle directors are responsible for the health, safety and welfare at work of all their workers. This includes:

- Ensuring necessary policies and procedures are in place.
- Ensuring that a risk assessment is in place for the individual students.
Ensuring staff receive a thorough induction and the correct training to carry out the required tasks.
- Ensuring staff have access to safety equipment, such as a first aid kit and fire safety safety equipment.
- Consulting staff about health and safety, for example, through supervision
- Maintaining equipment to ensure it is safe to use.
- Ensuring that NLT staff are suitably trained in the use of fires
- Ensuring that NLT staff are trained and competent in managing evacuations (human & animal) due to a fire.

Employees:



Workers have responsibilities to take ensure that they follow all procedures relates to fires including the correct use of fires, the correct evacuation procedures and the use of fire fighting equipment. Employees also have a responsibility to report any concerns.

Guidelines

1) Risk Assessment

NLT will have a risk assessment in place for the use of fire on site for all types of requirements for example but not limited to, forest school activities, cooking and heating.

2) Staff Training and Induction

All staff will be trained on fire evacuation procedures and the use of fire fighting equipment. Appointed staff will be trained on the use of fire for session activities for example but not limited to cooking and forest school. Only trained staff will be permitted to start heating equipment.

3) Access To Fire Safety Equipment

Fire safety equipment such as smoke alarms, fire extinguishers and fire blankets will be strategically placed in areas that are most at risk of an uncontrolled fire. This equipment will be regularly checked by the NLT staff H&S representative and any defects will be rectified within 24 hours. External professionals will be used to check firefighting equipment on an annual basis and any recommendations for improvements will be acted upon. It is also the responsibility of everyone at NLT, staff, students, visitors and directors to report any concerns over broken fire equipment immediately.

4) Consulting Staff About Fire Safety

All staff will be encouraged to use the Near Miss reporting system to raise concerns about any Health & safety issues including fire safety. Any Near Miss will be reviewed and acted upon as required to promote the safe use of fire or fire prevention at NLT. It is the responsibility of everyone at NLT, Staff, students, visitors and directors to raise and remove safety issues. Staff will be consulted on any changes made to procedures impacting the use of fires or fire prevention in a timely manner.

5) NLT Animal Safety

Fires will not be permitted in an area that is used to house, train or exercise animals, with the exception of 'class room' areas where the animals are used as part of the learning session. In the event of an uncontrolled fire braking out at NLT; the animas will be evacuated as per the animal evacuation procedures.


