Fire Safety and Evacuation Policy

Wayland Stables Care Farm

Policy owner: Jake Payne, Business Manager

Approval date: 06/08/2026

Effective date: 01/09/2026

Next review: August 2027, or sooner after any fire, alarm activation, drill concern, enforcement action or material site change

> **On discovering fire or smoke:** Raise the alarm, call 999 from a safe place, begin evacuation by the nearest safe route and go to the assembly point. Do not fight the fire unless trained, equipped and it is safe to do so. Do not delay for belongings, animals, registers, a manager or the padlocked gate.

1. Policy statement

Wayland Stables Care Farm (WSCF) will prevent fire so far as reasonably practicable, maintain effective warning and escape arrangements, and evacuate everyone without avoidable delay. Life safety takes priority over property, equipment and animals.

This policy controls the fire-safety management system. It does not replace the suitable and sufficient fire risk assessment, building-specific evacuation plan, emergency card, equipment records, drill log or any individual evacuation arrangement.

2. Scope and responsibility boundary

The policy applies to employees, workers, volunteers, contractors, students, adult participants and visitors in WSCF-controlled buildings, yards, animal areas, temporary structures, vehicles and off-site accommodation used for WSCF activities.

The person or organisation with control of non-domestic premises may be a Responsible Person under fire-safety law. Ownership, tenancy, shared-premises and contractor arrangements must identify responsibilities in writing; WSCF will not assume that a landlord or another occupier has discharged WSCF's own duties.

3. Legal and guidance framework

WSCF will have regard to the Regulatory Reform (Fire Safety) Order 2005 as amended, the Management of Health and Safety at Work Regulations 1999, Building Regulations where applicable, equality and safeguarding duties, and current government fire-risk-assessment guidance for the relevant premises.

Residential PEEP regulations are not presented as applying to this non-residential farm setting; individual evacuation planning is nevertheless required where a person may need assistance.

4. Roles and competence

Role	Required action
Business Owners / Responsible Person(s)	Commission and act on a competent fire risk assessment; provide resources; identify legal control of each premises; approve significant changes and review assurance.
Jake Payne - Business Manager	Own the policy; coordinate assessment actions, evacuation arrangements, training, drills, records, contractors and liaison with the enforcing authority or fire and rescue service.
Fire marshal / designated staff	Support sweeps only where safe, direct evacuation, take available attendance information, report status and prevent re-entry. Appointment and cover are held in the controlled responsibility record.
All staff	Raise the alarm, call 999, lead people by the nearest safe route, assist under agreed plans, report defects and never obstruct exits or compromise controls.
Visitors, students and participants	Follow staff instructions, leave immediately, go to the assembly point and do not re-enter or leave the assembly point without being accounted for.

5. Fire risk assessment and change control

A competent person will complete and periodically review a suitable and sufficient fire risk assessment covering people at risk, ignition sources, fuels, oxygen, warning, escape, firefighting equipment, emergency access and management controls. Significant findings and actions are recorded, prioritised and closed.

Review is required after a fire or near miss; alarm or evacuation failure; building, occupancy, activity, equipment, fuel or storage change; new disabled or otherwise vulnerable attendee; arson concern; enforcement advice; or reason to doubt effectiveness.

6. Farm-specific prevention controls

1. Control hot work, smoking/vaping, heaters, cooking, electrical equipment, charging batteries, machinery, vehicle parking and fuel transfer through assessment and authorisation.
2. Keep hay, straw, feed dust, bedding, timber, waste, LPG, fuels, paints and oxidising products away from ignition and incompatible materials; limit quantities in occupied buildings and maintain separation required by the assessment.
3. Maintain housekeeping, waste removal, lightning/electrical protection where assessed, secure plant shutdown and arson/access controls. Escape routes, fire doors, gates and emergency access must never be obstructed by vehicles, deliveries, animals or storage.

7. Detection, warning and equipment

4. Provide a suitable alarm or warning method audible and otherwise perceivable throughout occupied areas, with alternative alerts where hearing, sensory or communication needs require. Manual call points or agreed raising methods must be obvious.
5. Detection, alarm, emergency lighting, extinguishers, blankets, signs and fire doors are selected by competent assessment, located correctly, inspected by users and maintained by competent contractors at appropriate intervals. Defects trigger immediate interim controls or closure of the affected area.
6. Extinguishers are for trained adults only where escape is secured and use will not expose anyone to smoke, toxic products, explosion or entrapment. Students do not fight fires.

8. Escape and individual arrangements

Routes and final exits must be available without keys or complex knowledge while premises are occupied, except where an assessed secure arrangement releases immediately in emergency. The locked main gate must never delay evacuation or emergency-service access.

Before attendance, identify anyone who may need help because of mobility, vision, hearing, cognition, communication, anxiety, medication or behaviour. Record practical assistance, alarm method, route, refuge only if supported by a safe managed system, staffing and contingency. Do not rely on carrying a person unless specifically assessed and trained.

9. Evacuation procedure

7. Raise the alarm and call 999. Give the site name, exact location, access route, known hazards and whether anyone is unaccounted for.
8. Leave by the nearest safe exit. Staff direct and assist people under individual arrangements without undertaking an unsafe sweep or delaying their own escape.
9. Go to the designated assembly point. Use the current attendance, visitor and staffing information that is safely available; report missing or last-known locations to the incident lead and fire service.
10. A nominated person, only if safe, opens the padlocked gate and meets responders. Keep routes clear and identify LPG, fuel, chemicals, animals, solar/battery systems or other hazards.
11. No one re-enters, moves vehicles or attempts animal rescue until the fire and rescue service or competent incident lead confirms it is safe.

10. Training, drills and information

Staff receive induction and refreshers on alarms, exits, assembly, calling 999, gate access, assisting individuals, hazards and reporting. Fire marshals receive role-specific training. Contractors and visitors receive proportionate instructions.

Drills are planned at suitable intervals and when groups, staffing or arrangements change. They test realistic conditions without frightening or endangering vulnerable people or animals. Record date, occupancy, scenario, alarm, evacuation/accounting times, barriers, reasonable adjustments, learning and action closure.

11. Testing, inspection and records

Control	Minimum record
Daily/operational check	Exits and routes clear; doors, gate release and access available; alarm/equipment visibly serviceable; hazards controlled.
Alarm and emergency systems	Test, inspection, service, defect, interim control and closure records at frequencies set by the fire risk assessment and competent guidance.
Doors, lighting and firefighting equipment	Inspection/maintenance identity, result, defect priority, contractor evidence and completion.
Training and drills	People covered, competence/role, scenario, outcome, individual issues and actions.
Assessment and review	Current assessment, significant findings, action owner/date, change review and Responsible Person assurance.

Appendix A - Staff fire action card

12. FIRE/SMOKE: alarm - 999 - evacuate - assemble - account - report. Never wait for permission.
13. MISSING PERSON: give the fire service the name, description and last known location; do not re-enter.
14. GATE: if safe, use the controlled emergency release/key arrangement and keep access clear. The locked-gate visitor procedure does not override emergency access.
15. ANIMALS: human life first. Use only pre-assessed remote release or movement arrangements directed by competent staff; do not enter smoke or fire.

Appendix B - Fire readiness check

Current fire risk assessment and action plan; clear exits and final-exit operation; working warning method; emergency lighting and equipment status; assembly point and attendance information; individual evacuation arrangements; trained cover; contractor/hot-work controls; hazardous storage; gate and responder access; drill and defect actions closed.

Sources and related guidance

Fire safety in the workplace: responsibilities, fire risk assessments and evacuation plans — UK Government.

Fire safety risk assessment: small and medium places of assembly / relevant premises guide — UK Government.

Non-school Alternative Provision: Voluntary National Standards — Department for Education.

WSCF Emergency Response, Visitor, First Aid, Health and Safety and Whole-Site Risk Assessment policies — Wayland Stables Care Farm.

Approval record

Approved by	Role	Signature	Date
Jake Payne	Business Manager	Jake Payne	06/08/2026

Next review due: August 2027, or sooner under the review triggers in this policy.