

8. General Fire Procedure

SCENARIO A: During a regular volunteer session

1. In the event of an accidental fire, raise the alarm to the Session Lead.
Session Lead to call 999 - The address of the allotment is, Weald Allotments, Weald Avenue, Hove BN3 7JN. WHATTHREEWORDS for Plot 22: ORDER.SKILL.LEARN
2. Session Lead to take gate key and evacuate all participants by whichever route is the safest to the Assembly Point: the car park by the main site entrance Weald Avenue.
3. Session Lead to open the gates and wait for Fire Brigade to arrive.
4. Session Lead to attack the fire only if safe to do so, using the fire extinguisher kept in the cabin.
5. Session Lead to account for all participants and report to CEO at assembly point.
6. If possible, Session Lead to raise the alarm to neighbouring plot holders or the Site Representative (who may be located in the shop, at main entrance).

SCENARIO B: During workshops run by external practitioners

1. Raise the alarm to the Session leader.
2. Session leader to call 999 - The address of the allotment is, Weald Allotments, Weald Avenue, Hove BN3 7JN. WHATTHREEWORDS for Plot 22: ORDER.SKILL.LEARN
3. Session Leader to take gate key and evacuate all participants by whichever route is the safest to the Assembly Point: the car park by the main site entrance Weald Avenue
4. Session Leader to open the gates and wait for Fire Brigade to arrive
5. Session lead to attack the fire only if safe to do so, using the fire extinguisher kept in the cabin
6. Session Leader to account for all participants
7. If possible, Session leader to raise the alarm to neighbouring plot holders or the Site Representative (who can be located in the shop, at main entrance)
8. Once the situation has been resolved, contact the CEO and fill out an incident form.

SCENARIO C: If alone on the PLOT

1. In the event of a fire call 999 - The address of the allotment is, Weald Allotments, Weald Avenue, Hove BN3 7JN. WHATTHREEWORDS for Plot 22: ORDER.SKILL.LEARN
2. Attack the fire only if safe to do so, using the fire extinguisher kept in the cabin
3. Leave the plot, go the main entrance on Weald Avenue, open the gates and wait for the Fire Brigade
4. If possible, raise the alarm to neighbouring plot holders or the Site Representative (who can be located in the shop, at Weald Avenue entrance).

5. Once the situation has been resolved, contact the CEO and fill out an incident form.

DO NOT TAKE RISKS

DO NOT RETURN TO THE PLOT UNTIL THE FIRE BRIGADE HAVE INFORMED YOU THAT IT IS SAFE TO DO SO

Fire Circle Risk Policy

Using the fire circle: PLOT 22 expects participants to take responsibility for their personal safety and that of others in the session when any fire is involved. A responsible adult must supervise fire circle activities at all times. If children or young people are present, observe a ratio of 2 children to 1 responsible adult. Demonstrate the safety rules to the group each time.

Risk factors and safety rules:

1. A burn from flames or embers - Children must sit or stand outside the 1 metre safety zone of the fire that is marked by the wooden stumps. They must only approach the fire when invited to do so by a supervising adult. If anyone needs to move around the circle they must walk around the outside of the fire safety zone wherever possible. Do not throw wood or other objects into the fire, add more fuel by carefully placing it on the fire, holding the wood at the end to be placed at the outer edge. If stick ends are held in the fire for cooking, they must be properly extinguished or completely placed in the fire when finished with. No-one must walk around the PLOT with burning stick ends.
2. Smoke inhalation - move out of the line of smoke if necessary by moving around the outside of the circle. Keep the smoky side of the fire clear.
3. A burn whilst cooking - ensure crowding does not occur. Keep participant numbers low. Use protective heat gloves when handling hot cooking equipment. Have all the equipment you need ready to hand before you begin. Keep hot equipment away from walkways and other activities. Make sure participants are aware of the hot equipment in use. Ensure toasting or damper sticks are of adequate length. Keep a bucket of clean water positioned nearby to immediately cool any burns.
4. Surrounding material or clothing catching fire - keep a bucket of water nearby and visible. Responsible adults should be first aid trained and have rehearsed performing emergency first aid for burns. Have a bucket of water near the fire to douse the ground and pour over the fire at the end of the session. Ensure all embers are properly extinguished at the end of the session.
5. Emergency Information Sheet located in cabin above First Aid Kit.