



Mud Club

Fire Safety and Risk Assessment

Fire Safety Policy

A major part of forest school is building, lighting and sitting by the fire and of course learning to cook on it. It is something that is an integral part of our sessions. That being said, we only use the fire when it's cold, and have short fires for cooking etc so as not to impact too heavily on the environment. The following are the rules that we go by as a forest school to ensure fire safety is adhered to at all times.

Location

1. Only previously agreed areas will be used for the campfire
2. The campfire area will be enclosed by bricks at Wildcat Wilderness, and within the firepit at Forester's.
3. The Kelly Kettle will be used on flat ground and not on top of wood or leaf litter. Preferably beside the fire pit so that all fire is in the same location.

Positioning of Children and Adults

Fire area is surrounded by logs at least 2m from the fire pit. The logs represent the campfire boundary.

The seating circle created by the logs must not be entered by the children unless they have been given permission by the adult.

Once the fire has been lit, an adult will remain by the fire at all times.

The fire will be lit away from overhanging branches and undergrowth.

Children must always be in the **Respect Position** when inside the fire circle. This is one knee resting on the ground. This stops children falling forward into the fire and enables them to push back away from the fire quickly if needs be.

A **container of clean water** is kept by the fire at all times in case of burns. If there is a burn then the part burnt will need to be kept moving around in the container to keep it as cool as possible.



A **burns kit** is always next to the fire for serious burns. Burns should be taken very seriously and the person with a serious burn should be taken to hospital for it to be checked and washed correctly.

A **Fire blanket** is always placed next to the fire in case clothing catches fire.

Heat proof gloves are always used when cooking – so when you are holding a cooking pot handle or stirring a dish on the fire.

Cooking on the fire

1. Basic food hygiene must be adhered to when cooking food. Ellie Weidman has a level 2 in Food Hygiene.
2. Hand washing prior to making food.
3. Surfaces food is prepared on must be brought in and clean – not prepared on the forest floor or basecamp tables. (chopping boards etc)
4. Food such as yoghurt and cheese must be kept in a cool box with ice packs to keep it at the correct temperature of between 4 and 8 degrees.
5. Food to be disposed of after 4 hrs out of a fridge.

Extinguishing the fire

1. Allow enough time so that the fuel burns through.
2. The fire must be completely extinguished before leaving the site.
3. Use a stick to spread out the fire remnants to ensure that they are truly out and heat is spread.
4. Trickle water in a circular motion from the outside towards the middle to extinguish the fire.
5. Test the temperature carefully with your hands to ensure it's truly out. You should be able to pick up the charcoal.
6. Add the last bit of water and mix once more.



Mud Club understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- All children are shown the location of fire exits and the fire assembly point.
- All fire drills are recorded in the **Fire Drill Log**.

Fire prevention

The Club will take all steps possible to prevent fires occurring by:

- Following our fire safety procedures when using the fire pit.
- Ensuring that the Club's No Smoking policy is always observed.
- Storing any potentially flammable materials safely.

In the event of a fire

- A member of staff will raise the alarm and call the emergency services. A whistle blown 6 times.
- The children will immediately be escorted off the site to the assembly point using the nearest exit.
- No attempt will be made to collect personal belongings, or to re-enter the site after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

The Club's Designated Fire Safety Officer is Ellie Weidman. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks



- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

This policy was adopted by: Mud Club	Date: 20.10.2025
To be reviewed: 20.10.2025	Signed: Emily Lumb

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.56]*