



Fire Safety Policy

Date updated: November 2025

Date of next review: November 2026

This policy outlines how Wacky Woods AP ensures the safety of all students, staff, and visitors in relation to fire risks within an outdoor setting based at Bisham Abbey.

Wacky Woods operates in an outdoor learning environment, where controlled fire use (e.g. campfires) may form part of our weekly activities.

Aims

- To minimise fire risk in an outdoor environment
- To ensure safe use of controlled fires
- To ensure safe and efficient emergency response procedures
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Responsibilities

- Head of Provision / Site Lead: Overall fire safety and risk assessments
- All Staff: Vigilance and immediate response to hazards
- Students: Follow all safety instructions at all times

Fire Risk Assessment (Pre-Session)

Before any fire is lit, staff will complete a dynamic risk assessment which includes:

- **Weather conditions**
 - Fires must not be lit during high winds, very dry conditions, or extreme heat
 - Consideration of recent weather (e.g. prolonged dry spells increasing ground fire risk)
- **Behaviour and readiness of students**
 - Staff must assess whether students are calm, regulated, and able to follow safety instructions
 - Fires must not be lit if behaviour is unsafe, unpredictable, or poses a risk around open flames
- **Staffing levels and supervision capacity**
- **Site conditions (ground cover, proximity to trees, dryness of materials)**

If any of the above present a risk, the fire activity must not go ahead.

Fire Prevention & Control Measures

- Fire circle is within an enclosed, fenced area with a one-way entrance and exit
- Fires only lit in designated fire pits
- Clear ground around fire areas (minimum safety perimeter maintained)
- Water, sand, and fire blankets available at all times

- Appropriate staff-to-student ratios maintained
- Continuous supervision while fire is active
- Fires fully extinguished before leaving site

Prohibited Activities

- Unsupervised fire lighting
- Throwing objects into fires
- Running or rough play near fire areas

Emergency Procedures (Uncontrolled Fire)

- Immediate evacuation away from fire zone to designated safe area
- Staff account for all students using registers
- Emergency services contacted if required
- Site Lead coordinates response

Evacuation

- Clear evacuation routes identified in advance
- Assembly point agreed at start of each session
- Students briefed on procedures at the beginning of activities