

Conquest Centre

Fire Policy

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Animals • Wellbeing • Nature • Connection

FIRE POLICY

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FIRE POLICY AND RISK ASSESSMENT

1. Policy Statement

Conquest Centre is committed to providing a safe environment for its staff, students, volunteers and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of Conquest Centre, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of Conquest Centre. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.

Conquest Centre will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with mandatory Fire Safety Regulations and any other relevant legislation that may impact upon it.

The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within Conquest Centre community and to protect the Centre's assets.

2. Data Protection

Conquest Centre supports the objectives of the General Data Protection Regulation (GDPR) & Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Conquest Centre has a statutory obligation to process personal data in accordance with the provisions of the GDPR & Data Protection Act, 2018.

Every member of Conquest Centre has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the principles of the GDPR & Data Protection Act, 2018 and Conquest Centre's Data Protection Policy.

3. Disclosure of Information

Any use or disclosure of information held within Conquest Centre, without there being a legitimate purpose or legal basis, will comply with the requirements of the GDPR & Data Protection Act, 2018.

4. Responsibilities

This Fire Safety Policy applies to all premises and activities falling, to any extent, under Conquest Centre's control. The policy sets down the framework by which Conquest Centre and all members of Conquest Centre's community are expected to undertake their relevant duties.

The main responsibility for statutory compliance with Fire Regulations as denoted in the Regulatory Reform (Fire Safety) Order 2005. This Regulation requires each employer and person who has control of a relevant premise, to any extent, to carry out an assessment of the premises to identify any risks to the safety of relevant persons and animals in respect of

harm caused by fire and to take all reasonable fire safety measures to ensure the safety of relevant persons and animals within the relevant premise.

The following Fire Safety Management details the managerial delivery process to ensure all fire safety provisions are maintained. This reflects the normal line management arrangements within Conquest Centre.

5. Centre Manager Responsibilities

As the responsible person/s you must:

- Carry out a fire risk assessment of the premises and review it regularly
- Tell staff or their representatives about the risks you've identified
- Put in place, and maintain, appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training
- Identify and outline hazards and special requirements to manage animal safety

6. Centre Manager Duties

The Conquest Manager is to ensure arrangements are made in respect of the maintenance of fire safety provision for the relevant premise, this will include:

- Fire warning and detection systems are maintained in accordance with the relevant standard
- Firefighting equipment, including fixed installations and specialist systems, are subjected to a maintenance programme in accordance with the manufacturer's guidelines
- Means of escape are maintained as required
- Emergency lighting, escape lighting and signage are maintained and tested in accordance with the relevant standard
- Electrical installation tests are undertaken as required

Specifically ensuring that:

- Any recommendations from risk assessment reviews, relevant to areas of responsibility, are responded to diligently.
- Liaison is maintained with relevant Fire Safety Advisors on all matters likely to impact on the Fire Safety provision for the Centre.
- Provision is maintained, and prioritised, to ensure animal safety.
- All works undertaken by contractors, relevant to areas of responsibility, are supervised and where "hot works" are to be carried out, that the appropriate approval is completed.

7. Fire Safety Officer Responsibilities

In addition, the Conquest Centre Manager is to appoint a Fire Safety Officer to assist with the fire safety provision and where necessary appoint assistants. Their responsibility would be to ensure that:

- Any recommendations from risk assessment reviews, applicable to area of responsibility, are carried out diligently.
- All staff receive fire safety training on induction and at regular intervals thereafter.
- Adequate records are maintained in relation to.
- Storage and use of dangerous substances (DSEAR & COSHH) are stored appropriately, and all feed stocks are to be managed appropriately with clutter kept to a minimum.
- Fire Alarm testing is undertaken.
- Fire Alarms are maintained.
- Emergency lighting tested.
- Electrical portable appliances are tested in accordance with their maintenance/test schedule.
- Staff fire safety training is undertaken by all staff.
- Appropriate statutory licenses are applied for and renewed where necessary.
- All works undertaken by contractors, relevant to areas of responsibility, are supervised and where “hot works” are to be carried out the appropriate approval is completed.
- Proactive monitoring of waste and waste storage is undertaken ensuring it is stored away from buildings and within designated containers.

8. Fire Safety Officer Duties

The main function of the Fire Safety Officer (FSO) is to deliver and maintain statutory fire safety obligations by ensuring:

- Fire Risk Assessments are carried out for all premises;
- A fire training programme is provided;
- Appropriate fire training for staff is delivered;
- Fire safety risk assessments are reviewed as necessary
- The provision, liaison and support on all matters relating to fire safety within Conquest Centre;
- Animal management in case of a fire is communicated throughout all staff;
- Liaison with Local Authority Fire and Rescue Service (FRS) on all statutory fire safety matters;
- All fire incidents are investigated and monitor all calls to the FRS.

In addition, the Fire Safety Officer is to:

- Maintain the building Fire Log Book;
- Carry out weekly inspections in their area of responsibility regarding escape routes, fire alarm indicator panels, and alarm tests;
- Ensure that new members of staff are given instruction on Fire Emergency Procedures;
- Ensure that existing staff receive periodic refresher training;
- Undertake fire drills monthly
- Log all fire incidents and fire alarms are reported to FRS. (i.e. Fire Incident Report);

- Ensure adequate information is available to prevent, so far as is reasonably practicable, their being exposed to risks to their health and safety;
- Assist in the development of appropriate arrangements for aiding the evacuation of sensory or mobility impaired occupants;
- Ensure the posting of appropriate warning fire signs and notices and report deficiencies to Conquest Management.

Note; the Fire Safety Log Book is intended to be a single file to record all necessary fire safety provisions within the relevant premise. It will include copies of the Fire Risk Assessment, Fire action plans, records of all tests carried out on the fire safety equipment and record all drills and training provisions applicable to the building and staff.

9. Staff, Volunteer & Clients Responsibilities

Staff, volunteers and students have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- Observing all instructions, information and training intended to secure fire safety.
- Co-operating with the Conquest Centre on all matters relevant to fire safety.
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety.
- Reporting any obvious defects or shortcomings in the Centre fire safety provision, arrangements, or procedures.
- Maintain awareness of animal risk assessment and safety procedures.

NB. Failure to comply with the requirements of this policy could result in action being taken by the Conquest Centre Manager.

10. Staff, Volunteer & Clients Duties

All staff and students are to be familiar with the Conquest Centre Fire Regulations. They are to:

- Be familiar with all exit routes from the building in which they normally work and are able to inform visitors as necessary on exit routes;
- Draw the attention of the FSO, FRS and Local Health (as required) to any animal safety issues, deficiencies in infrastructure or obstructions at the Centre;
- Instruct personnel in the area in which they find themselves to vacate the building pausing only to make any equipment safe;
- Guide personnel along exit routes and help those whose routes are obstructed to find alternative routes;
- Assist in animal evacuation if safe to do so;
- Instruct personnel outside the building to clear the approach roads and to congregate in the recognised assembly areas and not to re-enter the building until so instructed by a senior FRS Officer;

11. Contractors

Where contractors are on site it will be the duty of the relevant person with the responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is

incorporated within any work schedule, contract agreement or risk assessment and where such works are likely to impact on the existing fire safety provision notification must be communicated to the FSO for consideration.

Contractors will also require to be made aware of the Fire Policy relevant to the area they are working in or are likely to attend. Where any work requires to be undertaken that is likely to involve the application of a naked flame or mechanically induced heat source a “Hot Work Permit” must be acquired and agreed prior to the commencement of such works.

12. Visitors

Members of the public or other visitors require to be advised of the evacuation plans for any relevant premise they access. To ensure this is accomplished, adequate “Fire Action Notices” are required to be displayed at prominent locations. Where possible, all buildings which the public have access to should be managed in such a way as to ensure that staff can account for all visitors within the premises at any given time to ensure safe evacuation.

13. Calling the Fire and Rescue Service (FRS)

Where a fire is detected, the alarm will be raised by calling 999 and, if possible, informing the Conquest Centre office staff. In calling 999 they will require the exact address and the location of the caller and note the time that the call was received. All Conquest Centre fire and evacuation procedures are to be followed.

Staff Training

14. Statutory Requirements

Regulatory Reform (Fire Safety) Order 2005 requires an employer to ensure that employees are provided with adequate fire safety training. To comply with this statutory requirement the FSO shall ensure that all employees receive regular fire safety training and all new employees undertake fire safety training as soon as is practicable after commencement of employment/volunteering. Account must also be taken of circumstances that may impact on fire safety provision such as the introduction of new work equipment, new technology, new or changed risks etc;

Where young persons (under the age of 18) are employed account must be taken of their lack of awareness, inexperience and immaturity when assessing work based tasks and the impact this may have on fire safety arrangements.

15. Staff Fire Safety Training

All employees must be informed of the fire safety provisions that are relevant to Conquest Centre. The Conquest Centre Manager is responsible for ensuring that arrangements are made to ensure new employees are advised on Fire action arrangements, including:

- The Fire Safety Policy;
- Means of escape within the premise;
- Actions and safety of animals;
- Location of fire exits;
- Location of fire fighting equipment and their use;

- Details in relation to relevant findings of the fire risk assessments and dangerous substances;
- General fire safety awareness;
- Relevant fire safety risk assessments;
- Raising the alarm;
- Personal safety.

16. Fire Safety Officer

The FSO will undergo Fire Safety Training on-line. Advice can be sought from the Fire and Rescue Service. Fire safety training will be part of the individuals continuous professional training programme and training profile.

Fire Safety Provision

17. Fire Safety Risk Assessment

The main purpose of the fire safety risk assessment process is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of the fire safety provisions applicable to a relevant premise and the fire hazards within. It is a statutory duty on each employer to carry out an assessment of the workplace for the purpose of identifying any risks to the safety of the employees, students, visitors and others in respect of harm caused by fire. Regulations detailing specific directions for;

- Fire safety arrangements;
- Elimination or reduction of risks from dangerous substances (ERIC i.e. Eliminate Remove Isolate and Control);
- Means for fighting fire and means for giving warning in event of fire;
- Means of escape;
- Procedures for serious and imminent danger from fire;
- Maintenance arrangements;
- Safety assistance;
- Information for employees;
- Training.

To facilitate the risk assessment process all relevant premises within Conquest Centre will be categorised based on the risk posed to life and property. The property will be assessed in accordance with the categorisation shown in Table 1. Additionally, risk assessments must be reviewed on a regular basis and whenever any material changes are likely to impact on the fire safety provision. Risk assessments will be completed for all relevant premises and reviewed in accordance with the target frequency shown in column 3 of the table below:

Category of Risk	Building Type	Review Frequency
A	Buildings with high usage and storage of dangerous substances Kitchens - Arena/Crew room My Day Building Sensory Room Yurt	Every Year

	Thrive Hut	
B	Stable Yard Barn All other buildings not in Cat A or C	18 months
C	Main Arena Storage Premises Unoccupied Buildings	2 yrs

Fire risk assessments and reviews will be the responsibility of the FSO. Where necessary a report will be produced with specific recommendations for the improvement of fire safety provision within the relevant premises concerned. These will include actions required to be undertaken by the Conquest Centre Manager as well as actions which will possibly require structural modifications to the buildings. These recommendations will be prioritised in terms of urgency of action P1 - P3, with P1 having the highest priority. Notification of the risk assessment findings will be recorded. A copy of the fire risk assessment for every building must be held within the Fire Safety Log Book for viewing by any relevant person.

18. Emergency Procedures

The FSO will carry out fire evacuation drills monthly. It is accepted that drills should be avoided during times, such as exams and meetings, however, consideration should be given to ensuring advantage is taken of peak occupancy times and ensure that all fire exits are utilised.

19. Dangerous Substances

The impact of dangerous substances when exposed to fire can create a hostile and unpredictable environment. Where such substances are stored and used within Conquest Centre particular attention should be given to the safe use and storage guidance supplied with the substance's Safety Data Sheet. Students and employees should only be exposed to dangerous substances in an appropriately controlled and supervised environment.

20. Dangerous Conditions (Fire Safety)

Where in the opinion of any student or member of staff a dangerous condition exists, that is likely or has the potential to compromise the safety of any person/animal in the event of fire, the condition should be brought to the attention of the FSO. The FSO should investigate the concerns and where necessary implement the appropriate means to negate the risk.

21. Alarm Activations and Incident Reports

In the event of a fire or an alarm activation within a relevant premise, the Fire Incident Form must be completed. This process enables the FSO to be aware of all incidents where the FRS has been summoned to Conquest Centre, but more importantly allows for investigations to be carried out where necessary. Where a small fire has occurred and was subsequently extinguished without calling the FRS, an incident report must still be completed and forwarded to the FSO. In all such circumstances the incident must be reported to the Conquest Centre Manager who will then arrange for the report to be actioned once complete.

22. Fire Action Plans

Fire action notices are located at various points within all relevant premises detailing the relevant information from the fire action plans. All employees are required to be familiar with these notices as well as the detail within the fire action plans. Each notice will clearly indicate the following:

- The type of audible sounder within the relevant premise;
- The location of the Fire Assembly Point;
- Simple guidance on actions to be taken.

Fire action plans require to be adapted to accommodate all known hazard or risk that are likely to impact on evacuation. These will include details of animal safety, isolation procedures for processes and equipment as well as information sharing with the FRS when in attendance. The fire action plan will also detail the relevant evacuation procedures that are to be adopted for persons with impairments. The Fire Assembly Point is at the following location:



Once a fire has been identified and the alarm raised, all staff, students, contractors, volunteers, Five Rivers and My Day personnel are to make their way directly and safely to the Fire Assembly Point. The following actions are to be enacted (some actions would be concurrent and not expected to be undertaken by any person/s):

Any person discovering a fire are to

- Alert staff and all those in the near vicinity;
- Raise the alarm by shouting 'Fire, Fire, Fire';
- Activate any additional alarm that may be available in the area of the fire;
- Try to put out the fire using fire extinguishing equipment if safe to do so
- Tackle the fire with any means to smother the fire if safe to do so.

Call 999 and ask for the FRS. They are to provide information covering:

- Name;
- Identify themselves and the location of Conquest Centre - OS ***** - if possible, provide direction as to how to approach Conquest Centre and the location of the fire;
- Report any casualties - if known;
- Explain the nature of the fire and provide as much information about the fire as possible, i.e. feed, chemicals, electrical;
- Explain that there are horses and other animals at Conquest Centre.
- Provide an approximate number of personnel at Conquest and explain that there are a variety of people with disabilities.

Any staff member passing reception are to collect the registration folders;

The senior staff member in the port-a-cabins is to ensure the port-a-cabins are evacuated safely and completely;

All staff, instructors, volunteers, Contractors, Five Rivers and My Day helpers are to ensure that remote areas at Conquest Centre are informed of the fire alarm

On arrival at the Fire Assembly Point, a senior member of Conquest Centre staff will take control. Once a senior staff member has taken control they are to be supported by other staff but it is essential that only one staff member takes overall control (although delegation of responsibilities can take place, the senior member of staff in control has overall responsibility);

A check of personnel against the various registers is to be undertaken at the earliest opportunity - those present are to provide as much information as possible about those on the registers but not present;

If any person known to be at Conquest Centre but not at the Fire Assembly Point are to be sought and brought to the Fire Assembly Point if safe to do so;

On the arrival of the FRS, the senior Conquest Centre staff member in charge are to make themselves known to the FRS and update the Senior Fire Officer as to the current situation.

The senior Conquest Centre staff member in charge is to liaise with the FRS and remain in charge of Conquest Centre staff, Instructors, My Day and Five Rivers staff, volunteers and contractors until relieved;

Evacuate horses to the surrounding fields - if safe to do so.

Turning off of the Electrical Power Supply to Conquest - if necessary: Electricity comes off the Farms Main Power supply. There is a main protective trip for Conquest on the main board where the supply comes in, which is in the first shed (normally locked) on the right after you pass the gate to the Farmhouse. In an emergency where there is a need to cut the Electrical supply immediately, switching the mains switch in the yard kitchen and the electric box outside the sensory room.

23. Fire Safety Management

All Conquest Centre's premises have a number of fire safety provisions incorporated within them. These provisions are often referred to as either an active provision, examples of which can be fire safety systems and smoke extraction, or a passive provision, examples of which can be fire doors. Irrespective of the provision it is necessary to recognise the importance of such features and ensure that their function is not compromised, as to do so will ultimately impact on the operational capability of the provision and ultimately effect the safety of occupiers and the integrity of the building itself.

24. Fire Doors

Fire doors are doors that are designed to restrict the spread of fire and the products of combustion within a predicted time period. All fire doors are marked as a fire door and should be kept closed at all times. The use of wedges and other items as hold open devices is not permitted and must be positively discouraged.

25. Exit Routes

All exit routes are indicated by signage. To ensure exit routes are not compromised, no equipment or materials may be accommodated or stored within any protected exit route or protected stair enclosure. All exits must be maintained clear, free from any obstruction and all final exit doors require to be easily and immediately openable from the direction of travel. Additionally, the surface finish to wall linings should be maintained free from any form of

combustible wall decorations. Notice boards will be accepted in such areas as long as they are enclosed and effectively managed. Items that may be a source of fuel or ignition should not be located within escape routes, such items include; portable heaters, cooking appliances, upholstered furniture, coat racks, vending machines, gas pipes and meters, photocopiers and other electrical equipment, seasonal decorations and display or exhibition material.

26. Fire Warning System

A fire warning system is a system designed to provide an audible alarm and may include activation by means of detecting the elements of combustion. In all cases the alarm can be activated by means of a manual alarm call point. Manual alarm call points are normally situated in exit routes and at final exits. Where fire is known or suspected, the alarm should be raised immediately utilising a manual alarm call point (break glass point). On hearing an alarm all occupants of a premise (employees, student's, contractors and the public) must evacuate the building by the nearest available exit and assemble at the prescribed assembly point, with the exception of authorised persons for specific tasks, such as alarm investigation or animal management. Facilities to warn those with hearing impairments are not offered at Conquest Centre. People with hearing impairments must be assisted by those more able persons. The FSO will indicate, following consultation with the FRS if in attendance, when a return to the building may be made.

27. Fire Fighting Equipment

Fire fighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, storage facilities, kitchen areas etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the seat of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use. Where any firefighting equipment has been used or is deemed unsatisfactory, the FSO should be advised to facilitate replacement or investigation as necessary.

28. Structural Alterations

Where any structural or material alterations are carried out within a relevant premise that are likely to impact on the fire safety provision it will be the duty of the FSO to assess the fire risk and review, if deemed necessary, of the Fire Safety Risk Assessment. It is also prudent to ensure the FSO is included at an early stage of correspondence in regard to any proposed material changes/alterations to any of the Centre's relevant premises.

29. External Waste Containers & Refuse Bins

External waste containers, refuse bins and industrial skips are a potential fire hazard to all buildings. Fires often occur in such receptacles and where they are placed in close proximity to a building, the potential for fire-spread through radiated and convected heat currents is a realistic possibility. To ensure this risk is eliminated all such receptacles must be placed a minimum of 6m from any building. In all cases no receptacles should be placed directly adjacent to or below any window, door or other openings of a building. Where, due to operational reasons, a waste skip has to be placed within 6m of a building, it must be of the enclosed type and sited with the access doors facing away from the building.

Risk Assessment

30. Risk Defined

Identifying hazards and risks associated with fire at an equine establishment. This Chapter relates to:

- The identification of hazards within Conquest Centre's areas of responsibility;
- The scheduling of regular monitoring and review;
- Reports on issues relating to the fire risk.

i.e. This document relates to the reporting, monitoring and review activities, and the identification of actual or potential hazards within the prescribed stable and arena locations. It also includes the maintenance of records and preparation of reports in accordance with the Conquest Centre Fire Safety Policy and Procedure.

The following definitions are to be used by Conquest Centre and are provided to explain how key words and concepts are used in this fire risk assessment.

Risks assess locations.	Locations, the premises, and all the resources within Conquest's sphere of operation and responsibility as defined by the Conquest Centre Manager who is responsible for the fire safety management.
Scope of responsibility.	The application of approved risk assessment methodology as directed and authorised by the Conquest Centre Manager for the fire safety management at the stables, arena, outbuildings and surrounding fields.
Hazards and risks.	Resources, locations, actions, interactions or other factors in the prescribed environment which represent the potential for injury or harm to people, property, animals and the surrounding environment.
Action to eliminate or control.	Agreed measures to remove, reduce or minimise risks to people, property, animals or the environment.
Continuous risk assessment and management processes.	Prescribed methods, tools and techniques for the regular assessment of risk including the maintenance of measures to prevent injury or harm to people, property, animals and the environment.
Horse safety assessment	The fire risk assessment must, as part of preventing injury to persons and damage to property, include the safety of all horses or other animals present at Conquest Centre.

31. Collection of information to support the fire risk assessment

- Confirm your level of responsibility for all Conquest Centre staff and visitors and their expected contribution to the overall level of fire risk management.
- Confirm the scope for all Conquest Centre staff and visitors under Conquest Centre control.
- Risk assesses the locations within the scope and determines the nature, the type and the level of potential fire risks at Conquest Centre.
- Establish a schedule for regular review and the continuing monitoring of hazards and risks.
- Establish a programme to address the fire hazards and risks identified in the assessment.
- Inform all the occupants, staff, liveries, contractors and visitors of their personal responsibilities and Conquest's methods of reporting identified fire hazards and risks.
- Identify all fire hazards and risks that may cause injury and harm to horses or other animals.
- Establish a procedure for all visitors, contractors, etc. to report fire hazards and risks.

32. Reporting on issues relating to identified fire risks

- Report and act immediately on the identification of all new fire hazards and risks;

- Maintain accurate records of regular reviews, fire hazards and risks identified and what action has been taken to eliminate, reduce or control these;
- Seek advice and support from the enforcing authorities or fire consultants. To eliminate, reduce or control the risks and hazards outside Conquest's own ability, responsibility or expertise;
- Report on regular reviews to specified personnel at the level of detail to assist with future fire risk management;
- Contribute to the culture of continuous fire risk assessment and management processes;
- Report on specific fire risks relating to the safety of all horses and other animals;
- Report on possible risks to all persons associated with the rescue of animals. This must include fire fighters, RSPCA Inspectors etc.

33. Who can carry out a Fire Risk Assessment?

Personnel undertaking Fire Risk Assessments must be authorised and conversant with fire regulations. Furthermore, they must comply in the following areas:

- Knowledge of the principles of hazard identification and fire risk assessment;
- Conversant with organisational practices, the procedures and reporting requirements relating to the identification of fire hazards at Conquest and other related premises;
- Able to recognise the range of fire hazards and fire risks within the working environment of an equine establishment;
- Keep records associated with fire hazard identification, risk assessment and the reporting procedures;
- Be authorised to perform the managerial role of fire hazard identification, risk assessment and fire risk management;
- Conversant with Conquest's lines of communication and mandated reporting procedures;
- Understand the fire chemistry 'triangle of fire' and basic fire safety/prevention methods and approaches;
- Ability to source specialist information and to provide advice and support as required;
- Develop and maintain procedures and requirements for reporting on fire safety issues;
- Have the authority to action fire safety issues;
- Have in-depth knowledge of all Conquest's buildings.
- Expert in the handling of horses in an emergency;
- Provide examples of a risk assessment report.

34. Fire Risk Assessment Information:

LOCATION	IDENTIFIED FIRE HAZARD OR RISK	EVALUATE IDENTIFIED PERSONS OR HORSES CONSIDERED AT SIGNIFICANT RISK.	ACTIONS TO REDUCE, REMOVE, OR CONTROL THE HAZARD OR RISK	INFORMATION RECORDED AND REVIEW DATE
General	Electrical and liquid fire risk.	All workers, visitor and animals at Conquest.	Employ a 'No Smoking' policy in all areas.	Actions recorded in the stable's logbook. Advise staff of duties and requirements. Review every year.

LOCATION	IDENTIFIED FIRE HAZARD OR RISK	EVALUATE IDENTIFIED PERSONS OR HORSES CONSIDERED AT SIGNIFICANT RISK.	ACTIONS TO REDUCE, REMOVE, OR CONTROL THE HAZARD OR RISK	INFORMATION RECORDED AND REVIEW DATE
Admin Office	Electrical equipment. Stored paper.	Management, instructors, students and admin staff. Visitors to the offices.	All mains electrical equipment to undergo annual PAT Testing. Instruct the staff and all visitors of the stables no smoking policy. Maintain a clean working environment. Remove waste to minimise combustion.	Action recorded in logbook. Enter into contract to ensure all mains electrical equipment is checked with qualified electrical engineer. Monitor the practice of any persons smoking.
Project Office	Electrical equipment. Stored paper.	Management, instructors, students and admin staff. Visitors to the offices.	All mains electrical equipment to undergo annual PAT Testing. Instruct the staff and all visitors of the stables no smoking policy. Maintain a clean working environment. Remove waste to minimise combustion.	Action recorded in logbook. Enter into contract to ensure all mains electrical equipment is checked with qualified electrical engineer. Monitor the practice of any persons smoking.
Stable Block (including Food prep area and storage lockers)	Standards of housekeeping. Too much loose fodder and bedding (various types) lying around. Damage to electric wiring. High levels of dust on rafters and the electric lighting and power cables. Cleaning materials.	All persons within the stables building. Persons, animals, buildings and property affected by smoke, radiated heat or flames if located too close to buildings.	Improve standards of cleaning and housekeeping. Reduce the amount of fodder and bedding kept in the buildings to only the day's needs. Establish an electrical inspection and maintenance system. Implement a system of regularly checking that all exit doors out of all the buildings, can be quickly and easily opened at all times	Actions recorded in the stable's logbook. Advise staff of duties and requirements. Review every year.
Tack Room	Cleaning materials, heater and portable electrical equipment.	All persons using the tack room. Horse stabled in stable next to tack room.	Remove heater from tack room. Review arrangements for drying damp blankets. Provide less hazardous type heaters. Issue instructions to staff not to use radiant type heaters.	Action recorded in Conquest Fire Record/Incident Book. Names of staff advised of action. Review in 3 months time.
Yard Kitchen	Electrical equipment. Heaters. Hot water.	Management, instructors, students and admin staff and visitors.	Maintain a high degree of cleanliness, Annually check electrical equipment.	Checked annually.
Thrive Cabin	Electrical equipment. Heaters. Hot water.	Management, instructors, students and admin staff and visitors.	Maintain a high degree of cleanliness, Annually check electrical equipment.	Checked annually.

LOCATION	IDENTIFIED FIRE HAZARD OR RISK	EVALUATE IDENTIFIED PERSONS OR HORSES CONSIDERED AT SIGNIFICANT RISK.	ACTIONS TO REDUCE, REMOVE, OR CONTROL THE HAZARD OR RISK	INFORMATION RECORDED AND REVIEW DATE
My Day Cabins	Electrical equipment. Heaters. Hot water.	Management, instructors, students and admin staff and visitors.	Maintain a high degree of cleanliness, Annually check electrical equipment.	Checked annually.
Five Rivers Cabin	Electrical equipment. Heaters. Hot water.	Management, instructors, students and admin staff and visitors.	Maintain a high degree of cleanliness, Annually check electrical equipment.	Checked annually.
Arena	Portable electrical equipment	Management, instructors, students and admin staff. Visitors.	Maintain a high degree of cleanliness, Annually check electrical equipment.	Checked annually.
Cafe	Electrical equipment. Heaters. Hot water.	Management, instructors, students and admin staff. Visitors to the Cafe facilities.	Maintain a high degree of cleanliness, Annually check electrical equipment.	Checked annually.
Sensory Room	Electrical equipment. Heaters.	Management, instructors, students and admin staff. Visitors to the Sensory Room facilities	Maintain a high degree of cleanliness, Annually check electrical equipment.	Checked annually.
Bedding and Fodder Barn	Standards of housekeeping. Loose fodder and bedding (various types).	Management, instructors, students and admin staff. Horses	Maintain a clean working environment. Ensure waste cleared. Stack correctly. Dispose of bedding and fodder appropriately.	Checked every 18 months.
Petrol, Oils and Lubricants (POL) Locker	Petrol, oils and lubricants stored in quantity.	Contamination of the ground, potential for oil to find its way into the watercourse. Uncontrolled foliage increasing potential for fire.	Repair the leak to the leaking oil tap. Clear all foliage from around the oil tank.	Checked annually.
Storage Garage	Portable and static electrical equipment.	Persons and/or animals in close proximity to mobile electrical equipment.	Stored appropriately.	Checked every 2 years.
Horse Vehicle garage/storage	Oils and lubricants. Petrol. Electrical wiring	Persons and/or animals in close proximity to storage facility	Repair the leak to the leaking oil tap. Clear all foliage from around the oil tank.	Checked annually.
Out buildings - various	Portable electrical equipment. Stored materials.	Persons and/or animals in close proximity to mobile electrical equipment.	Serviced mobile equipment used only.	Checked annually.
Yurt	Portable electrical equipment.	Persons and/or animals in close proximity to mobile electrical equipment.	Serviced mobile equipment used only.	Checked annually.

LOCATION	IDENTIFIED FIRE HAZARD OR RISK	EVALUATE IDENTIFIED PERSONS OR HORSES CONSIDERED AT SIGNIFICANT RISK.	ACTIONS TO REDUCE, REMOVE, OR CONTROL THE HAZARD OR RISK	INFORMATION RECORDED AND REVIEW DATE
Yard	Portable electrical equipment.	Persons, animals, buildings and property affected by smoke, radiated heat or flames if located too close to buildings.	Serviced mobile equipment used only.	Checked every 2 years
Fields	Portable electrical equipment.	Persons and/or animals in close proximity to mobile electrical equipment.	Serviced mobile equipment used only.	Checked every 2 years
Muck Heap	Gasses		Waste managed correctly.	Checked every 2 years
Visiting Farrier.	Using LPG fired hearth and electrically powered tools.	Persons and animals when carrying out operations inside of buildings.	All farrier's work activities involving hot shoeing or producing sparks, to be carried out outside of buildings and away from all buildings and other readily combustible hazards.	Actions recorded in logbook. Put procedure in place to identify where the farrier should be located when visiting the stables.

35. Conquest Centre Business Pre-Incident Planning Form

Equine Business Pre-Incident Planning Form		
Full address & postcode:	Conquest Centre, Conquest Farm Norton Fitzwarren, Taunton, Somerset. TA2 6PN	OS Grid reference: ST18632 28157
Easy access route (from main road to buildings) including weight limit of bridges & minimum width of access gates:		
Name/Address of Key holder:		
Tel No of Key holder:		
Is anyone in residential accommodation on site	Yes	No
Available water supply	Hydrant location:	
	Other: Mains Stopcock – Left Corner Cupboard Staff Room	Left Bottom – Feeds to Toilets Top Right -Troughs
Approx number of horses/ponies:	Horses: 17	Ponies: 0
Location of head collars	Hung outside stables	
Place of Safety:	Car Park	
Alternative place of safety:	Play Area	
Hazardous materials that are kept on site...	Where they are stored:	Quantity:

Location of electric supply: Fuse Box & Mains Switch In Staff Room & Outside Cobbs Corner	Gas supply info: Cylinders as below	Water shut off point: As above
Gas cylinders No Types:	Location:	Quantity: 0
Indicate if known, any asbestos on site (i.e. asbestos cement roof)	Location: None known	
Type of forage/bedding/tonnage:	Location:	Quantity:
Construction of outbuildings: e.g. brick, wood, thatch, slate/tile:	Description:	
Signature..... Date.....		

Site Plan:



36. Emergency Contact Details

Conquest Centre Manager -Jess Thresher

Office: N/A

Mobile: 07505 179316

Conquest Fire Safety Officers – Lesley Dorras and Geraldine Ping

Office: 01823 433614

Veterinary Surgeon – Jane Greenham

Office: N/A

Mobile: 07989 430606

Veterinary Surgeon – West Counties

Office: 01884 841100

Electricity Board

Office:

Mobile:

Electrician – Steve Matthews

Mobile: 07929 834633

Water Authority – Wessex Water

Office: 0345 600 4600

Farrier – Nigel Gatesman

Mobile:0743 770 6133

Earth 2 Heaven

Mobile: 07899 652121

Insurance Company – Lloyd & Whyte

Office: 01884 256412

Plumber - Chris Woolliscroft

Mobile: 07792 951876

Fire Safety Equipment (Extinguishers)

Devon & Somerset Fire Protection

Office: 01823 412996

37. Fire Risk Assessment Report – See appendix A

The main purpose of this report is to provide an assessment of the risk to life from fire. The fire risk assessment has also taken into account the risk of fire to the horses and any other animals and, where appropriate, the report makes recommendations to ensure compliance with current fire safety legislation. This report also briefly addresses the risks from fire, to property, the business continuity, the amenity value of the stables, any environmental concerns that may result from a serious fire and issues relating to buildings of historical interest.

38. Fire Risk Assessment Conclusion

Taking into account the fire prevention measures currently in place at the time of this fire risk assessment you should indicate the risk from fire (probability of ignition) that is at these stables:

Low	Medium	High		
Taking into account the construction and layout of these buildings, the occupants, the fire protection and procedural arrangements, observed at the time of your fire risk assessment. The consequences for people's life safety in the event of fire would be:				
Slight harm - An outbreak of fire is unlikely to result in serious injury or death to any of the occupants or, to any of the animals. (Other than the occupant including an animal sleeping in the room or stall, in which a fire occurs).	Moderate harm - An outbreak of fire could result in an injury to one or more occupants (or animals), but is unlikely to involve multiple fatalities.	Extreme harm - A significant potential for serious injury or death to one or more of the occupants or animals.		
Identified 'Potential' Harm to the Animals from fire. Taking into account the construction and layout of the stable buildings, the quantity of combustible fodder and bedding being kept in the stables for the animal's immediate use observed at the time of the fire risk assessment, it is considered that the potential harm and consequences for the life safety of the animals in the event of a fire would be:				
Slight harm - An outbreak of fire is unlikely to result in serious injury or death to any of the occupants or, to any of the animals. (Other than the occupant including an animal sleeping in the room or stall, in which a fire occurs).	Moderate harm - An outbreak of fire could result in an injury to one or more occupants (or animals), but is unlikely to involve multiple fatalities.	Extreme harm - A significant potential for serious injury or death to one or more of the occupants or animals.		
Accordingly, is it considered that the overall risk to life from fire at these stables is?				
Trivial	Tolerable	Moderate	Substantial	Intolerable
The following risk-control plan is based on one advocated by BS 8800 for general Health & Safety risks - these terms are to be used to annotate the Risk Assessment leading to the development and prioritisation on the subsequent Action Plan.				
Trivial	No action is required and no detailed records need to be kept. Note: (Conquest should still have the option to review this risk level in respect of the animals).			
Tolerable	No major additional controls required. However, there may be a need for considering improvements that may involve minor or limited cost(s). Note: (Conquest still have the option to review this risk level in respect of the animals).			
Moderate	It is essential that urgent efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that			

	constitute extreme harm to persons and animals. Further assessments may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be urgently allocated to reduce the risk. If the stable or associated building(s) are unoccupied, they should not be occupied until all risks have been reduced. If either persons or animals occupy these buildings, urgent action should be taken. Taking the building out of use is always an option.
Intolerable	The stable buildings (and or relevant areas) should not be occupied until all the risk(s) have been reduced.
Note: That although the purpose of this section is to place the fire risk(s) in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire risk assessment report should be addressed by implementing the recommendations contained in the following section.	
Audit and Review: A review of the fire risk assessment should be carried out at least every 6 months. Low risk areas can be reviewed annually. The responsible person to ensure the Fire Risk assessment is undertaken is the Conquest Centre Manager.	

39. Fire Risk - Effects

Identified Fire Risks To The Property, The Business Continuity, The Environment, The Amenity Value The Stables Have For The Community & Any Heritage Value Of The Buildings.

Business Continuity.

Clearly a fire in any part of these stables or associated buildings will have a significant effect on the stable's ability to provide an equine establishment. It is therefore very important that the Business Continuity and 'Disaster Recovery' plans should consider all the options available, should a serious fire occur in any part of these stables.

Amenity.

Loss by fire to any of the stable's tack, the equipment, the horse transport vehicles, and to any part of the buildings facilities. Will be seen as a very serious loss not only to the occupier, but also the staff, the owners of the horses and the public who use the stables. The stable's owner/proprietor(s) should view this potential loss as a very high risk.

Environment.

Where asbestos has been identified in the risk assessment as being in or, forming any part of the building's construction, following an 'Asbestos Assessment'. The fire authority should be informed as a matter of priority, that asbestos has been identified within any of the stable buildings or part(s) thereof. A serious fire in any building containing asbestos or asbestos base products will require specialist advice and environmental clean-up arrangements. The occupier should be aware of the potential for contamination, from air borne and water borne pollution to the immediate or distant surrounding areas. The Local Council's Environmental Health Officer and the Government's 'Environmental Agency' should be advised.

Heritage.

Building(s) that have been identified and listed as of historical interest and value every effort resulting from the fire risk assessment, must be made to ensure that these building(s), their special features and or their contents, are not lost as a result of a fire or water damage.

40. References

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/who-is-responsible>

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

<http://www.hse.gov.uk/toolbox/fire.htm>

41. Policy Review

The Centre Manager is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or government advice may trigger interim reviews.

Appendix A – Fire Risk Assessment

N.B. These following sheets are the Master - Print out and complete the assessment - do not over-write this document.

Conquest Centre:

Address:

Postcode:

Date of this Fire Risk Assessment:

Date of any Previous Fire Risk

Assessment(s):

Suggested date to carry out an Audit or

Review of this fire risk assessment:

Are building floor plans part of this report:

Yes

😊 No 😞

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
1	Does any work activity at the stables by the staff or contractors involve hot processes?	Yes 😊 No 😞	
2	Were there any light bulbs and fittings in any of the stable buildings positioned near to combustible materials? (Check fodder and bedding stores, barns, tack rooms etc)	Yes 😊 No 😞	
3	Are there any fluorescent light tubes or other light fittings positioned near to any combustible materials?	Yes 😊 No 😞	
4	Are portable heaters used anywhere in the stables?	Yes 😊 No 😞	
5	Are there any multi-point adapters used in electrical sockets?	Yes 😊 No 😞	
6	Are there any temporary electrical extension leads plugged into adapters or other extension leads?	Yes 😊 No 😞	
7	Are there any signs of damage to electrical appliances, the cables or the supply equipment?	Yes 😊 No 😞	
8	Is there evidence of smoking anywhere in stable buildings or outside in the yard?	Yes 😊 No 😞	
9	Are there any other potential sources of fire in any of the stables buildings or premises? If so, where are they?	Yes 😊 No 😞	
10	Does the work carried out by the stable's staff involve the handling or use of combustible materials such as fuel oils, fodder and bedding, paper, card or plastics?	Yes 😊 No 😞	
11	Are quantities of readily combustibles kept in the stable's buildings?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
12	Are there any items of furniture covering in the tack room, offices, residential accommodation damaged with the foam padding exposed?	Yes 😊 No 😞	
13	Are there any areas of the stables or the other building's walls covered with combustible materials?	Yes 😊 No 😞	
14	Are there any combustible insulation tiles stuck to the ceilings?	Yes 😊 No 😞	
15	Are combustible decorations hung in the offices or staff accommodation during festive occasions?	Yes 😊 No 😞	
16	Are there any other combustible materials stored, kept or used within the stables? If so what are they;	Yes 😊 No 😞	
17	Are cylinders of flammable gases normally stored or used inside of the stables or other buildings?	Yes 😊 No 😞	
18	Are aerosol cans stored or kept in the stables or other buildings?	Yes 😊 No 😞	
19	Are highly flammable liquids kept in the workplace for use by liveries, staff or contractors? List;	Yes 😊 No 😞	
IDENTIFY ANY STRUCTURAL FEATURES THAT COULD LEAD TO THE UNCONTROLLED SPREAD OF FIRE THROUGHOUT THE STABLES OR OTHER BUILDINGS			
20	Are there any voids beneath the floors?	Yes 😊 No 😞	
21	Are there undivided voids or spaces above the ceiling? (i.e. roof space)	Yes 😊 No 😞	
22	Are there any holes in the floors or ceilings including cupboards or service ducts that would assist the spread of fire to upper floor or roof levels?	Yes 😊 No 😞	
23	Are all the compartments in the stable building enclosed with fire resisting walls, partitions or doors?	Yes 😊 No 😞	
24	Are there any other features that may assist the uncontrolled spread of fire and smoke throughout the stables in the event of a fire?	Yes 😊 No 😞	
REDUCING THE RISK TO PEOPLE			
25	Do people sleep in any of the equine establishment's buildings? (Staff accommodation or the vet's room/foaling unit, visitors, guests etc).	Yes 😊 No 😞	
26	Do members of the public visit the premises?	Yes 😊 No 😞	
27	Are the premises occupied or visited by people with mobility, special needs or other disability?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
28	Do any members of staff or contractors work in remote areas of the stables or other buildings? (The roof voids)	Yes 😊 No 😞	
29	Do any members of staff work in any high fire risk areas?	Yes 😊 No 😞	
30	Will all members of the staff, liveries, visitors or contractors be familiar with the layout of all the stable buildings and the escape routes?	Yes 😊 No 😞	
31	Are there any other situations that could put a members of the staff, liveries, visitors or contractors whilst in any of the stable's buildings at risk. If so what are they;	Yes 😊 No 😞	
32	Are the stable premises provided with a fire warning system? (Including any smoke and heat detectors)	Yes 😊 No 😞	
33	Is the fire warning system regularly tested and maintained?	Yes 😊 No 😞	
34	Is there suitable and adequate fire-fighting equipment provided, in place, regularly checked and maintained?	Yes 😊 No 😞	
35	Is there any fire fighting equipment positioned outside of buildings? Are they protected against the frost?	Yes 😊 No 😞	
36	Are members of the staff trained in the safe use of the fire fighting equipment?	Yes 😊 No 😞	
37	Is there an emergency lighting system provided in the stable premises, including the internal and external escape routes - particularly in buildings used for sleeping or night time working?	Yes 😊 No 😞	
38	Fire warning Notices / Instructions. Are these notices provided around the stable premises - have the instructions been brought to the attention of all staff, liveries, contractors etc?	Yes 😊 No 😞	
39	Has the staff undertaken any fire and evacuation drills? (Especially the evacuation of horses at night or in the dark hours).	Yes 😊 No 😞	
40	Are the assembly points for persons and the animal release areas readily identifiable?	Yes 😊 No 😞	
41	Is there, or are there telephones readily available for calling the FRS? State; -	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
42	Is there a large supply of water available for the FRS to use?	Yes 😊 No 😞	
43	Is there a stable's sign or directions to the stables positioned to advise the emergency services how to find or access the stables?	Yes 😊 No 😞	
44	Is there an Arson Risk? - continue serials 45 - 108	Yes 😊 No 😞	
45	Are there any neighbouring buildings or premises located adjacent to the stables that are likely to attract large numbers of people?	Yes 😊 No 😞	
46	Are there any neighbouring businesses of a nature that would make them a high risk from an arson attack?	Yes 😊 No 😞	
47	Does the design or lay out of your stable's buildings incorporate hidden areas, where someone could hide unnoticed?	Yes 😊 No 😞	
48	Can the perimeter fences or boundary protection measures be easily reached by any person?	Yes 😊 No 😞	
49	Are there more entrances to the stable buildings for fire escape and the release of animals, than are really necessary?	Yes 😊 No 😞	
50	If CCTV is installed, are there any areas of the stables that are out of sight of the cameras?	Yes 😊 No 😞	
51	Have all the vehicle parking arrangements for the staff, liveries and visitors, been provided with security in mind?	Yes 😊 No 😞	
52	Can access into all the stable buildings be available via the roofs, drainpipes, externally stored ladders, insecure openings etc?	Yes 😊 No 😞	
53	Are the externally located stacks of bedding and fodder, vulnerable to an arson attack?	Yes 😊 No 😞	
54	Is there security lighting installed to all the outside areas? If so, does it operate efficiently and cover all areas? identify those areas below	Yes 😊 No 😞	
55	Are the exteriors of the stable buildings vulnerable, when contractors are working in the yard?	Yes 😊 No 😞	
56	Is there normal access to the stables and buildings?	Yes 😊 No 😞	
57	Identify any inadequacies to the external security measures. Comment: -	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
58	Is there an effective access control system to all the stable buildings, the staff areas, storerooms and parked vehicles?	Yes 😊 No 😞	
59	Has an intruder alarm system been fitted to all the stable's buildings?	Yes 😊 No 😞	
60	Are there arrangements and procedures in place for a nominated person to secure all the doors, windows and roof lights, at the end of the normal working hours?	Yes 😊 No 😞	
61	Are all the critical and high theft potential areas and buildings, illuminated with security lighting during the hours of darkness?	Yes 😊 No 😞	
62	Are all the entrances to the stable buildings effectively secured from the outside, especially outside normal working hours at all times, with due consideration to the fire exit escape doors and animal evacuation routes?	Yes 😊 No 😞	
63	Are all non-authorized persons challenged by a member of staff or the proprietor when found on the premises?	Yes 😊 No 😞	
64	Are all 'suspect' post & packages dealt with as a possible security concern?	Yes 😊 No 😞	
65	Is all the stable staff instructed on how to recognise and deal with suspect packages etc?	Yes 😊 No 😞	
66	Identify the weaknesses or deficiencies with the stable's internal and external security arrangements?		
67	Provide an 'Action plan' to be put in place to address these deficiencies.		
68	Can anyone access internal and external hazard sources, outside normal stable hours?	Yes 😊 No 😞	
69	Are all the internal doors to the stores, the tack rooms, staff rooms, feed, fodder and bedding materials kept locked shut when not in use, during and outside the normal working hours?	Yes 😊 No 😞	
70	Are there only the minimal quantities of readily combustible materials/liquids available to an intruder?	Yes 😊 No 😞	
71	Are the stable's offices kept locked outside normal office hours?	Yes 😊 No 😞	
72	Are there any quantities of flammable liquids and gases readily available to a potential arsonist?	Yes 😊 No 😞	
73	Are there gas cylinders, gas taps, gas supply valves or gas supply pipe work, that are readily available which an intruder could have access?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
74	Are all of the flammable gas (LPG) cylinders that are in use, in a secure location away from any interference by unauthorised persons?	Yes 😊 No 😞	
75	Are there any chemicals, cleaning or dressage materials available or readily available that may be used to start a fire by unauthorised persons?	Yes 😊 No 😞	
76	Are there any items of soft furnishings with flammable padding exposed in the staff rooms, tack room, office, residential accommodation etc that could be used as a fuel to start a fire?	Yes 😊 No 😞	
77	Have all the holes around the service pipes, wiring etc, where they pass through compartment walls, been satisfactorily fire stopped, to prevent a deliberately started fire spreading to other parts of the building?	Yes 😊 No 😞	
78	Are there any voids, passageways or ducts in the various stable buildings that would assist an intruder to gain access to other parts of the stable buildings, as well as assist the spread of fire?	Yes 😊 No 😞	
79	Identify the areas and fire hazards as the main potential and risk for arson?		
80	What recommendations should be considered to either reduce or remove these identified arson risks?		
81	Are there any young person's known to regularly congregate near to your stables and other property?	Yes 😊 No 😞	
82	Do you permit casual members of the public to access your stable buildings and yard?	Yes 😊 No 😞	
83	Are delivery couriers, contractors, the public or visitors permitted into the stables or other buildings unaccompanied?	Yes 😊 No 😞	
84	Are all activities or areas to which the contractors will have access to, strictly controlled?	Yes 😊 No 😞	
85	Have trespassers, unauthorised persons or other uninvited persons been discovered on the premises in the past?	Yes 😊 No 😞	
86	Are the staff or owners of livery stables alert to and are likely to challenge strangers seen on the premises?	Yes 😊 No 😞	
87	Is there a history of protest groups that have taken action against your stables or activities in the past?	Yes 😊 No 😞	
88	Are there at present any management, staff or family relations, exhibiting disharmony or friction with you the owner/occupier of the stables?	Yes 😊 No 😞	
89	Could any member of staff or your family be worried about their continued employment, or the future of their private stables?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
90	If there is the possibility of a threat from a particular person or particular protest/action group? Have you identified this person or group?	Yes 😊 No 😞	
92	Do staff or other people sleep on the premises or in nearby/adjacent buildings?	Yes 😊 No 😞	
93	Can there be a significant number of people present at any one time?	Yes 😊 No 😞	
94	Are there any persons likely to be present at the stables, that would be unfamiliar with the: a) lay out of the stable buildings; b) emergency fire exits; c) stable's fire procedures, including the arrangements for the emergency release and; d) routes for the horses?	Yes 😊 No 😞	
95	Are all visitors, contractors or livery owners permitted to enter into all the buildings?	Yes 😊 No 😞	
96	Are all contractors including the farrier, permitted to work in any of the stable buildings unsupervised?	Yes 😊 No 😞	
97	Are all those persons accepted onto the premises with any disability, mobility or impairment needs suitably aware of the response arrangements in the event of an emergency?	Yes 😊 No 😞	
98	Are there any persons that occupy remote locations of the yard, above or below ground level, who might be at a specific risk in the event of an arson attack?	Yes 😊 No 😞	
99	Identify these specific locations:		
100	Can current practices be changed to deny an intruder or group of person's ready access to the stable's combustible fuel sources?	Yes 😊 No 😞	
101	Are arrangements in place to prevent all staff, visitors or contractors from taking matches, lighters etc into the various stable buildings?	Yes 😊 No 😞	
102	Can excessive quantities of readily combustible materials available to the arsonist around the stable yard, be reduced, secured or removed?	Yes 😊 No 😞	
103	Can the existing procedures that are in place for handling and the temporary storing of waste materials, be improved?	Yes 😊 No 😞	
104	Can the quantity of flammable liquids readily available inside and or outside of all the buildings, be reduced or secured against unauthorised	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
	access?		
105	Can improvements be made to the security arrangements to the storage facilities for the compressed gas cylinders kept on site?	Yes 😊 No 😞	
106	Can improvements be made to the 'fire safety/release arrangements' for the horses or other animals in the event of a fire?	Yes 😊 No 😞	
107	Is it possible for additional fire resisting structural and compartmentation to the stalls, (ground to the underside of roof), be provided within all the stables and buildings?	Yes 😊 No 😞	
108	In your opinion, what other measures should be considered to reduce the risk of an arson attack at your stables? (If necessary use additional pages)	Yes 😊 No 😞	
GENERAL INFORMATION			
109	The total number of buildings located at these stables:		
110	The number of single storey buildings:		
111	The number of multi storey buildings:		
112	The number of buildings with a basement:		
113	Approximate floor area (sq m) of each building:		
114	Details of construction for each building:		
115	Use & the occupancy of all buildings:	Yes 😊 No 😞	
116	Any buildings that are at present empty or derelict:	Yes 😊 No 😞	
117	Any buildings that are listed or are of Historic Building Status:	Yes 😊 No 😞	
118	Structural alterations to buildings, or parts of buildings, or premises that are within a listed or of Historic Building Status.	Yes 😊 No 😞	
119	Does the occupier liaise with the Building Control body of the local Council or English Heritage.	Yes 😊 No 😞	
OCCUPANCY			
120	The maximum number of all persons likely to be present at the stables at any one time during the day time, including indoor and outdoor arenas:		
121	The maximum number of persons likely to be present during the night time:		
122	The maximum numbers of staff that is likely to be present at any one time:		
123	The maximum number of persons likely to visit or occupy floor levels above or below ground level:		

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
124	The maximum number of persons with special mobility or dependency needs, present during the day:		
125	The maximum number of 'Young Persons' likely to be present at the stables:		
126	The maximum number of horses & other animals accommodated at these premises:		
127	People identified as being potentially at risk from fire: Example; 'Persons using the tack & staff rooms are considered to be at 'significant' risk from fire in the main stable's building'.		
PERSONS YOU NEED TO CONSIDER TO BE AT RISK FROM FIRE			
128	The maximum number of members of the public visiting Conquest for riding:		
129	The maximum number of persons with special or dependency needs likely to visit Conquest who ride:		
130	The maximum numbers of 'Young riders visiting Conquest.		
131	Identify and list those persons considered likely to be located in remote buildings or areas of the stables or yard:		
132	Identify and list persons e.g. the Farrier, vet, contractors, visitors, etc; who are considered to be at risk from a fire:		
133	Identify other persons you consider to be at significant risk from fire:		
LICENSING AND RELEVANT FIRE SAFETY LEGISLATION - The Regulatory Reform (Fire Safety) Order 2005 came into effect on the 1st October 2006. This new fire safety legislation will apply to all equestrian premises: Riding Establishments, Livery stables, Studs, and animal sanctuaries etc, Private and or a Commercial operation.			
134	Is the premises Licensed as a 'Riding Establishment'	Yes 😊 No 😞	
135	Is the premises Registered with 'The British Horse Society'?	Yes 😊 No 😞	
136	Are the premises registered with the 'Association of British Riding Schools'?	Yes 😊 No 😞	
137	Do the stables hold membership of other equine organisations?	Yes 😊 No 😞	
138	Are the premises registered as an Approved Centre for 'Riding for the Disabled'?	Yes 😊 No 😞	
139	Are the premises licensed for the sale of alcohol?	Yes 😊 No 😞	
140	Are the premises licensed for the use of Music and Dancing?	Yes 😊 No 😞	
141	Are the premises licensed for theatrical performances?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
142	Do the stables hold equine events where the public are admitted?	Yes 😊 No 😞	
143	List any other forms of public entertainment?	Yes 😊 No 😞	
144	Is there catering on site?	Yes 😊 No 😞	
DOCUMENTATION RECORDS & ADMINISTRATION			
145	Does the Conquest Centre have a 'Fire logbook'?	Yes 😊 No 😞	
146	If yes, does the fire logbook keep records of: Date of last Fire Drills:	Yes 😊 No 😞	
147	Date of any Fire Training:	Yes 😊 No 😞	
148	Date of Testing of the Fire warning equipment:	Yes 😊 No 😞	
149	Dates of Staff training in the stable's fire procedures:	Yes 😊 No 😞	
150	Fire Procedure information given to Contractors, Visitors etc.	Yes 😊 No 😞	
151	Date of Training in the release and evacuation of animals from buildings:	Yes 😊 No 😞	
152	Is there maintenance and testing of all heating and lighting Systems:	Yes 😊 No 😞	
153	Maintenance certificate details: Are all mains electrical installations and any portable mains electrical equipment maintenance tested?	Yes 😊 No 😞	
154	Test certificate details: Are Site plans, Fire Plans or Drawings of these buildings, kept on the premises?	Yes 😊 No 😞	
155	Comments:		
FIRE HAZARDS, ELIMINATION & CONTROLS ELECTRICAL SOURCES OF IGNITION			
156	Are all reasonable measures taken to prevent fires of an electrical origin	Yes 😊 No 😞	
157	Are all the building's fixed electrical wiring installations, subject to periodic inspected & tested	Yes 😊 No 😞	
158	Are all the portable mains electrical appliances provided by the stables subject to regularly testing and inspection?	Yes 😊 No 😞	
159	Is there a policy in place regarding the testing and use of personal mains electrical appliances brought into the stables?	Yes 😊 No 😞	
160	If mains electricity is not the source of lighting for the stable buildings, identify the lighting arrangements provided:	Yes 😊 No 😞	No other sources of

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
	a) LPG portable and carried lanterns? b) Paraffin or other liquid fuel hand held lanterns? c) Battery hand lamp/torches? d) Chargeable wet lead acid batteries? e) Solar powered installed lighting? f) Other 'naked flame' form of lighting?		lighting in the Stables... NAR
SMOKING			
161	Are there reasonable procedures & measures taken to prevent fires resulting from smoking?	Yes 😊 No 😞	
162	Is smoking strictly prohibited in all the stables and associated buildings?	Yes 😊 No 😞	
163	Is smoking prohibited throughout all the outside yard areas	Yes 😊 No 😞	
164	Are suitable arrangements/designated area provided for all persons (staff, visitor's contractors etc) who wish to smoke?	Yes 😊 No 😞	
165	Do the stables have a written policy on smoking at the stables?	Yes 😊 No 😞	
166	Is there any evidence of absences or breaches of this policy	Yes 😊 No 😞	
167	Are there a sufficient number of 'No Smoking' signs displayed?	Yes 😊 No 😞	
ARSON			
168	Has an Arson Risk Assessment been undertaken?	Yes 😊 No 😞	
169	Do the basic security arrangements against arson appear reasonable?	Yes 😊 No 😞	
170	Are there any quantities of combustible materials placed up against or in close proximity to any of the stable buildings or, are available for deliberate ignition by outsiders?	Yes 😊 No 😞	
171	Is the fodder and bedding storage barn/buildings open to unauthorised persons?	Yes 😊 No 😞	
172	Is the vehicle and heating fuel oil storage tanks available to unauthorised persons?	Yes 😊 No 😞	
173	Are the vehicle storage arrangements, open and susceptible to an arson attack?	Yes 😊 No 😞	
PORTABLE HEATING AND INSTALLED HEATING INSTALLATIONS			
174	Do the stables use portable heaters?	Yes 😊 No 😞	
175	If portable heaters are used; Is the use of the more hazardous types of heaters e.g. electrical radiant bar fires, paraffin or LPG gas appliances used in the stable buildings?	Yes 😊 No 😞	
176	Are there suitable measures taken to prevent ignition of combustible materials from these heaters?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
177	Are all fixed and installed heating installations & appliances, subject to regular maintenance e.g. gas, oil or electricity?	Yes 😊 No 😞	
COOKING			
178	Is cooking carried out in any of the stables, tack room or other buildings?	Yes 😊 No 😞	
179	Are all reasonable measures taken to prevent fires as a result of cooking?	Yes 😊 No 😞	
180	Are cooking appliances and facilities provided in the tack room(s), staff rooms or purpose built kitchens, suitably installed and located away from all combustible furniture, kitchen cupboards, fittings or other equipment?	Yes 😊 No 😞	
181	Is there a suitable fire extinguisher(s) and a fire blanket(s) provided near to the cooking appliances?	Yes 😊 No 😞	
OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION			
182	Is there any nearby camping by visitors?	Yes 😊 No 😞	
183	Do the stables operate a practice of burning their Rubbish & Manure heaps?	Yes 😊 No 😞	
184	Are the staff and visitors permitted to operate any outdoor or indoor barbeque cooking activities?	Yes 😊 No 😞	
HOUSEKEEPING - INSIDE & OUTSIDE AREAS			
185	Is the overall standard of housekeeping within all the inside areas of all the stable buildings adequate?	Yes 😊 No 😞	
186	Is the standard of housekeeping throughout all the outside yard areas adequate?	Yes 😊 No 😞	
187	Do all the stacks or storage of combustible materials appear to be separated from all possible ignition sources?	Yes 😊 No 😞	
188	Are there appropriate storage arrangements for hazardous materials e.g. flammable liquids, flammable gas cylinders?	Yes 😊 No 😞	
189	Are all the manure heaps located less than 10m away from all buildings?	Yes 😊 No 😞	
190	Are there non-combustible rubbish containers (skips) provided to all the outside areas and, are they regularly emptied with the contents disposed of properly?	Yes 😊 No 😞	
191	Are there appropriate storage facilities and hazardous information notices displayed for the: Equine chemicals Veterinary medicines	Yes 😊 No 😞	
192	Are the normal cleaning and disinfectant materials & chemicals used in the stables and outside yard areas properly stored?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
193	Are there adequate storage arrangements for compressed gas cylinders and flammable liquids?	Yes 😊 No 😞	
194	List the quantities and the locations of all compressed gas cylinders & flammable Liquids:		
CONTROL ARRANGEMENTS FOR HAZARDOUS OPERATIONS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS			
195	Are there satisfactory management and control arrangements in place, to control the 'hot shoeing' operation carried out by the visiting farrier?	Yes 😊 No 😞	
196	When the farrier is 'hot shoeing', is he placed in a low fire risk non-combustible area?	Yes 😊 No 😞	
197	Identify the location(s) where the farrier is permitted to operate.	Yes 😊 No 😞	
198	Does the establishment operate a 'Hot Work' permit system, to control all contractors using live flame equipment?	Yes 😊 No 😞	
199	Is there any fire safety conditions imposed on all outside contractors?	Yes 😊 No 😞	
200	If the stables have their own in-house maintenance personnel are there suitable precautions to prevent fire in place during all 'hot work' operations?	Yes 😊 No 😞	
201	At the end of a contractor's project, are the contractors expected to take away their waste and rubbish accumulated during their contract?	Yes 😊 No 😞	
FIRE PROTECTION MEASURES THE MEANS TO ESCAPE FROM BUILDINGS IN THE EVENT OF FIRE			
202	Are all the stable buildings provided with a reasonable number of exits doors suitable for persons to escape in case of fire?	Yes 😊 No 😞	
203	Are all the stable buildings provided with a suitable number of doors for persons to access to evacuate the animals in the event of a fire? NB: The minimum widths of stable fire exit doors should not be less than 1.2m wide.	Yes 😊 No 😞	
204	Can all the fire exit doors from the inside of buildings be easily and immediately opened in an emergency?	Yes 😊 No 😞	
205	Do all fire exit doors open in the direction of the escape route, where possible?	Yes 😊 No 😞	
206	Do any of the fire exits likely to be used by people involve sliding doors?	Yes 😊 No 😞	
207	Are there satisfactory means for securing fire exit doors, so that in an emergency they can be opened quickly and easily by all persons	Yes 😊 No 😞	
208	Are there reasonable distances of travel in all the buildings to the nearest exit doors?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
209	Are there any buildings with a single direction of travel to the fire exit door? Note: In readily combustible buildings with quantities of hay & straw present. (This would be considered a high fire risk). The travel distance from the farthest point in the building to the only ground floor fire exit door, should be not more than 12 m (40 ft.).	Yes 😊 No 😞	
210	Are all the buildings provided with alternative routes to the fire exit doors?	Yes 😊 No 😞	
211	Are there suitable structural fire protection measures provided to the escape routes? (e.g. fire resisting doors and partitions)?	Yes 😊 No 😞	
212	Are there suitable provisions and/or fire protection measures for all inner rooms? e.g. vision panels or smoke detection?	Yes 😊 No 😞	
213	Are the escape routes within all the stable buildings maintained clear and unobstructed at all times?	Yes 😊 No 😞	
214	Are all the external areas that lead away from the fire exit doors maintained clear from all obstructions, at all times?	Yes 😊 No 😞	
215	In your opinion, are all the stable buildings provided with reasonable arrangements for the evacuation of all persons with mobility or special needs - including persons permitted above or below the ground level?	Yes 😊 No 😞	
216	Has a fire risk assessment been previously carried out which identifies any previous life safety concerns?	Yes 😊 No 😞	
217	Animal rescue arrangements: In your opinion, are all the buildings that accommodate the animals provided with an adequate number of access doors for the staff to go in and release them, either from their stalls or an open free roaming areas?	Yes 😊 No 😞	
MEASURES TO LIMIT THE SPREAD OF FIRE AND SMOKE			
218	Is there a reasonable standard of fire resisting construction, or the distance between each building, sufficient to prevent fire and smoke spreading from either one stall to the next stall or, from one building to the next or adjacent building?	Yes 😊 No 😞	
219	Can all the internal walls, partitions and roof linings, forming the main construction of the stable buildings, effectively limit the spread of fire and smoke to the other internal areas?	Yes 😊 No 😞	
220	Can all or any of the adjacent buildings and their contents, located down-wind from a burning building, expect to be affected by fire and or smoke?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
	Note: These questions are very subjective; their intentions are to focus the person carrying out the fire risk assessment on the likely extent of heat, fire and smoke damage that could occur in the event of a serious fire in any one of your buildings, including, the potential to harm the animals inside a building.		
FIRE EXIT & ESCAPE LIGHTING			
221	Is there a reasonable standard of normal/artificial lighting in all the buildings to illuminate the fire escape routes?	Yes 😊 No 😞	
222	Is a system of emergency lighting provided in the stable buildings?	Yes 😊 No 😞	
223	If the inside of any of the stable buildings are occupied during the hours of darkness. Should the provision for emergency lighting be considered?	Yes 😊 No 😞	
224	Has a check been carried out to establish if the existing level of the emergency lighting system is adequate for all persons to see their way to safety?	Yes 😊 No 😞	
225	Where your fire safety procedures and duties identifies that there will be a need for persons to enter buildings to release the animals, is the existing level of emergency lighting adequate for all persons (including the fire service) to enter the building, to release the animals and then lead them to the outside?	Yes 😊 No 😞	
FIRE SAFETY SIGNS, NOTICES & INSTRUCTIONS			
226	Are all the insides of the fire exit doors clearly identified with suitable 'Fire Exit' signs?	Yes 😊 No 😞	
227	Are all the stable buildings provided with a copy of the stables 'Fire Instructions/Procedure' notices?	Yes 😊 No 😞	
228	Is there suitable information displayed for the nominated person to call the FRS?	Yes 😊 No 😞	
229	Have the stables provided, an externally displayed 'Site Plan' for use by the emergency services?	Yes 😊 No 😞	
230	Do all the buildings or external areas that accommodate flammable liquids and gases, display appropriate 'Hazard' warning notices?	Yes 😊 No 😞	
231	Are there adequate 'No Smoking' notices displayed?	Yes 😊 No 😞	
PROVISIONS FOR GIVING A WARNING IN THE EVENT OF FIRE			
232	Is there a suitable manually operated, non-electrical fire warning facility provided for the stables and outside yard areas?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
233	Is there a manually operated electrical 'break glass' fire alarm system installed and linked to all the stable buildings?	Yes 😊 No 😞	
234	Is there an automatic smoke & heat detection system provided in all the stable buildings?	Yes 😊 No 😞	
235	When operated, can the fire warning arrangements be heard and or be seen in all the locations of the stable buildings, the outside yard and paddock areas?	Yes 😊 No 😞	
236	Date of the last inspection, check and or weekly test of the fire warning arrangements;	Yes 😊 No 😞	
ARRANGEMENTS FOR FIGHTING FIRE			
237	Are there suitable fire fighting arrangements in place for dealing with a fire in all parts of the stable buildings and the yard areas?	Yes 😊 No 😞	
238	If fire hose reels or other suitable water hoses are provided to fight a fire, are they permanently attached to a reliable water supply?	Yes 😊 No 😞	
239	Does the hose(s) reach to all yard areas and stable buildings? (The water supply should provide a jet of water of not less than 5.6 m in length).	Yes 😊 No 😞	
240	Where live flame is used for either cooking, heating or used by the farrier or contractor, is there a suitable fire extinguisher and blanket provided nearby?	Yes 😊 No 😞	
241	Date of the last maintenance inspection and check;		
242	Have nominated members of the staff been provided with suitable instruction and training in the safe use of the fire fighting equipment?	Yes 😊 No 😞	
MANAGEMENT OF FIRE SAFETY PROCEDURES & ARRANGEMENTS			
243	Identify the ' Responsible Person ' having overall responsibility for fire safety at the Stables:		
244	Identify the ' Competent Person ' to assist in the implementation of all the Fire Safety requirements required by the fire safety legislation:		
245	Are there arrangements in place for the 'Responsible Person' to notify any parents or guardians of the stables' fire procedures?	Yes 😊 No 😞	
246	Does the establishment have a 'Health & Safety' Policy Document in place?	Yes 😊 No 😞	
247	Does the establishment have a 'Fire' Policy Document in place?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
248	Do the stables display copies of the fire safety procedures?	Yes 😊 No 😞	
249	Is there a system and / or procedures in place, to regularly review, audit and monitor the stables fire safety arrangements?	Yes 😊 No 😞	
250	Are the review, audit and monitoring procedures, recorded in the 'Fire Risk Assessment' report, or in the fire logbook?	Yes 😊 No 😞	
251	Are appropriate fire procedures and facilities in place for summoning the FRS?	Yes 😊 No 😞	
252	Identify the nominated person(s) and their deputy, responsible for calling the FRS.	Yes 😊 No 😞	
253	Identify the person and their deputy, nominated to liaise and meet the FRS on their arrival.	Yes 😊 No 😞	
254	Are all the stable personnel nominated to respond to a fire?	Yes 😊 No 😞	
255	Is there a member of the stable staff nominated to be responsible for the evacuation of all persons from the stables and other buildings?	Yes 😊 No 😞	
256	Are the assembly point(s) recorded and briefed?	Yes 😊 No 😞	
257	Are there specific members of the stable staff nominated for the release and rescue of the animals?	Yes 😊 No 😞	
258	Are the assembly point(s) for the released animals to be taken to readily identifiable?	Yes 😊 No 😞	
259	Identify the location(s) where the animals will be taken.	Fields and paddocks	
260	Have the stables set up an appropriate liaison with the local FRS?	Yes 😊 No 😞	
261	Are there routine fire safety inspections of the stables, regularly carried out by a nominated member of the staff?	Yes 😊 No 😞	
262	Are all contractors and visitors provided with instructions on the stables fire procedures?	Yes 😊 No 😞	
263	Is a member of staff responsible for informing 'Young Persons' of the stables fire procedures?	Yes 😊 No 😞	
STAFF TRAINING			
264	Have all the stable staff (including casual staff & volunteers) been provided with a copy of the stable's fire safety procedures?	Yes 😊 No 😞	
265	Are all the members of staff given periodic 'refresher' fire safety training?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
266	Have those members of the staff, nominated with other special responsibilities, been provided with additional training?	Yes 😊 No 😞	
267	Have all the nominated members of staff been trained in the correct & 'safe use' of the fire fighting equipment	Yes 😊 No 😞	
268	Have the nominated members of the stable staff, been given suitable training in the safe release and the rescue of animals from smoke filled buildings?	Yes 😊 No 😞	
269	Has the stable's management provided the FRS with information, instruction & training in the safe release of the animals?	Yes 😊 No 😞	
FIRE DRILLS			
270	Do the stables regularly carry out a fire drill at least twice a year?	Yes 😊 No 😞	
271	Do the stable's fire drills include members of the public when they occupy the residential accommodation?	Yes 😊 No 😞	
272	Do the stable's fire drills include contractors and visitors?	Yes 😊 No 😞	
273	Do the stables as part of their fire procedures & drills, include the actual release and assembly of the animals and evacuation to the identified place of safety?	Yes 😊 No 😞	
274	Is the 'assembly point management' practiced?	Yes 😊 No 😞	
275	Are the Conquest Centre registration and checklists maintained/used?	Yes 😊 No 😞	
TESTING AND MAINTENANCE OF EQUIPMENT			
276	Is there an adequate maintenance and testing procedure in place, for all the stable's equipment and machinery?	Yes 😊 No 😞	
277	Is there a weekly inspection and test carried out of the Stable's fire warning facilities?	Yes 😊 No 😞	
278	Is there a monthly inspection and testing of the stable's emergency lighting system (if installed)?	Yes 😊 No 😞	
279	Are there inspection and maintenance arrangements, provided on all the equipment provided for fighting fire?	Yes 😊 No 😞	
280	Is a member of the staff nominated to carry out a daily check on all the stable building's fire exit doors, to ensure they can be opened quickly and easily?	Yes 😊 No 😞	
281	Where installed, is there an annual inspection of the building's lightning protection system(s)?	Yes 😊 No 😞	
282	Are there any other fire related inspections or tests? Details:		

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
RECORDS			
283	Do the stables have a 'visitors book'?	Yes 😊 No 😞	
284	Do the stables have a 'fire logbook'?	Yes 😊 No 😞	
285	If yes, does fire logbook show records of: - Fire drills?	Yes 😊 No 😞	
286	Fire procedure training?	Yes 😊 No 😞	
287	Training in the evacuation of persons with special needs?	Yes 😊 No 😞	
288	Training in the safety of young persons?	Yes 😊 No 😞	
289	Testing of the fire warning equipment?	Yes 😊 No 😞	
290	Testing & maintenance of fire fighting equipment?	Yes 😊 No 😞	
291	Training in the release of the animals from buildings?	Yes 😊 No 😞	
292	Maintenance and testing of all heating and lighting systems?	Yes 😊 No 😞	
293	Testing and maintenance of all electrical installations, equipment and portable electrical appliances?	Yes 😊 No 😞	
294	Records of liaison and visits with the local FRS?	Yes 😊 No 😞	
295	Records of any training provided to the FRS in the release of the animals?	Yes 😊 No 😞	
296	Records of the quantity and locations of all flammable liquids and compressed gases:?	Yes 😊 No 😞	
297	Are there records of 'Hot work Permits' issued?	Yes 😊 No 😞	
FIRE DAMAGE LIMITATION			
298	Identify the location of the nearest sustainable emergency water supplies suitable for fire fighting:		
299	Has the stables provided a 'Fire Brigade Information Pack'?	Yes 😊 No 😞	
300	Do the stables have an 'Emergency Plan'?	Yes 😊 No 😞	
301	Do the stables have a 'Business Continuity' Plan?	Yes 😊 No 😞	
302	Has the stables prepared a plan to deal with 'Environmental Pollution' following a serious fire?	Yes 😊 No 😞	
303	Do the stables keep a list of 'Emergency Telephone' numbers?	Yes 😊 No 😞	

IDENTIFYING THE FIRE HAZARDS			
Serial	Risk Assessed	Yes/No	Action or No Action Req'd (NAR)
304	Has the FRS been advised of the fire hazards and life risks associated with these premises?	Yes 😊 No 😞	

Appendix C – Conquest Centre Fire Logbook

Serial	Detail	Date
1	Date of last Fire Drill - to include persons with special needs and young persons	Date: Date: Date:
2	Date of Staff Fire Training	Date: Date: Date:
3	Date of Volunteer Fire Awareness day (Same as Volunteer Induction Training)	Date: Date: Date:
4	Date of Fire Equipment Test	Date: Date: Date:
5	Date of Staff Refresher Training	Date: Date: Date:
6	Date of Fire - Horse Evacuation Drill	Date: Date: Date:
7	Date of Fire Monitoring Equipment Test	Date: Date: Date:
8	Date of Maintenance testing of all heating and lighting systems	Date: Date: Date:
9	Date and Location of PAT Certificates	Date: Date: Date:
10	Location of site plans	
11	Date of last Fire Audit	Date: Date: Date:
12	FRS liaison visit	Date: Date: Date:
13	Training for FRS responders in the release and safe conduct of the animals	Date: Date: Date:
14	Review of quantities and storage of flammable liquids and compressed gasses	Date: Date: Date: