



FIRE SAFETY POLICY

Applies to: All participants, leaders, International Service Team (IST) members, contractors, visitors and external partners.

1. Purpose of This Policy

The purpose of this policy is to ensure that fire safety is proactively managed across Chamboree.

The size and scale of the event, combined with temporary structures, cooking equipment, gas, electrics and high footfall, require a coordinated and consistent approach to prevent fires and respond effectively if they occur.

This policy outlines responsibilities, equipment requirements, site guidance, emergency actions and safe behaviours for everyone on site.

This policy operates alongside the Site Safety & Security Policy, Catering & Food Safety Policy, Electrical & Infrastructure Policy, Subcamp & Night-Time Operations Policy, Medical & Health Policy and Emergency & Major Incident Plan.

2. Fire Safety Principles

Chamboree operates under the following core principles:

2.1 Prevention First

Maintaining safe practices to stop fires before they start.

2.2 Clear Roles & Responsibilities

Everyone on site understands their role in fire prevention and emergency response.

2.3 Rapid Detection & Action

Any sign of fire or smoke must be acted on immediately.

2.4 Safe Evacuation

Evacuation routes must remain clear, understood and accessible.

2.5 Legal Compliance

Chamboree follows UK fire legislation and Scouts UK / Girlguiding UK safety requirements for camps and large events.

3. Responsibilities

3.1 All Adults (Leaders, IST, Staff, Volunteers, Contractors)

All adults must:

- Be familiar with this Fire Safety Policy
- Brief young people regularly on fire safety
- Keep tents, structures and work areas free from fire hazards
- Ensure clear access to fire points and extinguishers
- Report hazards, fuel leaks, faulty equipment or unsafe practices immediately
- Follow evacuation instructions without delay

3.2 Participants (Young People)

Young people must:

- Understand where fire points are located
- Know the alarm and evacuation signals
- Follow instructions from leaders and staff
- Never tamper with fire extinguishers or safety equipment
- Not use stoves, flames or ignition sources without adult supervision or in enclosed spaces

3.3 Subcamp Teams

Subcamp Teams are responsible for:

- Ensuring groups know local fire point locations
- Maintaining subcamp fire plans
- Ensuring fire lanes remain clear
- Coordinating subcamp roll calls during evacuations
- Supporting leaders with fire safety compliance
- Reporting non-compliance to the Duty Manager or Safety Lead.

3.4 Event Fire Safety Lead

The Event Fire Safety Lead is responsible for:

- Oversight of the event fire strategy
- Coordination with emergency services
- Ensuring adequate extinguishers, alarms and signage
- Maintaining fire breaks, escape routes and assembly points
- Conducting inspections across the site
- Managing fire risk assessments and reviews.

4. Fire Points & Equipment

4.1 Fire Points

Each subcamp, activity zone and key operational area will have clearly marked fire points equipped with:

- Water
- Fire blankets (where cooking occurs)
- Clear signage
- Emergency contact information

Fire points must:

- Be visible and accessible at all times
- Never be moved except by authorised staff

4.2 Fire Extinguishers

Extinguishers provided by the event in general and communal areas include:

- Water extinguishers for general fires
- Foam extinguishers for fuel-based fires
- CO₂ extinguishers for electrical equipment
- Fire blankets in cooking areas

Groups should bring their own extinguishers if maintained and fit for purpose, based on their own Fire Risk assessment

5. Cooking, Fuels & Heat Sources

5.1 Cooking Safety

Cooking is permitted only in:

- Designated group cooking areas
- Approved staff kitchens
- Activity zones with authorised supervision

Fuel-burning equipment can produce carbon monoxide (CO) if used in enclosed or poorly ventilated spaces. Carbon monoxide is extremely dangerous and cannot be seen, smelt or tasted. Cooking and heating equipment must therefore never be used inside tents or enclosed structures.

Cooking must **not** take place:

- Inside sleeping tents

- Inside enclosed structures unless specifically designated and appropriately ventilated for cooking
- In walkways or near tent guy lines
- Close to sleeping tents or in a location where it could present a fire risk to sleeping accommodation.

5.2 Gas Use

- Gas cylinders must be stored upright and secured
- Appliances must be suitable for camping and in good condition, hoses and regulators must be in date
- Cylinders must be turned off when not in use
- Gas changes must be supervised by a competent adult
- Gas must **not** be stored in tents

Fuel used for cooking or equipment must comply with this policy and the Catering & Food Safety Policy.

5.3 Open Flames

- Campfires may only occur in designated, supervised locations
- Tea lights, candles, incense or decorative flames are **not permitted**
- Fire bowls must be stable, well away from tents and supervised at all times.

Open fires are not permitted on subcamps. Cooking equipment must be used safely and positioned to allow safe exit routes at all times.

6. Electrical Safety & Generators

This policy operates alongside the Campsite Electricity Policy, which sets detailed technical requirements.

To reduce fire risk:

- Only approved power supplies, connectors and equipment may be used
- Electrical equipment must be kept off the ground and protected from damp
- Sockets and extension leads must not be overloaded
- DIY repairs are prohibited
- Overheating, burning smells or tripped power must be reported immediately

Generators

- Petrol generators are **not permitted**
- Diesel or gas generators may be permitted, subject to approval and compliance with the Campsite Electricity Policy
- Generators must be operated only during approved hours and connected via appropriate RCD protection
- Generator placement, fuel storage and operation must minimise fire risk and noise impact.

Generator operating hours, fuel types and electrical protection requirements are defined in the Campsite Electricity Policy and must be followed at all times.

Unsafe electrical equipment or generator use may be disconnected by the Electrical or Safety Teams.

7. Tent & Campsite Fire Safety

7.1 Tent Layout

Groups must:

- Maintain tent layouts in accordance with the approved subcamp plan
- Keep fire lanes clear in line with subcamp layout
- Store fuel and gas away from sleeping tents
- Keep exits clear inside and outside tents

7.2 Fire Risks Inside Tents

The following are strictly prohibited inside any tent or marquee:

- Smoking or vaping
- Flames or ignition sources
- Cooking or heating equipment
- Electrical appliances not designed for camping
- Charging devices used unsafely or left unattended where they pose a fire risk.

8. Fire Detection & Alarm Procedure

8.1 If You Discover Fire or Smoke

- **Shout “FIRE! FIRE! FIRE!”**
- Raise the alarm using the nearest fire point
- Remove people from immediate danger

Do **not** attempt to fight the fire unless:

- The fire is very small
- You are trained and confident
- You have a safe exit route

Personal safety is the priority.

9. Evacuation Procedure

9.1 Evacuation Signals

Chamboree will use a clear, site-wide evacuation system (confirmed in leader briefings and site information), such as:

- Fire bells on subcamps
- Fire alarms in marquees
- Air horns as backup
- Clear audible signals to trigger evacuation or assembly
- Radioed instructions to Subcamp and Team Leaders.

9.2 Assembly Points

Each subcamp and activity zone will have:

- A designated assembly point
- A clearly marked location
- A roll-call procedure
- A secondary assembly point if required

Groups must know these locations before the event begins.

9.3 Roll Call

At assembly points:

- Group Leaders conduct roll call
- Subcamp Teams confirm attendance
- Missing persons are immediately reported to the Duty Manager or Safety Lead
- No one may return to any structure until authorised.

10. Fire-Related Prohibited Items

In addition to items prohibited under the Site Safety & Security Policy, the following fire-related items are not permitted on site:

- Fireworks or pyrotechnics
- Flammable liquids not authorised for group cooking
- Unauthorised or unsafe fuel containers
- Private generators that do not meet Electricity Policy requirements
- Explosives or chemical accelerants
- Unauthorised heating or cooking devices.

11. Inspections & Compliance

- Safety and Subcamp Teams will carry out periodic inspections
- Groups must comply with instructions issued
- Unsafe practices must be corrected immediately
- Persistent non-compliance may result in restrictions or removal from site.

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