Fire Safety
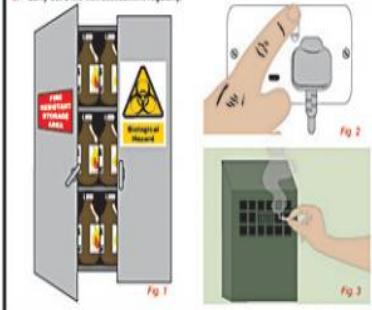
1. MINIMISE THE POTENTIAL FOR FIRES

1. Store flammable and combustible materials in secure, fire resistant storage areas. *(Fig. 1)*
2. Always use and move these materials in a safe and controlled manner.
3. Ensure no ignition sources are close to flammable and combustible stores.
4. Remove unnecessary heat sources and all naked flames from the workplace.
5. Switch off and unplug electrical devices when not in use. *(Fig. 2)*
6. Enforce no smoking policy in all enclosed buildings. *(Fig. 3)*
7. Reduce the potential for oxygen supply by shutting all windows, doors and any non-essential ventilation systems.
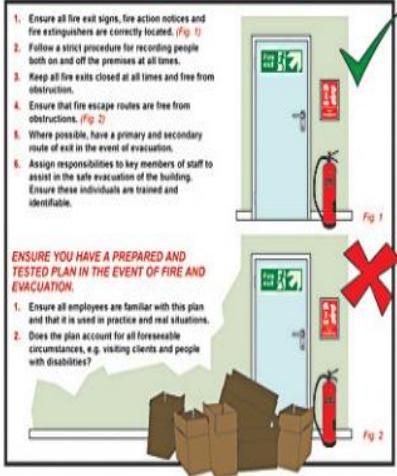8. Carry out a fire risk assessment regularly.

Fig 1

Fig 2

Fig 3

2. MINIMISE THE DANGERS TO STAFF

1. Ensure all fire exit signs, fire action notices and fire extinguishers are correctly located. *(Fig. 1)*
2. Follow a strict procedure for recording people both on and off the premises at all times.
3. Keep all fire exits closed at all times and free from obstruction.
4. Ensure that fire escape routes are free from obstructions. *(Fig. 2)*
5. Where possible, have a primary and secondary route of exit in the event of evacuation.
6. Assign responsibilities to key members of staff to assist in the safe evacuation of the building. Ensure these individuals are trained and identifiable.

ENSURE YOU HAVE A PREPARED AND TESTED PLAN IN THE EVENT OF FIRE AND EVACUATION.

1. Ensure all employees are familiar with this plan and that it is used in practice and real situations.
2. Does the plan account for all foreseeable circumstances, e.g. visiting clients and people with disabilities?

Fig 1

Fig 2

3. MAINTENANCE OF FIRE PRECAUTIONS

Proper maintenance of fire precautions is essential to the safe evacuation of any building.

Fire warning and fire detection systems.	Check weekly	
Emergency lighting.	Check monthly	
Fire extinguishers and hose reels (properly maintained and within expiry date).	Check weekly	*(Fig. 1)*
Are all fire signs clearly visible?	Check monthly	
Fire exits and escape routes.	'Walk' quarterly	
Fire Doors and closing mechanisms.	Check weekly	*(Fig. 2)*

Fig 1

Fig 2

4. FIRE ACTIONS

ON DISCOVERY OF A FIRE:

1. Operate the nearest fire alarm.
2. Fire marshalls can try to tackle a fire. Only attack the fire if safe to do so, using a suitable fire extinguisher. See section 5.
3. Leave the building immediately by the nearest exit (close windows and doors if safe to do so, as you leave).
4. Report to the nearest allocated assembly point for evacuation roll call.

ON HEARING THE FIRE ALARM:

1. Leave the building immediately by the nearest exit (close windows and doors if safe to do so, as you leave).
2. Report to the nearest allocated assembly point for evacuation roll call.

DO NOT USE LIFTS TO EVACUATE.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY A RESPONSIBLE PERSON.

FIRE
BREAK GLASS
PRESS HERE

5. FIRE EXTINGUISHERS

KNOW YOUR FIRE EXTINGUISHER LABELS.

Fire extinguishers can be identified by the label area / user guide on the 'body' of the extinguisher.

RED:- Water	For wood, paper, textile and solid material fires. **DO NOT USE** on liquid, electrical or burning metal fires.
CREAM:- Foam	For oil, fat and liquid fires. **DO NOT USE** on electrical or burning metal fires.
BLUE:- Dry Powder	For oil, fat liquid and electrical fires. **DO NOT USE** on burning metal fires.
BLACK:- Carbon Dioxide	For liquid and electrical fires. **DO NOT USE** on burning metal fires.
YELLOW:- Wet chemical	For cooking oil fires. **DO NOT USE** on burning metal fires.

Fire blankets are suitable for small fires in containers of cooking oils and for clothing fires.

WET CHEMICAL   DRY POWDER   FOAM   CO₂   WATER

Fire extinguisher

6. CONTACTING THE EMERGENCY SERVICES

Lift the receiver and wait for the dialing tone. Dial 999 in UK (112 in Europe). The Operator will ask you which service you require. Once you have stated 'Fire' you will be connected to fire control. The operator will ask you a set list of questions.

BE PREPARED TO:

1. Confirm your telephone number.
2. Give an accurate description of the incident and details of any casualties.
3. Give your exact location.

DO NOT Hang up at any stage of the conversation. The operator will terminate the call when appropriate.