



Fire Course Handbook

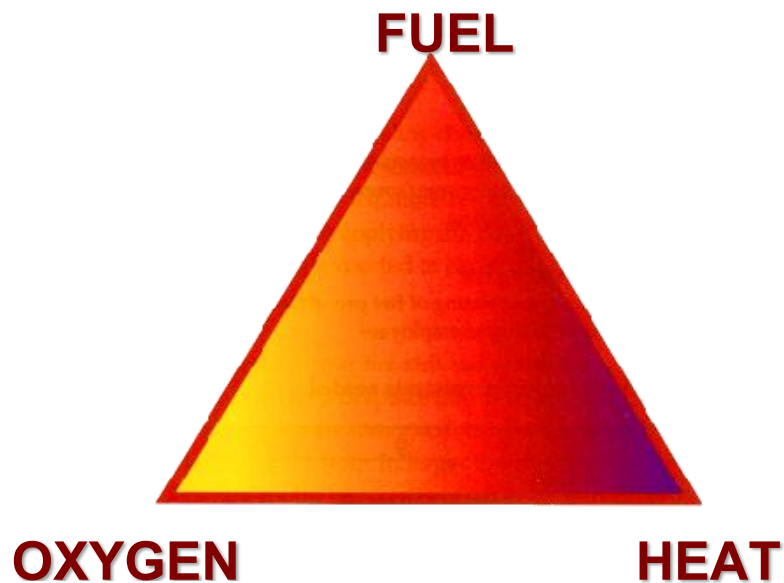


Contact the Office on 01522 300161
www.singleton-associates.org



NOTES:

Fire Chemistry



Training & Instruction

- ☀ Ideally every year.
- ☀ The fire risk assessment should indicate how often training should be reviewed.
- ☀ More frequently for night workers.
- ☀ Practical fire drill.
- ☀ Verbal instruction.

What To Do?

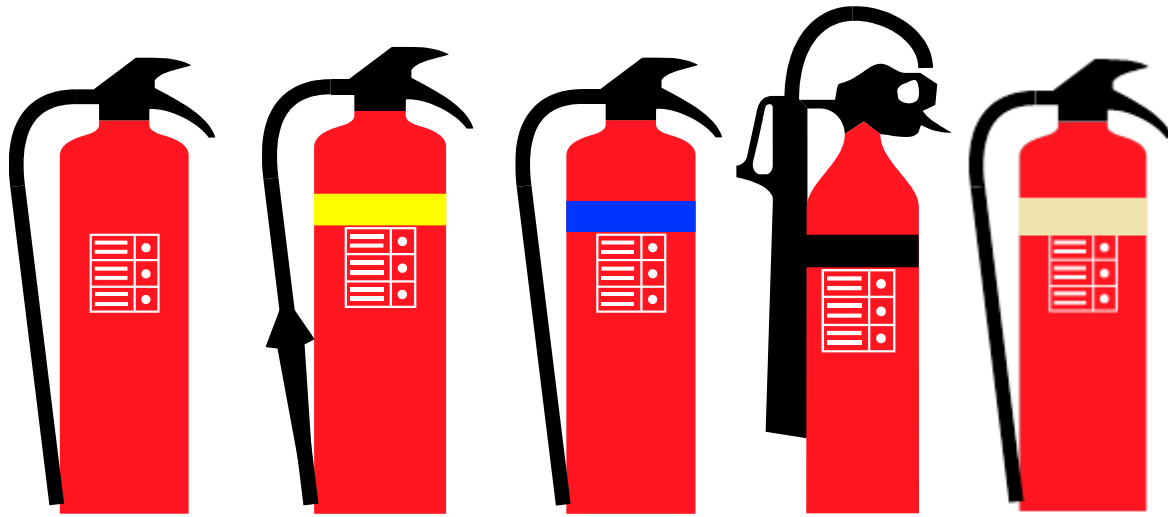
- ☀ Raise the alarm,
- ☀ 999,
- ☀ Trained & without risk, tackle the fire,
- ☀ Leave the building by the nearest route,
- ☀ Do not run,
- ☀ Do not use lifts,
- ☀ Assemble in the designated area.

European Classification of Fires

- ☀ CLASS A – solids, usually organic,
- ☀ CLASS B – liquids or liquefiable solids,
- ☀ CLASS C – gases,
- ☀ CLASS D – metals,
- ☀ CLASS F – fats.



EC colour coding



Types of Extinguisher:

Type	SOLID	LIQUID	GAS	ELECTRIC	METALS	FATS
WATER						
DRY POWDER						
FOAM						
WET						
CO2						
BLANKET						

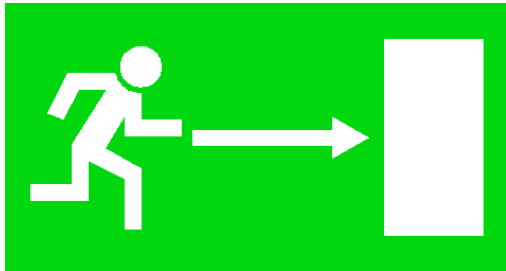
Fire safety signs



Red Signs – Prohibition
e.g. No naked flames.



Red Signs – Fire point
e.g. fire extinguisher, fire call point.



Green Signs – Fire exit
The running man symbol can be supplemented with words and arrows.



Blue Signs –
Mandatory – MUST DO
e.g. Fire door keep shut.

The Law

The Regulatory Reform (Fire Safety) Order 2005 states that all businesses must now conduct a fire risk assessment. This duty is designed to make the owner or operator of a business look specifically at the fire risks in their business and prepare a plan of action to reduce these risks to as low a factor as possible.

Risk assessments

Ensuring an assessment of the fire risks within your premises has been carried out is a key part of the "responsible person's" role. Performing a thorough risk assessment and acting on your findings will help to reduce risks, ensure compliance with legislation and could save lives.

The process of risk assessment is split up into 5 sections in much the same way as The Management of Health & Safety at Work Regulations 1999 stipulates that general risk assessments should be conducted.

The 5 steps of a risk assessment:

- Steps 1-3: Identifying & evaluating risks
- Steps 4-5: Recording & reviewing

The 5 steps of a risk assessment

The following is a summary of the 5 steps you will need to go through to carry out a fire risk assessment within your premises:

Step 1 - Identify fire hazards:

- Sources of ignition.
- Sources of fuel.
- Sources of Oxygen.

Step 2 - Identify people especially at risk:

- Members of staff,
- People not familiar with the premises,
- People working alone.
- Vulnerable groups, e.g. the elderly, the young and mobility impaired.

Step 3 - Evaluate, remove, reduce and protect from risks:

- Measures to prevent fires.
- Measures to protect people from fire.

Step 4 - Record, plan, instruct, inform and train:

- Record significant findings and actions taken.
- Prepare an emergency plan.
- Inform relevant people, provide instruction, co-operate and co-ordinate with others.
- Provide training.

Step 5 – Review

- Keep assessment under review.
- Revise where necessary.

Steps 1-3: Identifying & evaluating risks.

The following provides additional guidance on completing the first three steps of your risk assessment - identifying and evaluating risks:

Step 1 - Identify the fire hazards within your premises.

You need to identify:

- Sources of ignition such as naked flames, heaters, electrical equipment or some commercial processes such as welding or grinding that produce sparks.
- Sources of fuel such as accumulated waste, display materials, textiles or overstocked products.
- Sources of additional oxygen such as forced air circulation or medicinal or commercial oxygen supplies.

Step 2 - Identify people at risk.

You will need to identify those people who may be especially at risk, such as:

- People working in close proximity to fire hazards.
- People working alone or in isolated areas (such as roof spaces or storerooms).
- Children or parents with babies.
- The elderly or infirm and people who are disabled.

Step 3 - Evaluate, remove, reduce and protect from risk.

Evaluate the level of risk in your premises. You should remove or reduce hazards where possible and reduce any risks you have identified, e.g.:

- Replace highly combustible materials with less combustible ones.
- Ensure adequate separation between combustibles and ignition sources.
- Operate a safe smoking policy.
- Store flammable materials appropriately.
- Ensure fire prevention, protection, warning and fighting measures are appropriate, effective and functional including appropriate checks and maintenance/servicing.

When you have reduced the risk as far as possible you must assess the remaining risk and decide whether there are any further measures you need to provide to ensure a reasonable level of fire safety.

Steps 4-5: Recording & reviewing

The following provides additional guidance on completing the remaining two steps of your risk assessment - recording and reviewing:

Step 4 - Record, plan, instruct, inform and train.

In this step you should record, plan, instruct, inform and train. You will need to record the hazards and people you have identified as especially at risk in Step 1 and Step 2. You should also record what you did about it in Step 3. A simple plan can help you achieve this.

You will also need to make an emergency plan, tailored to your premises. It should include the actions that need to be taken in the event of a fire in your premises or any adjoining premises. Staff, and occasionally others, such as hotel guests or volunteer stewards will need to be provided with instructions.

All employees should receive adequate information and training about the risks in the premises. Some, such as fire marshals, will require more thorough training.

Step 5 – Review

You should make sure your fire risk assessment is up to date, you will need to re-examine your fire risk assessment every time there is a significant change to the level of risk in your premises. This could include an increase in combustible materials being stored, a new night shift starting, a change in the layout of the premises or a change in the type or number of people using your premises. The assessment should also be reviewed following any fire incident or upon advice from the fire and rescue service or other competent authority.

The Role of the Fire Marshal

Fire marshals require specific knowledge and training to enable them to carry out their responsibilities in fire prevention, fire fighting and assisting with fire safety management.

This knowledge and training includes:

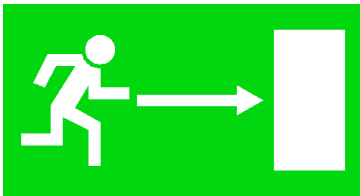
- Fire legislation,
- The fire risk assessment process,
- The spread and effects of fire,
- Human behaviour in a fire,
- Specific risks in and around the workplace,
- COSHH and hazardous chemical safety,
- Fire precaution systems on site,
- On site firefighting equipment and its use,
- Maintenance of records,
- Site procedures for fire safety management and evacuation(e.g. SOP1005).

General duties and responsibilities would include:-

- To assist with the fire risk assessment process and review after significant change.

Ensure the above changes have been included such as new starters, new processes, new equipment, new chemicals or substances, new buildings etc.

- To take part in any fire incident or near miss incident investigations
- To continue to spot fire hazards and risks during planned or unplanned inspections or observations.



- To ensure that fire exits and means of escape routes are clear from obstruction and to periodically check the operation of final exit doors.
- To assist with raising the level of fire safety awareness for all employees and others on the site. This may include assistance with in house training
- To ensure all people are working safely in respect of fire risk, in accordance with procedures and safe systems of work. This includes employees, visitors, contractors and any neighbours.
- To ensure prompt and appropriate action is taken when unsafe practices are observed
- To ensure combustible materials and sources of ignition are prevented from contact. This includes housekeeping, waste removal, appropriate storage, spillage control etc.



- To take an active part in drills and actual evacuations and report on the effectiveness of these.
- To bring to management attention any failings or deficiencies in drills or any other fire safety procedure
- To liaise with other parties concerned with site fire safety as required, including Fire and Rescue Services and their officers and representatives.
- To provide the above with full assistance in carrying out their duties.
- To ensure all fire detection, warning, fighting and protection equipment is maintained in a working condition, in correct locations and records of routine tests, inspections and servicing are maintained.



- This will include alarms, detectors, extinguishers, emergency lighting, hoses and hydrants, signs and notices.
- To ensure arrangements for security, arson prevention and risks from neighbouring locations are satisfactory in terms of fire risk prevention.

Sources of Further Information:

PAS 79 – Fire Risk Assessment – Guidance and Methodology (BSI)

DCLG Website – general and premise specific guidance

Fire and Rescue Services

Fire Prevention Association website

NOTES:

Other courses we offer include:

Basic Food Hygiene

Food Hygiene Plus

Intermediate Food Hygiene

Advanced Food Hygiene

Emergency First Aid at Work

First Aid at Work

Basic Health & Safety

Intermediate Health & Safety

COSHH

Manual Handling

Risk Assessment

Understanding Strokes & Diabetes

For details of our quality assurance, please visit our web site:
<http://www.singleton-associates.org/services/quality-assurance/>

The Training Hub, Unit 14, Deacon Rd Business Park, Lincoln. LN2 4JB