

FIRE SAFETY MANUAL



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Introduction

The purpose of this manual is to assist private and public sector clients in meeting their responsibilities for maintaining adequate fire safety in all premises which they occupy.

The manual sets out the general procedures and precautions to be followed and outlines the use and care of fire fighting equipment. Precautions to be taken in respect of certain specific circumstances are also included.

It is important that fire safety systems are tested and procedures monitored on a routine basis. The back of the manual contains standard forms for recording the execution of fire drills, inspections and equipment tests.

A copy of the manual should be available in all occupied premises.

This fire safety manual was provided by Fire Safety First, for more information please visit:

www.firesafetyfirst.co.uk

Section 1 – Practical Fire Safety Guidance

Insert sector specific fire safety guidance document for your type of premises

e.g. if this manual is for an office;

(England & Wales)

print and insert the DCLG guide for ‘Offices and Shops’

(Scotland)

print and insert the Scottish guidance for ‘Offices, Shops and Similar Premises’

(Northern Ireland)

print and insert the DHSSPS guide for ‘Offices and Shops’

All sector specific guidance documents are free to download from the ‘Downloads + Publications’ page at www.firesafetyfirst.co.uk

Section 2 - Fire Safety Training

Contents

1. Fire Precautions in the workplace
2. Introduction
3. Presentation Guidance Notes
4. Support Materials

Invitation to Fire Safety Training Seminar

Fire action card – FA1

First day induction – guidance for fire safety training

Fire Safety Presentation Attendance Sheet

Quiz

Introduction

This training pack is provided for those responsible for buildings to train their staff in compliance with fire safety legislation. It includes:-

- (a) Training Video – Fire Precautions in the Workplace
(download free from www.firesafetyfirst.co.uk, burn onto a CD and keep a copy with this manual)

This lasts approximately 12 minutes and discusses –

- What people should do if they discover a fire or hear the fire alarm
- Fire fighting equipment and it's use
- Leaving the building and general fire safety.

- (b) Presentation Guidance Notes

Some information has been provided stating what additional information should be given to staff on matters specific to the building.

- (c) Supporting Materials

Master copies of other information have been provided; photocopies of these should be made and used.

Presentation Guidance Notes

1. Preparation

The main part of this presentation is a video. It covers the actions in the event of becoming aware of a fire and discovering a fire. The different types of portable equipment commonly found in buildings and their use are also discussed. The video provides only general information and issues specific to your building will need to be addressed. You will need to gather some additional items that will be used during and after the video; these will include;

- copy of fire action card;
- one of each type of extinguisher in the building (it is not intended that they be discharged), also ensure that the extinguishers are temporarily removed from a place of least risk near the seminar room and replaced immediately after the seminar) and
- a copy of the fire policy for your building.

It is important that a record of this training is made and a form (Fire Safety First's Presentation Attendance Sheet) has been provided at the end of this pack. This 'master' should be copied and the copy retained in the Fire Safety Manual.

2. Introduction to Presentation

It is suggested that a short introduction be given stating:-

- who you are and your fire safety role;
- that training is necessary to ensure the health and safety of all people in the building;
- the format of the presentation i.e. a 12 minute video that will be paused at intervals to discuss the fire action card and fire fighting equipment in this building and
- a final session in which building specific matters such as the fire policy will be discussed and questions taken.

3. Training Video

The training video contains breaks (indicated with a '!') at the following points:-

Fire action card – it is intended that the action outlined on this card for your building is read at this point. You may wish to take a copy of the sample in this pack, photocopy it and fill in your details. You should also point out that fire action cards must always be at each break glass point and, where there may be regular visitors or members of the public, on notice boards.

Fire fighting equipment – a space has been left after each type of extinguisher. People may want to have a closer examination of each type of extinguisher or try and lift it. This should be facilitated after the presentation is over. It will not be possible to discharge any of the extinguishers at this stage. If you do not have one or more of a particular type then it is sufficient to watch the video. You should have a preliminary viewing to establish the location of these 'pause points'.

4. Final Session

This is an important part of the presentation in which the fire policy of the building should be discussed. Matters that should be included are:-

- fire alarm signals;
- escape routes;
- assembly point (note, at some very large city centre buildings this will be impractical);
- facilities for disabled people (including people with a hearing or visual disability or temporary disabilities such as broken legs, advanced pregnancy etc); and
- emphasis of the importance of fire doors and the seriousness of wedging open doors to kitchens, stores and stairs etc.

Areas of high fire risk in the building and general fire safety management should also be discussed.

Time should be made available for questions; if you are unable to provide an immediate answer to any question then refer to your Fire Safety Manual, which provides an excellent source of information. Further advice can also be sought from Fire Safety First, visit our website to contact our closest office.

5. Presentation Review

At the end of the presentation(s) a review should be made for any points arising and actioned as required. Staff changes may necessitate training for yourself and/or fire wardens; this can be arranged either through your Departmental training officer or directly with Fire Safety First.

6. Quiz

An optional question sheet has been included in this pack; the correct answers are as follows:-

Question	1	2	3	4	5	6	7	8	9	10
Answer	C	B	A	B	C	B	A	C	A	A

Invitation to Fire Safety Training Seminar

To _____

A fire safety training seminar has been arranged on _____ at _____ a.m./p.m.
The seminar will last approximately 30 minutes and all staff are to attend. The agenda is -

1. Introduction
2. Video
 - 2.1 Introduction
 - 2.2 When the alarm is raised
 - 2.3 When a fire is discovered
 - 2.4 Use of fire fighting equipment
 - 2.5 Leaving the building
3. Fire policy for this building and general discussion.

Please contact me on _____ if you require further information.

_____ (Fire Precautions Officer/Premises Officer)


General Instructions (check your own fire policy for specific details)

If you hear the fire alarm -


- leave the building immediately via the nearest available exit;
- do not stop for belongings;
- close doors and windows where possible;
- assist others if necessary.

If you discover a fire -

- shout 'fire' and continue to do so until the alarm is activated;
- only attempt to fight the fire if it is safe to do so and you are confident in the selection and use of equipment;
- if firefighting is not possible close door to area and leave building.

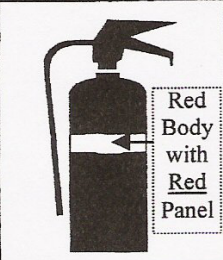
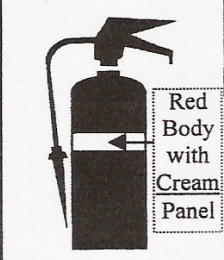
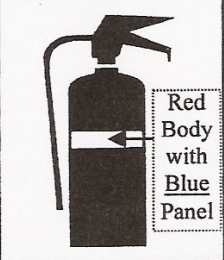
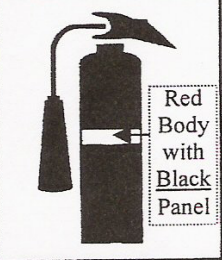


TYPES OF MODERN FIRE EXTINGUISHERS



TO BS EN 3 & BS 7863

Note – older single colour extinguishers will remain in use to the end of their service life

 <p style="font-weight: bold;">WATER</p> <p>For use on wood paper, fabrics etc.</p> <p style="font-size: small;">Do not use on electrical or flammable liquid fires</p>	 <p style="font-weight: bold;">FOAM</p> <p>For use on flammable liquids, oils, fats spirits etc.</p> <p style="font-size: small;">Do not use on electrical fires</p>	 <p style="font-weight: bold;">POWDER</p> <p>For use on all risks including electrics, flammable liquids & gasses</p>	 <p style="font-weight: bold;">CO₂</p> <p>For use on flammable liquid & electrical fires</p> <p style="font-size: small;">Do not use in a confined space where fumes may be inhaled</p>
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Fire Action

Raise the Alarm

Call the Fire Brigade

On hearing the Fire Alarm

Close all doors behind you

Your Assembly Point is



- Do not stop to collect personal belongings**
- Do not run within the building**
- Do not use lifts**
- Do not re-enter the building until told it is safe**

Attack the fire with available equipment if you feel safe to do so
Obey instructions from Fire Wardens or Fire Brigade

Address _____			
Fire Precautions Officer	_____	Room	_____ Ext'n _____
Deputy	_____	Room	_____ Ext'n _____

First day induction – guidance for fire safety training

All staff must receive appropriate Fire Safety Training as part of their First Day Induction. The sample form provided below is offered as guidance in the matters that should be covered for general staff.

First Day Induction – Fire Safety Training

The fire safety training of new employees including casual and part-time staff is vitally important because untrained persons could be a danger to other staff and themselves.

The following topics must be discussed with the post holder:

Topic for discussion	Tick when complete
Conducted tour of the building	
Fire warning system	
Means of escape	
Assembly point after evacuation	
Action on discovering fire	
Action on hearing alarm	
Location of nearest fire equipment and alarm point	
No smoking rules	
Areas out of bounds to unauthorised people	
Importance of keeping gangways, exits etc. clear of obstructions	
Importance of closing fire doors	

I confirm that the above topics have been discussed, and any questions answered.

Signed Date
(Line Manager)

I confirm that the above topics have been explained to me as part of my Induction Package.

Signed Date
(Post holder)

The Line Manager should retain a copy of this form and return the original to Personnel as soon as possible after induction has taken place.

Quiz (circle or tick what you consider to be the correct answer – you will not be assessed)

1. **The fire evacuation signal is activated; do you –**
 - (a) wait for further instructions;
 - (b) assume it's a false alarm or
 - (c) leave immediately via the nearest available exit route?

2. **You discover a fire in the kitchen, is your first action to -**
 - (a) try and find the fire precautions officer;
 - (b) shout fire and activate the fire alarm or
 - (c) try and fight the fire?

3. **You see a fire door to a store wedged open; no one is around. Do you -**
 - (a) remove the wedge and report it to the fire precautions officer;
 - (b) leave it, someone might be coming back or
 - (c) think that it's handy for people carrying stationery in and out?

4. **If you discover a fire you -**
 - (a) must try and fight it only if it is small;
 - (b) only try and fight it if the alarm has been raised, you are able to escape and confident that you are able to extinguish it or
 - (c) must try and fight it especially if it is likely to get out of control?

5. **Water extinguishers are suitable for -**
 - (a) extinguishing electrical equipment fires;
 - (b) extinguishing chip pan fires or
 - (c) extinguishing solid fuel fires?

6. **CO₂ Extinguishers are best for -**
 - (a) liquid fires;
 - (b) electrical fires or
 - (c) solid fuel fires?

7. **Foam extinguishers have a panel colour that is -**
 - (a) cream;
 - (b) black or
 - (c) red?

8. **An extinguisher with an all blue body is -**
 - (a) out of date;
 - (b) a carbon dioxide extinguisher or
 - (c) a dry powder extinguisher?

9. **If the alarm stops while you are evacuating you should -**
 - (a) continue to evacuate and report to your place of assembly;
 - (b) stop and wait for further instructions or
 - (c) return to work?

10. **Fire alarm 'break glass' points are commonly located -**
 - (a) on escape routes near exit doors;
 - (b) near kitchens or
 - (c) inside large office rooms?

Section 3 – Log-book

It is important that the execution of routine fire drills, inspections and equipment tests is recorded. The following record forms are included -

- Record 1 Fire Equipment – schedule.
- Record 2 Fire drill and instruction.
- Record 3 Fire alarm – inspection/test.
- Record 4 Automatic fire detection system – event log.
- Record 5 Automatic fire detection system – maintenance.
- Record 6 Emergency lighting – inspection/test.
- Record 7 Firefighting equipment – inspection/test.
- Record 8 Firefighting water supplies – inspection/test.
- Record 9 Sprinkler system – inspection/test.
- Record 10 Standby generator supplying fire safety systems – inspection/test.
- Record 11 Smoke control system – inspection/test.
- Record 12 Fire door inspection/test.

Record 9 Sprinkler system – inspection/test

Week ending	Is the main stop valve secured fully open by a leather strap?	Water (or air) pressure on gauge above alarm valve		How soon after the ½” testing tap was opened		*Elevated tank (see A below) *Pressure tank (see B below) *Pump, hydraulic apparatus (see C below)	Have water supplies been turned off at the installation main stop valve, or in the road, or elsewhere? If so for what purposes?	Weekly test made by
		Before testing	After testing	Did the alarm sound	Was it continuous			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Notes:

- *A Is the elevated tank full of clean water and the ballcock in working order?
- *B Is the pressure tank filled up to, but not beyond, the water line?
Is the stop valve (if any) chained and padlocked fully open?
Is the air pressure about the required level?
- *C Has the pump and hydraulic apparatus been tested and found to be in good working order?
- *Delete those not applicable

Should the test be unsatisfactory or should it be necessary for the water supplies to be cut off, the Officer in Charge should be notified immediately.

Record 12 Fire door inspection/test

Date	Work required	Work requested	Work carried out	Signature