

## Fire Safety in the Workplace

### Training

"Fire Safety training should be continuous, commencing on the first day of appointment of new staff and continuing in the form of regular refresher training by a competent person".  
BS5588-12 2004

### There are three main causes of fires at work:

- People are careless
- They are started deliberately
- They occur because people are not alerted to fire hazards

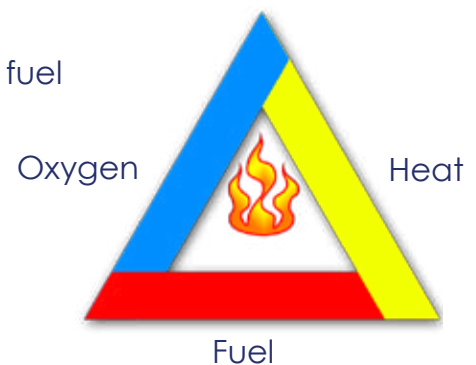
### Important points to remember:

- Know your fire drill
- Keep escape routes and fire exits clear
- Beware of flammable liquids, gases, materials and particles.
- No smoking other than at designated smoking points outside.
- Good housekeeping - keep your area clean and tidy

### The Fire Triangle

In order for a fire to occur, three elements are required: oxygen, fuel and heat. If you remove one of the elements the fire will go out.

Remember the fire triangle, keep fuel and heat apart as it could save property, injuries and most importantly lives.



### Portable Fire protection equipment

All fire extinguishers work by removing either heat or oxygen. You will find some or all of the following fire extinguishers within the workplace. Make yourself familiar with their uses and where they are located.

If you are unsure as to which extinguisher to use, do not take risks, raise the alarm, evacuate and remain at your fire assembly point until you are instructed to return.

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## Classification of fire

Type of fire extinguishers						
	Class A Fire involving solids (wood, paper, plastics, etc..usually of organic nature)	Class B Fires involving liquids or liquefying solids ( petrol, oil, paint, fat, wax etc)	Class C Fires involving gases (liquefied petroleum gas, natural gas, acetylene, etc)	Class D Fires involving metals (sodium, magnesium and many metal powders, etc)	Electrical Hazards Although not a true class of fire, we should also consider fires in electrical equipment.	Class F Fires involving cooking fats/oils.
Water	✓					
Carbon Dioxide		✓			✓	
Foam	✓	✓				
Dry Powder	✓	✓	✓	✓ Specialised Extinguisher Only	✓	
Fire Blanket						✓
Wet Chemical	✓					✓

Some key points to remember:

- Do not obstruct fire extinguishers
- Do not move fire extinguishers or use as door stops!
- Get to know the different types of fire extinguishers in your work place to use on different fire risks that may occur
- Before tackling a fire make sure you have raised the alarm and someone knows what you are doing
- Fire extinguishers are for first aid fire fighting and their capacity is not limitless

Get to know your fire procedures

- What does the fire alarm sound like?
- Where are the fire alarm call points?
- Who is your fire marshal? \_\_\_\_\_
- Where is your fire assembly point ? \_\_\_\_\_
- Who calls the fire brigade? \_\_\_\_\_

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## In the event of a fire

If you discover a fire, operate the nearest fire alarm call point



If you have been trained, use the suitable extinguisher only if it safe to do so.  
**DO NOT take risks.**



If you hear the fire alarm, leave the building by your nearest exit

- > Do not stop to collect personal belongings
- > Do not use a lift—use the stairs
- > Close all doors and windows behind you.
- > Report to your fire assembly point \_\_\_\_\_



Remain at your assembly point until you are told to leave and do not re-enter the building until instructed to do so.

All Staff play a part in preventing fire in the workplace, know your fire evacuation procedure and remain vigilant at all times. Fire safety is everyone's responsibility

## Did you know?

- Most fires break out at night when everyone has gone home but often start during working hours
- Many serious fire occur during building or maintenance work
- Many fires are a result of an electrical fault or misuse
- Fire drills should be carried out at regular intervals ( minimum 6 months)
- Vapours from flammable liquids are usually heavier than air and can travel long distances
- Storage areas are more prone to big fires than production areas
- Smoke is unburnt vapours

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