SIRIUS
BUSINESS SERVICES LTD
TRAINED FOR SAFETY

NHS Kent & Medway Fire Warden

Sirius Business Services Ltd

www.SiriusBusinessServices.co.uk

Tel 01305 769969

info@SiriusBusinessServices.co.uk

Whatever your First Aid , Fire Safety or Health & Safety requirement, we are here to help you.

There is a degree of flexibility in all course programmes to allow us to accommodate any specific requirements you may have.

Please contact us for further information.

FIRE TRIANGLE

Oxygen
Fire needs Oxygen to burn. This is generally in the atmosphere around us.

Heat
A fire cannot begin without an ignition source - take away the heat and there will be nothing to start the fire.

Fuel
As most things can burn, virtually anything can be a fuel.

THE MAIN CAUSES OF FIRES

ARSON

SMOKING

HOT WORKS

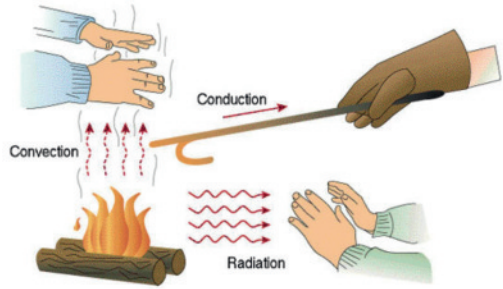
EQUIPMENT

All Pictures Public Domain

THE FACTS

- **Over 27,000 fires in businesses each year**
- **Average cost to a business £21,000 per fire**
- **21 Fire related deaths**
- **1,200 injuries**
- **The Regulatory Reform (Fire Safety) Order 2005 brings new responsibilities on employers, premises owners and occupiers**

SPREAD OF FIRE



RADIATION

The transfer of heat from the fire to nearby materials, which may lead to combustion.

CONVECTION

Hot gasses leave the fire and rise to the highest point available. The hot gas layer continues to rise in temperature which can lead to materials in rooms at higher levels away from the fire to rise in temperature and eventually ignite.

CONDUCTION

Materials such as metals are able to absorb a large amount of heat quickly, this can transfer to other substances that are in direct contact. This can lead to spread of fire through walls from one room to another.

DIRECT BURNING

Combustible materials will burn and fuel the fire (wood, paper, fabrics etc.). This is often the only cause of fire spread in the early stages of a fire.

MEANS OF ESCAPE

A protected route to ensure that building occupants are able to reach a place of absolute safety without becoming affected by heat and smoke.

FIRE DOORS

A closed door may hold back a fire and smoke and restrict fire spread. A fire door is a door which has been rated to be fire-resistant. Fire doors are an essential part of compartmentalising a building and means of escape. An essential feature of a fire door onto a means of escape is a self-closing device.

Fire doors should never be wedged or propped open, unless this is done by a specific device that will close the door when the alarm is activated.

ACTION IN THE EVENT OF FIRE

On discovering a fire…..

- Raise the alarm
- Operate the nearest break glass call point (if fitted)
- Call the fire service
- Evacuate your area and report to the assembly point
- Attempt to fight the fire only if it is safe to do so
- Close any doors and windows on your way out

….Do

- Leave the building by the nearest available exit
- Ensure all doors are closed behind you
- Report to the assembly point
- Report any persons not accounted for to the person taking the roll call
- Only re-enter when told it is safe to do so by the fire service

…. DO NOT

- Delay evacuation for any reason including to collect personal belongings
- Use lifts
- Take any risks

FIRE ALARMS/FIRE DETECTION EQUIPMENT

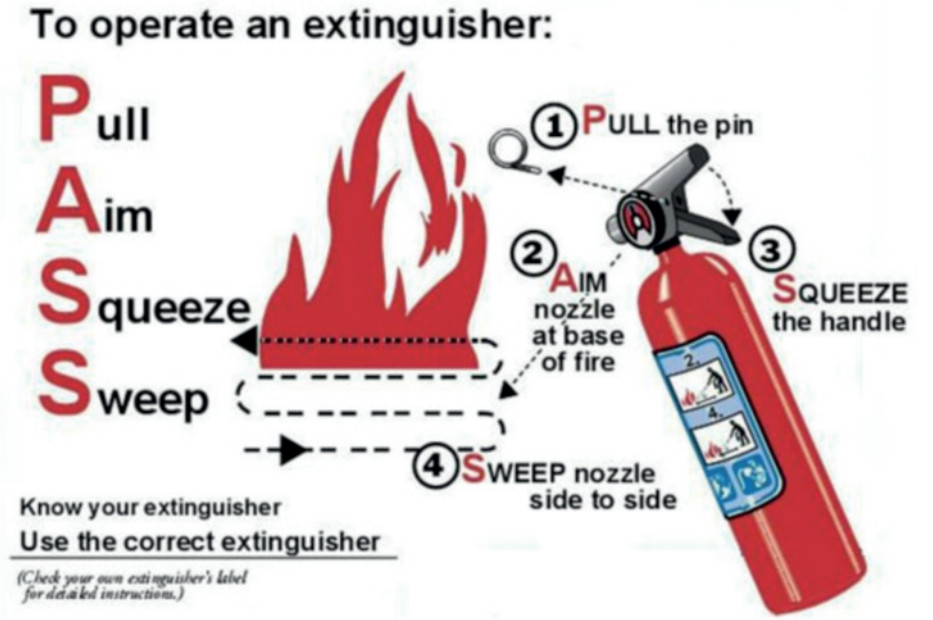
There are a range of Fire Detectors (smoke and heat triggered) that are available that may work on optical, ionisation or heat. Smoke detection equipment should be maintained and tested annually.

Various types of fire alarm system exist that can be triggered by detectors or operated manually by break glass type call points. Fire alarms should be tested weekly, be properly maintained and inspected annually.

FIRE EXTINGUISHERS

	Colours						
Type:		Fires involving wood, paper, textiles etc.	Fires involving Flammable Liquids, petrol oil etc.	Fires involving Flammable gases, butane, propane etc.	Fires involving burning metals eg magnesium	Fires involving electrical equipment	Fires involving cooking oils and fats.
Water		✓	✗	✗	✗	✗	✗
Foam		✓	✓	✗	✗	✗	✗
Dry Powder		✓	✓	✓	✗	✓*	✗
M28 / L2		✗	✗	✗	✓	✗	✗
Co2		✗	✓	✗	✗	✓	✗
Wet Chemical		✓	✗	✗	✗	✗	✓

FIRE EXTINGUISHERS



STAFF RESPONSIBILITIES

Fire Warden

Supervisory role in the event of fire

- Assist in the evacuation, check safe refuges in case any disabled persons are waiting for assistance
- Check designated areas; the fire warden will normally be last to leave the area
- First strike firefighting (without risk to themselves)
- Ensure doors and windows are closed if safe to do so
- Manage the evacuation of the building
- Coordination of roll call with person in charge of assembly point
- Liaison with fire and rescue service
- Be easily identifiable

The 'responsible person'

- This is the employer or any other person who may have control of the premises
- The person with final responsibility for fire safety as detailed in the Regulatory Reform (Fire Safety) Order 2005

Employees' Duties

Employees have duties under legislation as detailed below.

- **Health and Safety at Work etc. Act 1974**
  - ❑ Take reasonable care of themselves and others
  - ❑ Cooperate with employer
- **Regulatory Reform (Fire Safety) Order 2005**
  - ❑ Cooperate with the responsible person
  - ❑ Report fire-related matters
  - ❑ Do not do anything which will put themselves or others at risk

Incident Controller

- Overall control of incident
- Senior person who is always on site
- Coordinate search of building
- Ensure roll calls carried out
- Liaise with emergency services
- Recognisable distinct clothing

Assembly point supervisor

- Manage roll call
- Report roll call to Incident Controller

FIRE SAFETY

- Never put yourself in danger
- Never operate an extinguisher that may have been previously operated (no pin or anti-tamper seal)
- Test extinguisher before use
- Work in pairs
- Keep low to avoid heat and smoke
- Never tackle if fire is starting to spread or the area is becoming smoke logged
- Always have a way out
- If the extinguisher fails to extinguish the fire, close all doors behind you as you leave
- Always call out the Fire Service even if the fire has been extinguished

FIRE RISK ASSESSMENT

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:
Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:
People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Revise where necessary

Remember to keep to your fire risk assessment under review.