# Fire Warden Course





Providing Onsite Fire Safety Training for Your Staff & Business - <u>https://prt-training.co.uk</u> Find us on Facebook - facebook.com/prttraining

#### **Contents**

### Page

- 2. Why We Need Fire Safety Training?
- 3. The 4 main causes of Fire
- 4. General Fire Procedures
- 5. Theory of Fire
- 6. Use of Fire Extinguishers
- 7. Classes of Fire
- 8. Fire Extinguisher Types
- 9. General Fire Precautions

**10.** Roles, Responsibilities and Duties of a Fire Warden

- **11. Fire Protection Measures**
- 12. Actions on Hearing the Alarm
- 13. Actions on Discovering a Fire
- 14. Human Behaviour
- **15. Routine Checks**
- **16. Fire Drills**

# Why Fire Safety Awareness Training?

#### Legal Responsibility

#### The Regulatory Reform (Fire Safety) Order 2005

#### The Responsible Person must:

- Carry out a Fire Risk Assessment
- Ensure the safety of all relevant persons in the event of a fire
- Provide adequate safety training for employees

#### **Fire Safety Training:**

• Prevents Fires / Saves Life / Saves Property / Saves Jobs

#### Look After:

• Anyone entering the premises. This includes outside areas.

Fire procedures or Action Plans should be briefed to you when you first start your new place of work.

- You should be given the chance to read or be briefed about the *FIRE RISK ASSESSMENT*.
- All staff should receive periodic fire safety awareness training and refresher training.
- It is the responsibility of all staff to comply with all safety guidance and report any problem or concern (no matter how small) to the manager or responsible person.

# **4 Main Causes of Fire**

#### **PEOPLE CAUSE FIRES!**

#### "Directly – Indirectly – Accidentally – Deliberately"



#### **SMOKING**

- Careless disposal of cigarette's
- Falling asleep with lit cigarette's
- Accidental ignition with smoking materials



#### **COOKING**

- Fat fire / Toaster / Microwave Etc
- Leaving ovens or grills on unattended
- Distracted by telephone Knock at the door



#### ELECTRICAL

- Wrong fuse for the appliance
- Overloaded sockets / adapters Overheating
- Faulty wiring / Appliances / Untested items

#### ARSON



- Disgruntled ex-employee
- Out of control individual Alcohol / Drugs Etc
- To claim insurance
- Unstable individual Enjoys seeing fire

# **General Fire Procedures**

#### Upon Hearing The Fire Alarm, You Should:

- Stop what you are doing. Make the area safe.
- Proceed to assembly point closing doors behind you.
- Check alarm panel to confirm activated zone and delegate staff to check area.

#### If You Discover a Fire:

- This could be a confirmed fire that you see.
- Smell of burning.
- Anything unexplained that could indicate a fire.



- RAISE THE ALARM
- Shout for Assistance
- Operate Fire Alarm
- Call the Fire Service 999 (Even if fire is out)

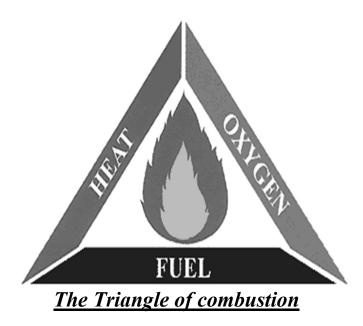


#### **Staff Can Fight the Fire If:**

- They have been trained to do so.
- They are competent and confident to tackle <u>SMALL</u> Fires only.
- It does not put them at risk.



#### **Theory of Fire**



- **1.** *FUEL*: Combustible Source. E.g. Wood, Paper, Oil, Fat.
- 2. OXYGEN: Needed to support / sustain combustion.
- **3.** *HEAT*: Temperature high enough to burn / ignite.

#### **REMOVE FUEL = STARVE FIRE**

# **REMOVE OXYGEN = SMOTHER/STARVE FIRE REMOVE HEAT = COOL FIRE**

Remove one side of the triangle and the fire cannot start or continue. The practice and principle of Fire Extinction is based on this principle.

# **Fire Extinguishers**

- You should only use Extinguishers you have been trained on.
- You must select the correct type for the type of fire you are faced with.
- For SMALL fires only.
- The extinguisher has instructions and pictures on the side in case you forget how to use it.
- Know where they are located!!

#### A SMALL FIRE IS DESCRIBED AS A FIRE THE SIZE OF A WASTE PAPER BIN OR A SMALL FAT FIRE

### **Operating a Fire Extinguisher (PASS)**

- **P**ull out safety device (pin and/or seal)
- Aim nozzle at fire.
- Squeeze trigger.
- Spread contents onto fire.

When empty, evacuate area closing all doors behind you.

# **Classes of Fire**



**Solids:** Paper, Wood, Linen, Rubbish, Curtains, Furniture etc.



**Flammable Liquids:** Petrol, Fuels, Paints, Thinners, and Oils Etc...



**Gases:** Where the gas cannot be isolated and is escaping unnaturally on fire.



**Metals:** Special types of metals, unlikely to be seen within the workplace.



**Cooking Oils:** Extremely high temperature cooking oil fires.



**Electrical:** Where the power cannot be isolated, appliances continue to burn.

# **Fire Extinguisher Types**



**WATER:** Use on solids only such as small rubbish fires, wood, paper, Linen, Bedding Etc...



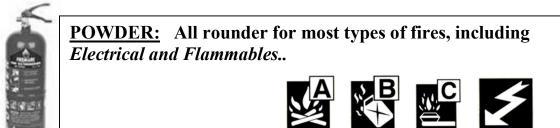
NOT TO BE USED ON ELECTRICAL OR FLAMMABLE LIQUID FIRES.



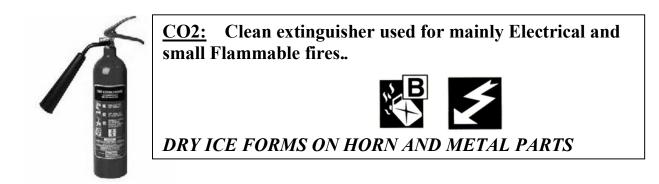
**<u>FOAM</u>**: Mainly for Flammable liquids such as paints, fuels, oils but can be used on solids.



*NOT TO BE USED ON ELECTRICAL FIRES UNLESS SPECIFIED.* 



VENTILATE AFTER USE



## **General Fire Precautions**

# All members of staff should deal with or report the following:

- Cracks in doors, wall, ceiling.
- Blocked or faulty fire exits or routes.
- Fire doors wedged open.
- Fire equipment not in correct location.
- Damaged or missing fire extinguishers.
- Overloaded electrical sockets.
- Faulty electrical appliances/wiring.
- Hot plugs, flickering lights, scorch marks around plug sockets.
- Evidence of unsafe cooking proceedures.
- Accumulation of waste/combustible material inside and outside.
- Breaches of security.
- Any other potential fire hazard that gives you concern (No matter how small).

# **Roles, Responsibilities and Duties of a Fire Warden**



- Identify and report potential fire hazards
- Reacting to the alarm
- Sweep of the area Closing doors and windows during evacuation
- Evacuating the building
- Preventing people from entering the building
- Tackling small fires

# **Fire Protection Measures**

#### **Fire Alarms and Detectors**

One of the most important factors in ensuring that people can escape from any building in the event of fire is an early warning of the situation

### **Fire Doors**

- Will provide a minimum of 30mins protection
- Must be kept closed "fire door keep closed" blue sign
- Exit doors should open in the direction of travel to avoid injury

#### **Fire Extinguishers**

- Familiarize yourself with their location
- Ensure they have not been tampered with security seal

#### **Emergency Lighting**

• Automatically activates when main power supply fails.

**Located** - above each emergency exit door | along all escape routes | at intersections of corridors | outside each final exit | external escape routes | on all emergency escape signs | stairwells | change of floor levels | in windowless rooms and toilets exceeding 8m2 | above fire fighting equipment and fire alarm call points | above lifts

# **Actions on Hearing the Alarm**



- Stop what you are doing, make area and environment safe.
- Put on hi-viz jacket.
- Carry out a sweep of your designated area including toilets. Close all doors/windows behind you where practical.
- If anyone is still present, ask them to leave by the nearest/safest emergency exit and proceed to assembly point.
- If anyone refuses to leave do not spend time arguing with them. Take their name if possible and their location.
- Investigate the fire alarm panel to identify the zone affected.
- Staff to check indicated zones and react as necessary.
- Confirmed fires, smell of burning or unexplained fire indication make 999 call.

# **Actions on Discovering a Fire**

- Raise the Alarm Verbally and/or Manually.
- Call the fire services 999 (Know your postcode).
- Attempt to tackle the fire only if trained to do so and without putting yourself at risk.
- If the fire is too large, contain the fire.
- Complete a sweep of your area.
- Any persons remaining should be evacuated to the outside fire assembly point.



- Where practical, close doors and windows behind you.
- Do not reset alarm or silence alarm panel until given permission by fire service.
- Conduct a roll-call and take note of any persons missing or unaccounted for.
- Prevent anyone from re-entering the building.
- Meet emergency services on arrival and brief them on situation.

# Human Behaviour



No ABSOLUTE facts exist on how people will behave in any given fire situation. <u>Be prepared for ANY reaction</u>.

#### People will usually do any one of the following:

- Take no action (ignore or fail to recognise cues)
- Wait for additional information
- Investigate or explore the situation
- Warn others
- Instruct others
- Evacuate (escape)
- Fight fire
- Freeze (fail to respond)

# **Routine Checks**

## **Daily Checks:**

- Escape routes clear of obstruction and combustible materials
- Fire doors good state of repair, swing freely and close into their rebates
- Waste paper bins emptied
- Safety signs/notices are legible
- Fire alarm panel active and fully operational
- Emergency lighting- visible check

#### Weekly Checks:

- Test Fire Alarm System different call point
- Fire fighting Equipment:
  - ➢ Good working order
  - Sufficient stored pressure (in green)
  - Plastic seal fitted
- Check primary lighting replace defective lights

#### **Monthly Checks:**

- Check all emergency lighting units
- Check all fire doors:
- Good working order
- Close correctly
- Frames and seals in tact
- Check self-closing fire doors work correctly
- Test emergency generator (1 hour)

#### All checks to be recorded in Fire Log Book



# **Fire Drills**



- An effective fire routine is dependant on regular instruction, training, practice etc.
- Regular drills should be carried out using different escape routes.
  - Regular intervals (at least annually)
  - Records kept (Log Book )
- Drills to be **complete** i.e. from sounding of alarm to roll-call procedure.
- Prepare people to respond constructively to a fire by developing and practising evacuation procedures.

