

Fire Warden Course



Providing Onsite Fire Safety Training for Your Staff & Business - <https://prt-training.co.uk>
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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 SMALL Fires only.
- It does not put them at risk.



Theory of Fire



The Triangle of combustion

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)
- **A**im nozzle at fire.
- **S**queeze trigger.
- **S**pread 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.



FOAM: Mainly for Flammable liquids such as paints, fuels, oils but can be used on solids.



NOT TO BE USED ON ELECTRICAL FIRES UNLESS SPECIFIED.



POWDER: All rounder for most types of fires, including *Electrical and Flammables..*



VENTILATE AFTER USE



CO2: Clean extinguisher used for mainly Electrical and small Flammable fires..



DRY ICE FORMS ON HORN AND METAL PARTS

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 procedures.
- 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. Be prepared for ANY reaction.

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.



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