SCHOOLS FIRE RISK ASSESSMENT

POLICY

Risk and Emergency Planning
REP-SCH-POL-025.11 Review as required, please note hard copies of this document are uncontrolled. Please refer to website for latest version.

Date Created:	**Date of Amendment:**	**Date of Next Review:**
	October 2018	As and when required
Approved by	Strategic Director for Enterprise, Community & Resources	
Custodian title & e-mail address	Principal Health and Safety Adviser, lynn.pennington-ramsden@halton.gov.uk	
Author	Tony Dean	
Responsible Directorate/Division	Enterprise, Community & Resources, Risk and Emergency Planning Division	
Supporting documents, procedures & forms of this policy	Guidelines and procedures Standard risk assessment proforma	
References & Legislation	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire Safety) Order 2005 Fire Precautions (Workplace) Regulations 1997 Workplace (Health, Safety and Welfare) Regulations 1992 Fire Risk Assessment Educational Premises (Cabinet Office)	
Audience	Duty Holder, Building Managers and those charged with carrying out Fire Risk Assessments	
Consultation		
Performance Indicators	1. Fire Risk Assessment completed and actions implemented. 2. Fire Safety inspections and maintenance checks carried out with accessible records. 3. Fire drills have been carried out with accessible records. 4. Staff are trained around fire precautions and procedures with accessible records.	
Expiry date of Policy	n/a	

FIRE RISK ASSESSMENT

1. General Statement:

……School is a responsible employer and takes fire safety duties seriously. This policy will help the school comply with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005.

2. Regulatory Reform (Fire Safety) Order 2005:

Under the Order there is a duty on the responsible person to ensure that general fire precautions are implemented to protect employees and others at the school. This will include ensuring that a suitable and sufficient fire risk assessment has been carried out.

The Government document, Fire Safety Risk Assessment Educational Premises, is a guide that was developed to assist schools in meeting their legal duties by providing advice on both Fire Risk Assessments and Fire Precautions.

3. Responsibilities

3.1 Head teacher

The 'Responsible Person' for the School is the Head teacher and is responsible for,

1. Ensuring that a suitable and sufficient Fire Risk Assessment has been carried out and is reviewed (see 4.1.5).
2. In the intervening period between Fire Risk Assessments, ensuring that the Interim Fire Safety Inspection (see appendix 'A') is carried out.
3. Ensuring that any actions arising from the Fire Risk Assessment and Interim Fire Safety Inspection are actioned as a priority prior to the completion dates.
4. Ensuring that any fire safety precautions are implemented and maintained.
5. Ensuring that emergency procedures are developed and notices are displayed.
6. Ensuring that roles and responsibilities are delegated as required.
7. Ensuring that full fire drills are carried out.
8. Ensuring that Personal Emergency Evacuation Plans (PEEPs) are completed (see appendix 'C').
9. Providing staff with fire safety information, instruction and training to ensure that they are fully aware of their roles and responsibilities.
10. Providing updates to the Governing Body on the progress of actions from the Fire Risk Assessment and Fire Safety check sheet.

3.2 Employees

Are responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person by,

1. Cooperating with the employer by following fire safety precautions, to prevent the outbreak of fire, and fire procedures.
2. Reporting any defects which could represent a serious or immediate fire safety danger.

3.3 Delegated Responsibilities

As required by the Responsible Person,

Duty	Person Responsible
Organising a Fire Risk Assessment to be carried out by a competent third-party – see 4.1 below	
Completing Interim Fire Safety Inspection and ensuring that it is available for inspection – see 4.3 below & Appendix 'A'	
Ensuring that actions arising from the Fire Risk Assessment and Interim Fire Safety Inspection are actioned as a priority prior to the completion dates	
Organising fire drills and ensuring that records are maintained and are available for inspection – see 4.2 below & Appendix 'E'	
Ensuring that a Fire Evacuation Plan has been completed and is available for inspection – see 4.5 below & Appendix 'B'	
Ensuring that the internal fire safety equipment checks are carried out and that records are maintained and are available for inspection – see 4.6.1 below & Appendix 'D'	
Organising maintenance checks to be carried out by competent persons and that records are maintained and available for inspection – see 4.6.2 below	
Ensuring that fire safety training has been delivered and records are maintained and available for inspection – see 4.7 below & Appendix 'F'	

4. Procedures

4.1 Fire Risk Assessment Process

As a result of advice from Cheshire Fire and Rescue Service, Fire Risk Assessment will be carried out by a competent third party, who will be also responsible for subsequent reviews.

To ensure that fire risk assessments are suitable and sufficient, the procedures can be broken down as follows,

1. **Indication of Fire Hazards** – Within or surrounding a building and identifying materials and/or substances that could start or fuel a fire. This includes any arson risks.

2. **Persons at Risk** – Every person within a building is considered to be at risk if a fire occurs. The need to identify persons who are likely to be at the building is essential in order that appropriate methods of evacuation can be established and implemented.

3. **Identification of Defects & Breaches in Fire Safety** – This will identify defects that will impact directly on the safe evacuation and performance of the building if a fire was to occur.

4. **Review of Evacuation Procedures Testing Documentation** - In order that all detection equipment is maintained in accordance with current regulations and recommendations and records of testing, maintenance and evacuation is reviewed.

5. **Reviews of Fire Risk Assessments -** Carrying out a full Fire Risk Assessment is not a one-off exercise. The introduction of new materials, processes, machinery and structural alterations to the premises may alter the risks to which employees are exposed. It is essential that the Fire Risk Assessment is reviewed annually and updated accordingly when there are any material and significant changes.

4.2 Drills

Regular fire drills should ensure that, should a fire occur, everyone is able to evacuate safely without being harmed by smoke or flames. They should be conducted once a term and should pay particular attention to:

- Communication difficulties with regard to the roll call and establishing that everyone is accounted for;
- The use of the nearest available escape routes as opposed to common circulation routes;

- Difficulties with opening final exit doors;
- Difficulties experienced by people with disabilities or young children;
- The roles of specified people e.g. fire wardens; and
- Inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts, etc.; and windows and doors not being closed as people leave without risk to individuals.

Any comments of the effectiveness of the drill should be collated and conclusions and remedial actions recorded and implemented (see appendix 'E').

4.3 Fire Safety Check Sheet

In the intervening period between Fire Risk Assessments, an Interim Fire Safety Inspection will ensure that fire safety management is maintained and is not intended to be used as a substitute for carrying out a fire risk assessment. Any ticks in the shaded boxes should result in further investigation and appropriate action as necessary.

4.4 Fire Prevention

Sensible procedures that can assist to prevent a fire include,

- Not storing combustible materials near potential sources of ignition
- Good housekeeping – including safe disposal of waste, safe storage of equipment and materials and not creating risks through avoiding the use of excessive displays in classrooms, corridors and foyers
- Minimal use of electrical extension leads
- Prohibiting use of personal electrical equipment
- Carrying out visual inspections of equipment before use
- Correctly and safely using equipment

See appendix 'G' for the fire triangle.

4.5 Fire Precautions

The design of the schools with regard to fire walls, fire breaks and fire doors will determine the potential for fire spread. Displays are often located in corridors and in entrance foyers, and generally comprise of materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. The school should evaluate what material could ignite first and what would cause the fire to develop and spread, and assess how materials used in temporary or permanent displays would interact with surface linings and position them accordingly.

In the event of a fire, automatic smoke/heat detectors will be activated and these are linked to the Fire Alarm, which will in turn activate the fire alarm, giving the signal to all staff to evacuate the building. It is important that staff are aware of two separate means of escape where they will be able to activate fire alarm call points. Where applicable, signage and emergency escape lighting should be used to help people find their quickest route out of the building in an emergency.

A Fire Evacuation Plan (see appendix 'B') sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in safe places.

It is important to ensure that, apart from where fire doors are on electro-magnetic release mechanisms, any designated internal fire doors remain closed. It is also recommended that they check that there are no large gaps where double sets of fire doors should meet.

It is recommended that all buildings have a fire alarm system that is linked to a 24-hour monitoring station. If the school falls victim to an arson attack, it is most likely to happen outside of hours. The only real chance of significant damage limitation (with the exception of sprinkler systems) is to have a fire alarm system that alerts the Fire Service both during the day and outside of normal office hours.

4.6 Maintenance & Checks

The schools should establish procedures to ensure that necessary fire safety inspections are carried out including,

- ✓ Daily inspections - that fire exits are unlocked, fire evacuation routes are free from obstructions and other hazards (e.g. slips, trips or falls).
- ✓ Daily inspections – that fire alarm panels are free from fault indications and fire extinguishers have not been discharged, or lost pressure (where pressure indicator is fitted), or suffered any obvious damage.
- ✓ Weekly tests - on fire alarm call points to ensure that the alarm sounder is working. Where provided, intermittent checks should be carried out to establish if the connection to the monitoring centre is functioning correctly.
- ✓ Weekly tests –of internal fire doors during the fire alarm tests to ensure that they are being released and close fully onto the door rebates and also on automatic final exit doors (where installed) to ensure that opening and 'fail safe' devices are operational.
- ✓ Monthly inspections - of external stairs and external escape routes to ensure they are free from obstruction and in a safe condition

4.6.1 Competent Person should be appointed by the school to undertake any necessary maintenance checks including,

- ✓ Every month - emergency lighting tested

- ✓ Every 6 months - sprinkler system tested.
- ✓ Every 6 months - fire detection systems tested
- ✓ Annual - fire extinguishers serviced
- ✓ Annual - portable electrical appliances tested
- ✓ Every 5 years - electrical installation wiring inspected

Records must be maintained and available for inspection by the enforcing authorities.

See appendix 'A' of Fire Safety Risk Assessment Educational Premises for a comprehensive Fire Safety Maintenance Checklist.

4.7 Training

All employees will receive information, instruction and training in emergency fire procedures upon induction and annually thereafter. This should include the following:

- Fire risks in the premises
- Fire safety measures
- Details of the Fire Evacuation Plan (see appendix 'B')
- An awareness of fire detection/prevention systems – how they operate and what action to take action to take in the event of a fire
- Location of call points, fire extinguishers, refuges and Assembly Point
- Method of operation of manual call points
- Means of summoning the Fire Service
- Action on hearing the fire alarm
- Means of escape including 2 alternative escape routes as they move around the building e.g. toilets, canteen, meeting rooms
- How to operate all doors fitted with an over-ride system (break glass green coloured boxes located at the side of door and/or fire alarm call point)
- Identity of fire marshals and persons who are trained to use fire extinguishers and evacuation chairs
- Roll call procedures

Additional training should include:

- Fire marshal/warden training
- Fire evacuation chair training – refreshed during drills
- 3 years - fire extinguisher training either for particular staff or in areas identified based on the Fire Risk Assessment

Records must be maintained and are available for inspection by the enforcing authorities.

4.8 Personal Emergency Evacuation Plans (PEEP's)

People may not be able to use stairs, hear the fire alarm or move quickly which includes anyone with a temporary condition which might hinder their escape. Also some people, e.g. children or people with learning difficulties, may not fully understand the rules for evacuation. They will require special arrangements to help them in emergencies which must be described and communicated to those involved in a Personal Emergency Evacuation Plan (see appendix 'C').

At some stage there may be the need to leave the person in the "protected" place or refuge and it is essential that someone remains with them and there are effective communications.

Appendix ‘A’

INTERIM FIRE SAFETY INSPECTION CHECKLIST

This checklist to be completed at least every term

Person Responsible……

Location……

Enter the Following Details In The Columns Below: Y-YES, N- NO, N/A - NOT APPLICABLE

1.0	**Fire Protection**		2.3	Lighting Adequate	
1.1	Extinguishers in Place		3.0	**Electrical Equipment**	
1.2	Fire Exits Marked and Clear		3.1	Is All Portable Equipment Within Test Date?	
1.3	Crash Bar/Key Box Fitted		3.2	Is It Visually in Good Condition?	
1.5	Fire Alarm Tested Weekly		3.3	Are Flexible Cables Positioned Safely?	
1.6	Can Fire Alarm be Heard By All Staff		**4.0**	**Stairwells/Corridors**	
1.7	Fire Notices Prominently Displayed		4.1	Lighting Adequate and in good condition?	
1.8	Notices in Good Condition		4.2	Fire doors in closed position	
1.9	Health & safety arrangements displayed		4.3	Fire doors not obstructed	
1.10	Are They The Latest Issue?		4.4	Fire doors Visually in Good Condition	
1.11	Fire blankets in place /kitchens/science blocks etc		4.5	Vision panels not obstructed	
1.12	Are All Waste Bin Areas Regularly Cleared		4.6	Fire doors fit fully into their rebates	
1.13	Any Evidence Of Smoking In The Building		**5.0**	**Fire Prevention**	
1.14	Staff Identified In The Use Of Evac Chair		5.1	Are there any areas where combustible materials accumulate near to heat sources?	
2.0	**Storage Areas**		5.2	Are displays in main corridors or suspended managed so as not to create fire risks?	
2.1	Access/Egress Clear To emergency Exit		5.3	Have the actions from the Fire Risk Assessment been implemented?	
2.2	Are Combustible Materials Correctly Stored				

ALL ITEMS MARKED ‘NO’ AND ANY NOTES FROM THE INSPECTION MUST BE RECORDED ON THE FOLLOWING

ITEMS	COMMENTS

NAME OF PERSON CARRYING OUT CHECKS:……

DATE:……/……/ 20……

Appendix 'B'

FIRE EVACUATION PLAN

Objectives

1. To keep the learners and staff safe from danger
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

PERSONNEL

Nominated Personnel	Personnel to undertake in the absence of nominated personnel
Fire Officer	Deputy Head Teacher
Deputy Fire Officer	Assistant Head Teacher
Fire Warden	

ASSEMBLY POINT

The assembly point is the …….. Classes are to assemble against their class lining up points displayed as markings.

ROLES AND RESPONSIBILITIES

Fire Officer

- Ensure that the Fire Brigade has been notified
- Gain reports from the Deputy Fire Officer and the Fire Warden
- Note any problems that arose during the fire evacuation process
- Inform the Fire Commander about the

	location of the fire ➢ Give the Fire Commander a map of the School ➢ Inform the Fire Commander of any unaccounted for persons
Deputy Fire Officer	➢ Assist the Fire officer in confirming the safety of all children and personnel ➢ Carry out a role call ➢ Advise Fire Officer of missing persons ➢ Time the evacuation process and inform all the children and staff
Fire Warden	➢ Check the zone display board for the zone of the fire ➢ Ascertain if there is in fact a fire. At no time should the individual put themselves at risk ➢ Take a map of the school ➢ Ensure Fire Service have been contacted
Each Class Teacher	➢ Has the responsibility for their own class (and any visitors to that class) and their safety in evacuation of the building ➢ Must take the register ➢ Must evacuate the persons in their care out of the designated fire exit, shutting fire doors (and windows if possible) ➢ Must report to the Deputy Fire Officer confirming accountability of all children and personnel in their care
Other Nominated Persons	➢ Staff who do not provide 1:1 support will be required to sweep designated areas on the way out. This includes toilets, and other rooms

- Where possible they should close windows and doors

School Cook

- All Kitchen Staff must evacuate the building and the School Cook report to the Fire Officer for the accountability of the Staff.

Lunch Time Supervisors

- Lunchtime supervisors in the playground will assemble children at the fire assembly point

EVACUATION PLAN FOR SCHOOL EVENTS

Events in Classrooms

Parents' Evenings

- Class Teacher to keep an appointments list and mark down those parents who have been seen

- Evacuation procedures from the classroom are through the designated fire exits

Events in the Hall

- The limit for persons in the hall attending productions is 2 persons per child

- Only those with tickets can attend the production

- Evacuation procedures should be given before the start of the production

Lunch Time Procedures

- Mid Day Assistants to take the children outside through the designated fire exits

- Mid Day Assistants to check the toilets

- Roles and responsibilities to be undertaken by school staff and, if required, will report to the dining hall to supervise safe evacuation of pupils

EVACUATION PLAN FOR DISABLED STAFF OR CHILDREN

Wheel chair access must take place via one of the main doors nearest to the child.

Each Class Teacher has the responsibility to ensure disabled pupils are safely escorted from the building.

Appendix ‘C’

EMERGENCY EGRESS QUESTIONNAIRE AND EVACUATION PLAN FOR PUPILS/EMPLOYEES REQUIRING ASSISTANCE IN THE EVENT OF AN EMERGENCY

PART I

Questionnaire: -

This questionnaire is intended to be completed by persons who may require assistance in the event of an emergency in consultation with the respective Head teacher / manager. It will be used in the development of a **Personal Emergency Evacuation Plan (PEEP).** Please provide as much information to enable the Head teacher / manager / teacher to develop a suitable plan. All information supplied will be treated with the utmost confidence.

Once developed the **PEEP** will be the intended means of escape in the event of an emergency (including drills). If the practice drills identifies concerns in the implementation of the evacuation, then please contact the Risk & Emergency Planning Team for assistance in finding suitable solutions.

1. Why you should fill in the form?
   As the person responsible for you at school, the Head teacher has a legal responsibility to protect you from fire risks and ensure your health and safety at work. The **PEEP** will be developed based on the information you provide.

2. What will happen when you have completed the form?
   You will be provided with any additional information necessary about the emergency egress procedures in the building(s) you attend. If you need assistance, the **PEEP** will specify what type of assistance and equipment you need.

Name
_____
Class/Department
_____
Brief Description of Disabilities
_____

LOCATION

1. Where are you based for most of the time?
Please name: the school, the floor and the classroom number.

_____

_____

AWARENESS OF EMERGENCY EVACUATION PROCEDURES

2. Is the pupil/employee aware of the emergency evacuation procedures?

YES ❑ NO ❑ N/A ❑

3. Does the pupil/employee require written emergency evacuation procedures?

YES ❑ NO ❑ N/A ❑

3a Does the pupil/employee require written emergency procedures to be supported by British Sign Language Interpretation?

YES ❑ NO ❑

3b Does the pupil/employee require the emergency evacuation procedures to be in Braille?

YES ❑ NO ❑

3c Does the pupil/employee require the emergency evacuation procedure to be on tape?

YES ❑ NO ❑

3d Does the pupil/employee require the emergency evacuation procedures to be in large print?

YES ❑ NO ❑

4. Are the signs which mark emergency routes, refuge areas and exits clear enough?

YES ❑ NO ❑

EMERGENCY ALARM

5. Can the pupil/employee hear the fire alarm(s) in the place(s) of work?

YES ❑ NO ❑ DON'T KNOW ❑

6. Could the pupil/employee raise the alarm if they discovered a fire?

YES ❑ NO ❑ DON'T KNOW ❑

ASSISTANCE

7. Does the pupil/employee need assistance to get out of the place of work in an emergency?

YES ❑ NO ❑ DON'T KNOW ❑

If **NO** please go to Question 12

8. Is anyone designated to assist the pupil/employee to get out in an emergency?

YES ❑ NO ❑ DON'T KNOW ❑

If **NO** please go to Question 11. If **YES** give name(s) and location(s)

_____

_____

9. Is the arrangement with your assistant(s) a formal arrangement? (A formal arrangement is an arrangement specified for them by the Head teacher or written into their job description or by some other procedure.)

YES ❑ NO ❑ DON'T KNOW ❑

9a Are you always in easy contact with those designated to help you?

YES ❑ NO ❑ DON'T KNOW ❑

10. In an emergency, could you contact the person's in charge of evacuating the school and tell them where you were located?

YES ❑ NO ❑ DON'T KNOW ❑

GETTING OUT

11. Can you move quickly in the event of an emergency?

YES ❑ NO ❑ DON'T KNOW ❑

12. Do you find stairs difficult to use?

YES ❑ NO ❑ DON'T KNOW ❑

13. Are you a wheelchair user?

YES ❑ NO ❑

PART II
Personal Emergency Evacuation Plan

To be completed by persons who may require assistance in the event of an emergency in consultation with their respective managers and consideration should be given that it may require more than one plan for more than one building.

AWARENESS OF PROCEDURE

The person is informed of a fire evacuation by:

Existing alarm system ❑
Pager device ❑
Visual alarm system ❑
other (please specify) ❑

_____

DESIGNATED ASSISTANCE:

(The following people have been designated to give me assistance to get out of the building in an emergency).

Name

_____

Contact details

_____

Name

_____

Contact details

_____

Name

_____

Contact details

_____

METHODS OF ASSISTANCE (e.g.: Transfer procedures, methods of guidance, etc.):

_____
_____
_____
_____
_____
_____

EQUIPMENT PROVIDED (including means of communication)**:**

_____
_____
_____
_____
_____
_____

EVACUATION PROCEDURE (A step by step account beginning from the first alarm):

_____
_____
_____
_____
_____

SAFE ROUTE(S):

_____
_____
_____
_____
_____

RECORD OF TEST EVACUATION (PROVIDE FEEDBACK):

_____
_____
_____
_____
_____
_____
_____
_____

_____
_____
_____
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_____
_____
_____
_____

IS SPECIFIC TRAINING REQUIRED, I.E. LIFTING AND HANDLING TECHNIQUES; USE OF EVAC CHAIRS:

_____
_____
_____
_____
_____
_____
_____
_____

COMMUNICATIONS WITH THE INDIVIDUAL IS PARAMOUNT AS SOON AS POSSIBLE AFTER THE DECISION TO EVACUATE/ALARM SOUNDS. WHAT COMMUNICATION PROCEDURES ARE IN PLACE?

_____
_____
_____
_____
_____
_____
_____
_____

Signed: -

Person completing……. Head teacher…….

Print name…….

Date completed**……/……/……**

Date of Review**……/……/…….**

PEEP's should be reviewed at least annually or when there are significant changes which includes structural alterations to buildings affecting emergency evacuations or changes in medical circumstances.

Appendix ‘D’

FIRE SAFETY CHECKS

DATE	INSPECTING OFFICER	SIGNATURE	COMMENTS & ACTIONS TAKEN

Appendix ‘E’

FIRE DRILLS

DATE	COMMENTS & ACTIONS TAKEN

Appendix ‘F’

FIRE TRAINING

DATE	NAME	NATURE OF TRAINING	PERSON DELIVERING

Fire Triangle:

For a fire to start there needs to be:

1. **A source of ignition**
2. **Fuel to burn**
   Avoid displaying works on or around potential sources of ignition, eg lighting, LCD projectors, etc.
3. **Oxygen**

a. Always in the air and can be split into two categories: natural airflow through doors, windows and other openings; or mechanical air conditioning systems and air handling systems. In many buildings there will be a combination of systems, which will be capable of introducing/extracting air to and from the building.

b. Additional sources of oxygen can sometimes be found in materials used or stored in a workplace such as:

- Some chemicals (oxidising materials), which can provide a fire with additional oxygen and so assist it to burn. These chemicals should be identified on their container by the manufacturer or supplier who can advise as to their safe use and storage; or
- Also originating from oxidising substances / compressed oxygen cylinders/ oxygen supplies from cylinder storage and piped systems, e.g. oxygen used in welding processes or for health care purposes.

If you remove just one of the three, a fire cannot start. Taking steps to avoid the three coming together will greatly reduce the chance of a fire occurring.

SOURCES OF IGNITION	
1.	Smokers materials – cigarettes, matches
1.	Naked flames
2.	Electrical, gas or oil fired heaters (fixed or portable)
3.	Hot processes (welding, grinding work)
4.	Cooking
5.	Machinery
6.	Faulty or misused electrical equipment (e.g. overloaded extension cables, cracked plugs, loose / visible wires)
7.	Lighting equipment (e.g. halogen lamps)
8.	Hot surfaces / obstruction of ventilation of equipment e.g. PCs, photocopiers
9.	Static Electricity
10.	Arson

SOURCES OF FUEL	
1.	Flammable liquids e.g. paints, varnish, thinners, adhesives, petrol,
2.	Flammable Chemicals
3.	Wood, Paper and Card
4.	Plastics, rubber and foam (e.g. polystyrene, upholstered furniture)
5.	Flammable gases (liquid petroleum gases (LPG) and acetylene (welding))
6.	Furniture including fixtures and fittings
7.	Textiles
8.	Waste materials (wood shavings, dust, paper, textiles)

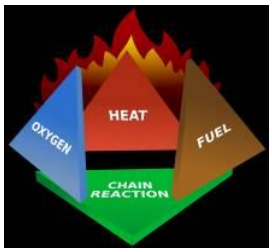
Appendix H

TOOLBOX TALKS

RISKS OF INJURY INVOLVING FIRES

- ✓ Smoke & fumes - Breathing difficulties, asphyxiation, poisoning
- ✓ Heat & flames - up to 1250°C - Burns
- ✓ Building debris - Impact injuries, burns
- ✓ Injury while escaping fire - Trips, falls, trampling

HOW A FIRE STARTS



For a fire to start there needs to be Fire Triangle:

Examples of sources of ignition

- ✓ Faulty or misused electrical equipment e.g. overloaded extension cables, cracked plugs, loose / visible wires
- ✓ Naked flames
- ✓ Electrical, gas or oil fired heaters e.g. fixed or portable
- ✓ Hot surfaces / obstruction of ventilation of equipment e.g. PCs, photocopiers
- ✓ Hot processes e.g. welding, grinding work
- ✓ Cooking
- ✓ Smokers materials – cigarettes, matches

WHAT ARE THE SOURCES OF IGNITION IN YOUR WORK ENVIRONMENT

1. ……
2. ……
3. ……

Examples of fuel to burn

- ✓ Wood
- ✓ Paper and Card
- ✓ Plastics, rubber and foam e.g. polystyrene, upholstered furniture
- ✓ Metal (at certain temperatures)
- ✓ Vapour from flammable liquids e.g. paints, petrol, cleaning fluids
- ✓ Flammable gases

WHAT ARE THE SOURCES OF FUEL IN YOUR WORK ENVIRONMENT

1. ……
2. ……
3. ……

Oxygen

c. Always in the air and can be split into two categories:
   - natural airflow through doors, windows and other openings; or
   - mechanical air conditioning systems and air handling systems.

   In many buildings there will be a combination of systems, which will be capable of introducing/extracting air to and from the building.

d. Additional sources of oxygen can sometimes be found in materials used or stored in a workplace such as:

- Some chemicals (oxidising materials), which can provide a fire with additional oxygen and so assist it to burn. These chemicals should be identified on their container by the manufacturer or supplier who can advise as to their safe use and storage; or
- Also originating from oxidising substances / compressed oxygen cylinders/ oxygen supplies from cylinder storage and piped systems, e.g. oxygen used in welding processes or for health care purposes.

If you remove just one of the three, a fire cannot start. Taking steps to avoid the three coming together will greatly reduce the chance of a fire occurring.

ASSESS AND IDENTIFY THE TOP 3 RISKS OF FIRES STARTING IN YOUR WORK ENVIRONMENT

1. ……
2. ……
3. ……



- ✓ Separate fuel and ignition sources, e.g. no storage of paper work in electrical cupboards, no draping of displays over electrical equipment, etc
- ✓ Do not use portable electrical, gas or oil fired heaters
- ✓ Prevention of accumulation of fuels, especially in protected routes
- ✓ Good use of electrical equipment, e.g. not overloading extensions
- ✓ Safe electrical equipment, e.g. PAT tested, inspected before use, etc
- ✓ Good housekeeping including storage and disposal
- ✓ Maintenance e.g. electric, gas boilers, etc
- ✓ Fire retardant sprays e.g. drapes, curtains, displays, ect
- ✓ Removal of damaged furniture

TALK ABOUT THE MAIN FIRE RISKS AS IDENTIFIED IN THE FIRE RISK ASSESSMENT
REVIEWING THE TOP 3 RISKS OF FIRES, IDENTIFY WAYS OF PREVENTING THEM FROM STARTING

1. ……
2. ……
3. ……

- Fire alarm – split into zones and tested weekly



- Call points – means of raising the alarm. Linked to the alarm situated at the point of exit. The green box releases automatic doors in the event of them failing to open on activation of the alarm



- Fire Detectors – detects either smoke or heat and automatically raises the alarm. Linked to the alarm and tested bi-monthly



- Internal fire door – provides 30 minutes protection and visibility in and out. Do not wedge doors open



- External fire door – emergency escape and opens in direction of travel and in one easy action



- Emergency lighting – in the event that normal lighting supplies fail



- Fire extinguishers – facilitate escape or, if safe, put out a small fire (trained personnel only)



- Fire Notices – explaining evacuation procedures



- Fire evacuation chairs (trained personnel only)



- Signage – directions to nearest exit



- Refuges - adjacent to escape stairs and are designed to be places of safety where those in need of assistance with evacuation should muster and await assistance.

HAVE A QUICK LOOK AROUND AND FAMILIARISE YOURSELF WITH FIRE PRECAUTIONS

FIRE PROCEDURES

DISCUSS AND FAMILIARISE YOURSELF WITH THE FIRE PROCEDURES

DISCOVERY OF FIRE

If a fire is discovered, the alarm must be raised immediately. This applies to any fire however small; and

All employees should be familiar with the system of raising the alarm using the nearest break glass alarm point and should not have to approach a senior member of staff for authorisation.

ON HEARING THE ALARM

Occupants to leave the building immediately using the nearest available exit or fire escape. If the fire is situated near an exit you must be aware of the alternative routes available;

Occupants to close doors and windows, stay calm, do not use the lift and do not return to the office to collect clothing or personal belongings;

Report immediately to the allocated Assembly Point at ……;

Under no circumstances return until a clear instruction has been given by the Fire Officer.

Version Control and Change History:

Version Control	Date Released	Date Effective	Approved By	Amendment
1	Dec 04	Dec 04	N/K	N/A
2	July 08	July 08	N/K	N/K
3	Sept 08	17/9/08	Ian Leivesley	Requirements of Fire Reform Order
4	Jan 2011	Jan 2011		Document reviewed
5	July 2011	July 2011		Document review in light of comments from Fire Safety
6	January 2012	January 2012		As a result of Fire Safety inspections, question 26 added and checking regimes included on questions 41, 43, 44 & 45
7.	February 2013	February 2013		Changes to numbering of questions 20 & 45
8.	Sept 2014	Sept 2014		Changes to format of risk assessment, as recommended by Stuart Hurst Fire Safety officer 12/9/14 at OBA
9.	March 2015	March 2015		Fire Risk Assessment updated
10.	December 2015	December 2015		Fire Risk Assessment removed and policy developed for 3rd party assessments
11.	October 2018	October 2018		Document reviewed and toolbox talk added to appendix