

FIRE SAFETY FOLDER

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FIRE SAFETY FOLDER

SCHEDULE OF APPROPRIATE CONTACTS

EMERGENCY

IN CASE OF FIRE DIAL 999

ASK FOR FIRE BRIGADE

STATE FIRE AT: GIVING NAME OF PROPERTY AND ADDRESS

The Fire Brigade must be called even if the fire has been extinguished. However do not call the Fire Brigade on the basis that the fire alarm is actuating unless there is a confirmed fire or signs of fire such as smoke.

NORMAL

REPORT DEFECTS TO THE CONTACT NUMBERS LISTED BELOW:-

Defects in Means of Escape (Doors, door closers etc):-

- | | | |
|---------------|---|---|
| Delegated | - | Establishments responsibility |
| Non-delegated | - | Atkins "Hotline" on Oxford (01865) 883888 |

Defects in Fire Alarm System:-

- | | | |
|---------------|---|---|
| Delegated | - | Establishments responsibility |
| Non-delegated | - | Atkins "Hotline" on Oxford (01865) 883888 |

Defects in Emergency Lighting:-

- | | | |
|---------------|---|---|
| Delegated | - | Establishments responsibility |
| Non-delegated | - | Atkins "Hotline" on Oxford (01865) 883888 |

Defects in Fire Fighting Equipment:-

Environment & Economy Finance Section on Oxford (01865) 815875

Specialist:-

For advice on fire safety issues contact Oxfordshire Fire Service / Technical Fire Safety Group on Oxford (01865) 242223.

Departmental Safety Adviser:..... Tel:.....

FIRE SAFETY FOLDER

PROPERTY DETAILS:

ESTABLISHMENT:.....

HEAD OF ESTABLISHMENT:.....

COMPETENT PERSON/S:.....

Location for isolation of services:

Electricity -

Gas -

Water -

Fire Assembly Points:

The Oxfordshire County Council - Fire Safety Folder has been produced in conjunction with the Oxfordshire Fire & Rescue Service to help meet the Council's responsibilities under the Fire Precautions (Workplace) Regulations 1997 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended).

There is a duty for establishments under the Fire Precautions (Workplace) Regulations to assess the fire risks in the workplace either as a specific exercise or as part of your general health and safety risk assessments as required by the Management of Health and Safety at Work Regulations.

Enforcement:

For Oxfordshire County Council buildings the regulations are enforced as follows:-

- The Fire Precautions (Workplace) Regulations by Oxfordshire Fire Service.
- The Management of Health and Safety at Work Regulations by the Health and Safety Executive (HSE).

Monitoring:

Monitoring to ensure that establishments are meeting their responsibilities is carried out as follows:

- Oxfordshire Fire Service under the Fire Precaution (Workplace) Regulations.
- In accordance with departmental procedures for both sets of regulations.

Feedback on the use of the Fire Safety Folder is welcomed and should be addressed to Frank Buckingham, Property Client Section (Resources), Speedwell House, Speedwell Street, Oxford OX1 1NE (email – frank.buckingham@oxfordshire.gov.uk).

EMPLOYEES FIRE INSTRUCTION & PROCEDURES

- 1) In the event of fire the safety of occupants depends heavily upon the ability of employees to respond promptly. It is of vital importance that all employees are made aware of, instructed and trained to ensure that they understand, the fire precautions applicable to the building and the action to be taken in the event of fire. This should include employees on shift duties outside the normal working hours. The aim should be to ensure that all employees receive instruction, practical demonstration and training appropriate to their responsibilities in the event of an emergency. These should be based on written instructions. All occupants should be made aware of evacuation procedures to be followed in the event of fire and those occupants who are able should be encouraged to participate in fire drills.
- 2) Instructions need to be given by a competent person, at induction for all new employees and at such intervals as to ensure that everyone at work is instructed, preferably twice and in all cases at least once in each period of 12 months.
- 3) Instruction and training for employees generally should cover the emergency plan, including:-
 - The action to be taken upon discovering a fire;
 - The action to be taken upon hearing the fire alarm including arrangements for managing fire alarm actuation and checking the premises to identify if there is a fire;
 - Raising the alarm and the location of alarm call points and alarm indicator panels;
 - The correct method of calling the fire brigade. By use of a telephone within an area of the building (ie reception area) which is not considered at risk or by use of a mobile phone etc;
 - The location and use of fire fighting equipment;
 - Knowledge of escape routes;
 - Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm;
 - How to move persons such as persons with mobility or sensory disabilities or difficulties who may require assistance in an emergency including, where appropriate, horizontal movement between protected areas;
 - Arrangements to provide relevant information to the emergency services as they arrive including details of any persons who may be missing and the extent, location and nature of the fire, along with details of other hazards such as cylinders;
- 4) A practice fire drill needs to be carried out at least once every term in schools, four times a year in children's homes and at all other establishments preferably twice and in all cases at least once in each period of 12 months simulating conditions in which one or more of the escape routes from the building is obstructed. During these drills the fire alarm should be operated by an employee who is told of the supposed outbreak and, thereafter, the fire routine should be rehearsed as fully as circumstances allow. In small premises where not more than two employees are available the exercise could take the form of a walk over the escape routes, checking fire doors, the position of fire alarms and fire equipment.
- 5) Such details are as necessary to show the training and instruction given must be recorded. The following are examples of matters which may need to be included in such a record:-
 - Date of instruction or exercise;

- Duration;
 - Name of person giving the instruction;
 - Names of persons receiving the instruction; and
 - The nature of the instruction, training or drill;
 - Enter description of training given in Section 1.3;
 - Any special provisions or equipment for use (ie evacuation chairs, vibrating pager systems etc:
- 6) In all premises a competent person should have overall responsibility for organising staff training and co-ordinating the actions of employees in the event of fire.
 - 7) If your building has a Fire Certificate issued under the Fire Precautions Act 1971 your arrangements for staff training and fire drills must accord with the requirements contained therein. Should you wish to have these altered or amended then you must apply to the relevant Fire Safety Office with full details of your request.
 - 8) At conspicuous positions in all parts of the premises printed notices need to be exhibited stating, in concise terms, the essentials of the action to be taken upon discovering a fire and on hearing the alarm. Notices giving more detailed instructions should be exhibited in all staff rooms, in residential accommodation and on all notice boards.
 - 9) Lifts **must not** be used during any evacuation.

FIRE PROCEDURES:

If you have a FIRE

If anyone discovers fire or smoke, smells burning or suspects there is a fire (but not just an alarm activating) they are to be advised to operate the fire alarm and dial 999 (or to follow your emergency plan if you have different internal arrangements for calling the Fire and Rescue Service). The Fire and Rescue Service will make an immediate response while you are evacuating the premises of all persons. There should be someone nominated to meet the Fire and Rescue Service on arrival to inform the crew about the nature and location of the fire.

Premises with automatic fire alarms

During Occupied Periods:

When the automatic fire alarm is activated for any reason the following actions must be included in the premises emergency action plan:-

- All non-essential persons to be evacuated from the premises;
- A nominated person to check the fire alarm panel to determine where the possible fire is located and carry out a sweep of the area to evacuate people and to determine if there is an actual fire or a false alarm;
- If the nominated person discovers fire or smoke, smells burning or suspects there is a fire they are to dial 999 and leave the building. The nominated person should await the arrival of the Fire and Rescue Service to provide relevant information as they arrive including details of any persons who may be missing and the extent, location and nature of the fire, along with details of other hazards such as cylinders;

- If the nominated person can find no evidence of a fire or smoke then do not call the Fire and Rescue Service but try to reset the alarm. If the alarm resets satisfactorily the building can be reoccupied;
- If the alarm will not reset for any reason the nominated person should dial 999 inform the Fire and Rescue Service that the premises have been checked, no signs of fire were found but the fire alarm will not reset, leave the building and await the arrival of the Fire and Rescue Service;
- When the Fire and Rescue Service have been called to attend site the fire alarm panel must not be reset:

The above procedures will apply even if the alarm is passed directly to the Fire and Rescue Service via an alarm receiving centre.

Warning: As the Fire and Rescue Service will not automatically respond to reports from alarm receiving centres during occupied periods it is essential if there is a fire or signs of a fire to call the Fire and Rescue Service via 999. Where your premises have an automatic link via an alarm receiving centre it would be useful to inform the Fire and Rescue Service what caused the alarm to activate as soon as it has been identified, you should do this via 999. Where you do not confirm the cause you may receive a call from the Fire and Rescue Service asking for this information.

During Unoccupied Periods:

When the premises are unoccupied and the Fire and Rescue Service receive a 999 call from a passer-by or automatically via an alarm receiving centre an emergency attendance will be made. Whilst awaiting the attendance of the key holder the Fire and Rescue Service will carry out an external check of the premises. If the key holder does not attend within 20 minutes to provide access, depending on a risk assessment at the scene, the Fire and Rescue Service may force entry to allow an internal search of the premises or return to their base station. If the Fire and Rescue Service have left the scene by the time the key holder arrives it will be the key holder's responsibility to make a check of the premises and to dial 999 if they discover a fire or smoke, smell burning or suspect there is a fire. The Fire and Rescue Service cannot be held responsible for any damages to the premises as a result of these procedures.

FIRE DRILL RECORD

| Date | Full/Part Evacuation | Time Initiated | Evacuation Time | Number of Employees Present | Total Number Present |
|---|----------------------|----------------|-----------------|-----------------------------|----------------------|
| | | | | | |
| Outcome/Remedial Actions/Comments Signed:..... | | | | | |
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| Outcome/Remedial Actions/Comments Signed:..... | | | | | |
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| Outcome/Remedial Actions/Comments Signed:..... | | | | | |
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| Outcome/Remedial Actions/Comments Signed:..... | | | | | |
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| Outcome/Remedial Actions/Comments Signed:..... | | | | | |
| | | | | | |
| Outcome/Remedial Actions/Comments Signed:..... | | | | | |

EMPLOYEE TRAINING DETAILS

| Date | Description of training given | Number of Employees Present | Duration of Training | Name & Status of Trainer |
|--|-------------------------------|-----------------------------|----------------------|--------------------------|
| Outcome/Comments Signed:..... | | | | |
| Outcome/Comments Signed:..... | | | | |
| Outcome/Comments Signed:..... | | | | |
| Outcome/Comments Signed:..... | | | | |
| Outcome/Comments Signed:..... | | | | |
| Outcome/Comments Signed:..... | | | | |

EMPLOYEE REGISTER AND TRAINING RECORD

| | *Names | | | | | | | | | | | | |
|----------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | |
| Date of Appointment | | | | | | | | | | | | | |
| Date of Induction | | | | | | | | | | | | | |
| Date of Leaving | | | | | | | | | | | | | |
| Date of training & subject | Employees who attend training periods must initial box | | | | | | | | | | | | |
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* Indicate N/S for nightshift

1.4 (Mar 2002)

RECORD OF AUTHORISED OFFICER VISITS

| Date | Purpose of Visit | Name & Status |
|---|------------------|---------------|
| | | |
| Outcome//Comments Signed:..... | | |
| | | |
| Outcome/Comments Signed:..... | | |
| | | |
| Outcome/Comments Signed:..... | | |
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| Outcome/Comments Signed:..... | | |
| | | |
| Outcome/Comments Signed:..... | | |
| | | |
| Outcome/Comments Signed:..... | | |

MEANS OF ESCAPE – DAILY CHECKS

ARRANGEMENTS

The doors, stairways and clearways shown on the Fire Plan (Section 2.4 of this folder) form an essential part of the means of escape in case of fire.

CHECKS

The Head of the Establishment must ensure that the following are carried out:-

1. All escape routes are kept free from obstructions at all times;
2. Floors and floor coverings, particularly on staircases, are maintained in good order.
3. Fire resisting self closing doors are maintained in effective working order and are kept closed at all times unless held open on an automatic release mechanism which is activated by the fire alarm;
4. All doors affording a means of escape from the premises are easily opened and ready for use at all times;
5. Exit and other signs are maintained in good order and are clearly visible.
6. Fire alarm “BREAK GLASS” call points are easily accessible;
7. Emergency door fastenings, panic bolts, glass locks etc., where fitted, are examined weekly to determine any faults;
8. Doors and emergency routes away from the building to the fire assembly points (hardstandings, paths etc) can be used by all persons:

Any faults discovered by the checks or otherwise are to be recorded on the “Means of Escape - Defects Record Sheet” and must either be corrected or reported immediately to the appropriate contact listed on Sheet 01 at the front of this folder.

MEANS OF ESCAPE – DEFECTS RECORD

| Date | Defect and Location | Signature & Position Held |
|---|---------------------|---------------------------|
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |

Report any defects to the appropriate contact listed on Sheet 01 at the front of this folder.

FIRE RISK ASSESSMENT – RECORD

- **The Fire Precautions (Workplace) Regulations 1997 (as amended)**
- **Management of Health and Safety at Work Regulations 1999**

Fire Risk Assessment for the Protection of Persons in the Workplace

Your checklist – You must:

- Assess the fire risks in the workplace (either as part of your general review of health and safety risks which you already carry out or, if you wish, as a specific exercise).
- Check that a fire can be detected in a reasonable time and that people can be warned.
- Check that people who may be in the building can get out safely.
- Provide reasonable fire fighting equipment.
- Check that those in the building know what to do if there is a fire.
- Check and maintain your fire safety equipment.
- Review the assessment regularly or if there have been any changes or where the assessment is no longer valid.

Please note:

- Employees and/or their recognised trade union safety representative must be informed of the significant findings and the control measures in place.
- All other persons based in the building must be made aware of the risks that have been identified and the control measures in place.

2.1 / 2 Fire Risk Assessment

The purpose of fire risk assessment is to:

- Identify those items/activities/processes which pose a risk of fire within the workplace, and
- Identify those features of the workplace which, in the event of a fire occurring, would place employees at risk, and
- Identify measures which can be put in place to reduce or eliminate those risks.



Basic terms:

- **Hazard** is any situation with a potential to cause harm, damage to property, damage to the environment or any combination of these.
- **Risk** is the likelihood that harm or damage will occur from the hazard. The degree of risk can be quantified as follows:

| | | | |
|-------------|---|--------------------|-----|
| Low risk | - | Unlikely to occur. | (L) |
| Medium risk | - | Quite possible. | (M) |
| High risk | - | Very likely. | (H) |

So if we can reduce the risks posed by the hazards, we achieve a safer working environment.

Any of the following measures can be used to reduce the risk:

- Remove** - if not required remove the hazard from the workplace.
- Replace** - is there a safer alternative that could be used.
- Reduce** - if the hazard cannot be removed, can it be reduced. Only keep the minimum quantity of any flammable materials that is necessary.
- Separate** - keep flammables away from ignition sources.
- Protect** - store flammables in suitable containers/stores.
- Maintenance-** keep equipment in good order by regular maintenance and repair when necessary. This not only avoids defective equipment causing fires but also ensures that equipment is running correctly and not wasting money.
- Clean** - keep the workplace tidy and remove rubbish regularly.

Take a look at the workplace and decide what hazards are present. Use the following sheets to help you assess these hazards.

2.1 / 3 Hazard Identification & Reduction - Ignition Sources.

Establishment:.....

Block/Area:.....

| Guidance | Hazard | Yes/No | Necessary action to eliminate or reduce the hazard | Residual Risk |
|--|---|--------|--|---------------|
| <p>The questions opposite are designed to alert you to possible ignition sources in the workplace, there may be others specific to your undertaking, be open minded and consider all eventualities.</p> <p>Possible sources of ignition may be heaters, boilers, engines, smoking materials or heat from processes or electrical apparatus, whether in normal use or through carelessness or accidental failure. The potential for an arson attack should also be considered.</p> <p>Where possible, sources of ignition should be removed from the workplace or replaced with safer forms. Where this cannot be done, the ignition sources should be kept well away from combustible materials or made the subject of management controls.</p> <p>Particular care should be taken in areas where portable heaters are used or where smoking is permitted. Where heat is used as part of a process, it should be used carefully to reduce the chance of fire as much as possible. Good security both inside and outside the workplace will help to combat the risk of arson.</p> <p>Ensure that all equipment is regularly maintained and is used correctly.</p> | Is smoking permitted? | | | |
| | Does work involve a source of heat? eg. welding or cooking | | | |
| | Are lightbulbs or fittings near to combustible materials? | | | |
| | Is electrical equipment in a satisfactory condition, maintained and used correctly? | | | |
| | Is heating system in a satisfactory condition and maintained? | | | |
| | Are portable/radiant heaters used? | | | |
| | Is there a potential for arson? | | | |
| | Are there other ignition sources? | | | |

2.1 / 4 Hazard Identification & Reduction - Combustible Materials.

Establishment:.....

Block/Area:.....

| Guidance | Hazard | Yes/No | Necessary action to eliminate or reduce the hazard | Residual Risk |
|--|--|--------|--|---------------|
| <p>Most workplaces contain combustible materials. Provided the materials are used safely and stored away from sources of ignition this should not cause concern. The amount of combustible material in a workplace should be kept as low as is reasonably practicable. Materials should not be stored in gangways, corridors or stairways or where they may obstruct exit doors.</p> <p>Some combustible materials, such as flammable liquids, gases, or plastic foams, ignite more readily than others and quickly produce large quantities of heat and/or dense smoke. Ideally, such materials should be stored away from the workplace or in fire-resisting stores. The quantity of these materials kept or used in the workplace should be as small as possible.</p> <p>Fires often start and are assisted to spread by combustible waste in the workplace. Such waste should be collected frequently and removed from the workplace, particularly where processes create large quantities of it.</p> <p>Wherever possible ensure that any materials, furniture, fabrics etc., that are purchased are to a recognised fire safety standard. (If in doubt contact your Departmental Safety Adviser)</p> | Are combustible items stored in a safe location? | | | |
| | Do walls/ceilings have combustible coverings? eg. displays/decorations | | | |
| | Are there other combustible items which pose a significant risk? | | | |
| | Are flammable substances used or stored? | | | |
| | Is combustible waste correctly managed? | | | |
| | | | | |
| | | | | |

2.1 / 5 Hazard Identification & Reduction - People at Risk.

Establishment:.....

Block/Area:.....

| Guidance | Hazard | Yes/No | Necessary action to eliminate or reduce the hazard | Residual Risk |
|--|--|--------|--|---------------|
| <p>Now look at the people in your workplace.</p> <p>Because fire is a dynamic event which, if unchecked, will spread throughout the workplace, all people present will eventually be at risk if fire occurs. Where people are at risk, adequate means of escape from fire should be provided together with arrangements for detecting and giving warning of fire. Fire fighting equipment suitable for the hazards in the workplace should be provided.</p> <p>Some people may be at significant risk because they work in areas where fire is more likely or where rapid fire growth can be anticipated. Where possible the hazards creating the high level of risk should be reduced. Specific steps should be taken to ensure that the people affected are made aware of the danger and the action they should take to ensure their safety and the safety of others.</p> <p>Maximum number of people likely to be in the workplace at any one time:</p> <p>Employees:.....</p> <p>Residents:.....</p> <p>Students:.....</p> <p>Visitors:.....</p> <p>Others:.....</p> | Do employees work in areas of high fire risk? | | | |
| | Can all employees react quickly to a fire or an alarm? | | | |
| | Do employees work alone or in remote areas? | | | |
| | Are all persons made aware of the emergency procedures? eg. visitors | | | |
| | Can large numbers of people who are unfamiliar with the premises be present? | | | |
| | Are any employees particularly at risk from the task they carry out? | | | |
| | Are any persons with special needs at risk? | | | |
| | Is provision made for those persons sleeping in the premises? | | | |

2.1 / 6 Hazard Identification & Reduction - Adverse Structural Features

Establishment:.....

Block/Area:.....

| Guidance | Hazard | Yes/No | Necessary action to eliminate or reduce the hazard | Residual Risk |
|---|--|--------|--|---------------|
| <p>Look at the actual building and consider if any of these features are present as they will affect the way a fire develops and how people can react to it.</p> <p>The workplace may contain features that could promote the rapid spread of fire, heat or smoke and affect escape routes. These features may include ducts or flues, openings in floors or walls or combustible wall or ceiling linings. Where people are put at risk from these features appropriate steps should be taken to reduce the potential for rapid fire spread or to provide an early warning of fire so that people can leave the workplace before their escape routes become unusable.</p> | <p>Does the area include any features that could promote:</p> <ol style="list-style-type: none"> 1. Rapid fire spread 2. Heat spread 3. Smoke spread <p>which may affect escape routes?</p> | | | |
| | | | | |
| | | | | |
| | | | | |

2.1 / 7 In the Event of Fire - Fire Detection and Warning.

Establishment:.....

Block/Area:.....

| Guidance | System | Yes/No | Proposed action |
|---|---|--------|-----------------|
| <p>In the Event of Fire:</p> <p>Having identified the hazards in the workplace, some hazards will remain that require management systems to reduce the risk to employees.</p> <p>If there is a fire, it is important that all people in the workplace are warned of the fire as quickly as possible. Early discovery will enable people to escape safely before the fire takes hold and blocks escape routes or makes escape difficult.</p> <p>All workplaces should have arrangements for detecting and giving warning of fire. In most cases fires are detected by people in the workplace and in many workplaces nothing further will be needed.</p> <p>Ask yourself how long a fire may burn before it is discovered. Fires in occupied rooms or in parts of the workplace that are frequently visited by employees may be quickly discovered. For instance, fire breaking out in an office may soon be discovered by employees who may smell burning or see smoke.</p> <p>If you are concerned that a fire may break out in an unoccupied part of the premises and put people at risk, such as a fire in a basement, consider fitting some form of automatic fire detection. However in most cases you can rely on staff to detect fire.</p> <p>In small workplaces of low occupancy, a shouted warning by the person discovering a fire will be all that is needed, providing the warning can be heard and understood throughout the workplace.</p> <p>Guidance continued overleaf</p> | Are arrangements in place for detecting a fire? | | |
| | Are arrangements in place for giving a warning in case of fire? | | |
| | Will the detection give sufficient early warning for people to escape? | | |
| | Is automatic fire detection provided where people sleep on the premises? | | |
| | Is automatic fire detection provided where fires may develop unnoticed? | | |
| | Are adequate alerting methods available for persons with little or no hearing and reduced vision? | | |
| | | | |

Fire Detection and Warning – Guidance continued:

Where a shouted warning is appropriate, because of the size or occupancy of the workplace, consideration should be given to the installation of one or more hand operated devices such as bells, gongs or sirens. These should be sited on fire and emergency exit routes where they can be safely operated. Any one device should be clearly audible throughout the workplace/building.

In all other cases an electrically operated fire alarm system should be installed with call points sited adjacent to exit doors and sufficient bells or sounders to be clearly audible throughout the workplace/building.

Automatic fire detection linked into an electrical fire alarm system should be considered where there may be some delay in a fire being detected by people in the workplace/building.

Automatic detection must also be provided in all workplaces providing sleeping accommodation or where fires may develop undetected.

Provision should include vibrating pagers or flashing light alarms in storerooms and toilet areas to warn people with little or no hearing and reduced vision of a fire alert.

Delegated (Schools): Establishments must make adequate arrangements for the routine maintenance and testing of the fire alarm system. Ensure the contractor enters details of the service visits on the “Test and Inspection Record Sheet”.

Non-delegated: (Non schools) Environmental Services arranges for the routine maintenance and testing of the fire alarm system by the Electrical Term Contractor. The Term Contractor is required to enter details of the service visits on the “Test and Inspection Record Sheet” and send a service record sheet to WS Atkins.

Any faults discovered by test or otherwise are to be recorded on the “Fire Alarm - Defects Record Sheet” and reported immediately to the appropriate contact listed on Sheet 00 at the front of this folder.

2.1 / 8 In the Event of Fire - Means of Escape in Case of Fire.

Establishment:.....

Block/Area:.....

| Guidance | System | Yes/No | Proposed action |
|--|---|--------|-----------------|
| <p>Where people are at risk from fire, it will be necessary to ensure that in the event of fire they can escape safely from the workplace.</p> <p>Usually, the normal ways in and out of a workplace will meet most means of escape needs, particularly if you are satisfied that an early warning of fire will be given and staff are trained in what to do in case of fire.</p> <p>If your workplace is fairly modern and the building has had Building Regulation approval and you have not carried out significant changes, or if your workplace has been found satisfactory following a recent inspection by the Fire Service, it is likely that the means of escape will be satisfactory.</p> <p>Very occasionally it may be necessary to provide additional exits or to improve the fire protection to existing escape routes. To help you decide whether the means of escape are satisfactory, there are a few basic rules to remember:</p> <ul style="list-style-type: none"> • People should be able to turn away from a fire as they escape or be able to pass a fire when it is very small. If a single direction escape route is in a corridor, the corridor may need to be protected from fire by fire resisting partitions and self closing fire doors. • Because fires tend to use stair openings as natural chimneys, escape from upper parts of some workplaces may be difficult. Therefore, most stairways will need to be separated from the workplace by fire resisting partitions and self closing fire doors. However, stairways serving not more than two open areas, such as in shops, which people may have to use to escape, may not need to be protected. <p>Guidance continued overleaf</p> | Do escape routes lead to a place of safety? | | |
| | Are escape routes free of combustible items / obstructions? | | |
| | Taking account of reaction time, can all people get to a place of safety in two or three minutes? | | |
| | Taking account of reaction time, can people with only one escape route or in a high risk area reach a place of safety or a point where more than one route is available, in about one minute? | | |
| | Where necessary do fire doors self close? | | |
| | Are escape routes adequately signed using pictograms? | | |
| | | | |

Means of Escape in Case of Fire - Guidance continued.

Doors:

Some doors may need to open in the direction of travel, such as:

- Doors from a high risk area, such as a paint spraying room or large kitchen
- Doors that may be used by more than 50 persons
- Doors at the foot of stairways where there may be a danger of people being crushed.

Some sliding doors may be suitable for escape purposes provided that they do not put people using them at additional risk, slide easily and are marked with the direction of opening. Doors which only revolve and do not have hinged segments are not suitable as escape doors.

Escape Routes:

Where two or more escape routes are needed they should lead in different directions to places of safety.

Escape routes should be short and lead people to a place of safety, such as the open air or to a part of the workplace where they are not in immediate danger. People should be able to reach the open air without re-entering parts of the workplace involved in fire and then be able to move well away from the building.

Check your designated escape routes to make sure that they are wide enough for the number of persons who may have to use them. A normal 750mm door will allow up to 40 persons to escape in one minute, so in most instances normal corridors and doorways will be wide enough. However, if your escape routes could be used by persons in wheelchairs, they will need to be a minimum width of 800mm. Make sure that floors do not have trip hazards, and that all doors open in the correct direction and can be easily and immediately opened from the inside (without the use of a key or similar device) while the workplace is in use. Fire doors should be self closing (fire doors to cupboards can be simply latched or locked).

Always ensure that escape routes are not obstructed, particularly in corridors and on stairways where storage could be dislodged by people escaping or cause them to trip. Also, you must ensure that any fire hazards are removed from exit routes, particularly from protected corridors or stairways. A fire on an exit route could have serious consequences for those trying to use it.

All escape routes should be regularly checked to ensure that they are not obstructed and that exit doors are unlocked and available for use. Self closing fire resisting doors should be checked to ensure doors close fully, including those fitted with automatic release mechanisms. Particular care must be taken where the means of escape is only in one direction.

Ensure that doors and emergency routes away from the building to the fire assembly points (hardstandings, paths etc) can be used by all persons.

Any faults discovered by the checks or otherwise are to be recorded on the “Means of Escape - Defects Record Sheet” and must either be corrected or reported immediately to the appropriate contact listed on Sheet 01 at the front of this folder.

2.1 / 9 In the Event of Fire - Means of Escape in Case of Fire.

Establishment:.....

Block/Area:.....

| Guidance | System | Yes/No | Proposed action |
|---|---|--------|-----------------|
| <p>Escape times:</p> <p>Escape routes should be short enough to enable all people in the building to get to the nearest place of safety in about two or three minutes. People in areas with only one means of escape or in areas of high fire risk should be able to reach a place of safety or a point where more than one route is available in about one minute.</p> <p>If you are not sure, pace out the routes from where people work to their nearest place of safety. Walk slowly, timing yourself as you walk. Bear in mind that the greater the number of people who may have to use a route, the longer the time they may need. Also, take into account that people using stairways move more slowly as do people with sensory and mobility disabilities. If it is your practice to hold fire drills, check how long people take to evacuate the workplace floors and use that as the basis of your assessment. If you find that the escape times are too long, consider rearranging the workplace so that people work closer to the nearest place of safety.</p> <p>Consider what your employees need to do before they can start their escape and how long this will take: the reaction time. This may involve closing down machines, attending to security issues or helping colleagues, the public or visitors out of the workplace. The reaction time should be as short as possible so as to reduce the risk to staff caused by delaying their escape. Take this into account in assessing your escape routes. Make sure people know what to do in case of fire. This can speed up the evacuation process.</p> <p>Adequate escape provision must be made for people with sensory and mobility difficulties by personal emergency egress plans and appropriate equipment and colleague assistance.</p> <p>Guidance continued overleaf</p> | Are escape routes adequately illuminated? | | |
| | Where necessary is escape/emergency lighting sufficient? | | |
| | Are adequate escape provisions made for people with sensory and mobility needs? | | |
| | Are corridors/staircases protected where necessary? | | |
| | Are escape routes of adequate width? | | |
| | Where necessary do doors open in the direction of escape? | | |
| | Are door fastenings on escape routes simple to open without the need for a key? | | |

Means of Escape in Case of Fire - Guidance continued.

Lighting:

Escape routes need to be adequately illuminated. If the route depends on artificial lighting or if the workplace is used during the hours of darkness, you may need to consider alternative sources of illumination should the power fail during a fire. If necessary, check the routes when it is dark. In small workplaces it may be appropriate to provide torches which staff can use if the lighting fails. If you think that emergency lighting is necessary contact your Departmental Safety Adviser.

Signage:

Exit signs on doors or indicating exit routes should be provided where they will help people to find a safe escape route. Signs on exit routes should have directional arrows, "up" for straight on and "left, right or down" according to the route to be taken. Signs must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. Fire safety signs which contain symbols or pictograms which comply with BS 5499: Fire Safety Signs, Notices and Graphic Symbols will satisfy the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996, providing they continue to fulfil their purpose effectively. All fire safety signage must meet the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

Emergency exit signs – Rectangular or square in shape, white pictogram on a green background (the green part to take up at least 50% of the area of the sign).

Fire fighting signs – Rectangular or square in shape, white pictogram on a red background (the red part to take up at least 50% of the area of the sign).

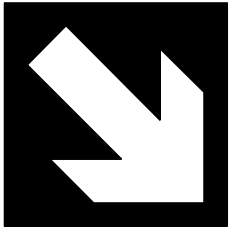
Delegated (Schools): Establishments must make adequate arrangements for the routine maintenance and testing of the emergency lighting system. Ensure the contractor enters details of the service visits on the "Test and Inspection Record Sheet".

Non-delegated: Environmental Services arranges for the routine maintenance and testing of the emergency lighting system by the Electrical Term Contractor.
(Non-schools) The Term Contractor is required to enter details of the service visits on the "Test and Inspection Record Sheet" and send a service record sheet to WS Atkins.

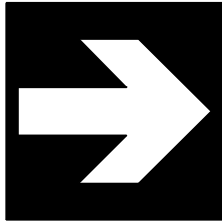
Any faults discovered by the tests or otherwise are to be recorded on the "Emergency Lighting System - Defects Record Sheet" and reported immediately to the appropriate contact listed on Sheet 01 at the front of this folder.

Means of Escape in Case of Fire - Guidance continued

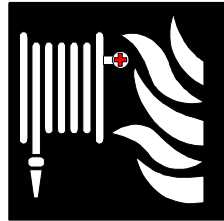
Typical Fire Fighting Signs:



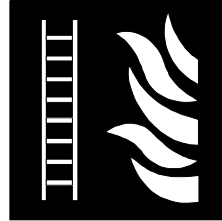
Location of fire equipment



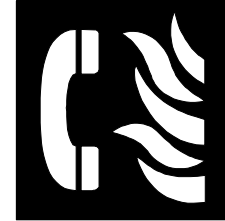
Fire Hose



Fire escape ladder



Fire call phone

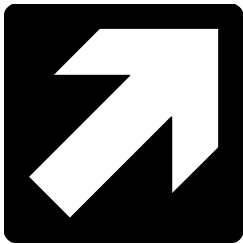


Fire extinguisher

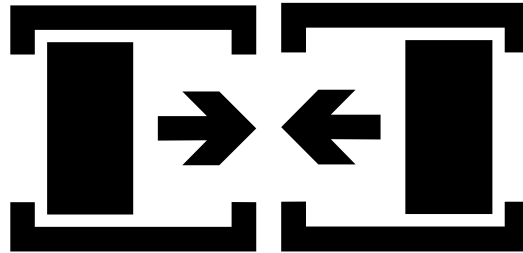
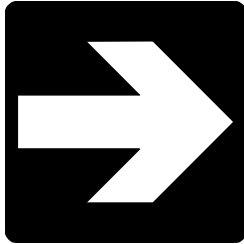


Fire fighting signs - Rectangular or square in shape, white pictogram on a red background (the red part to take up at least 50% of the area of the sign)

Typical Emergency Exit Signs:



Directional signs



Slide to open signs



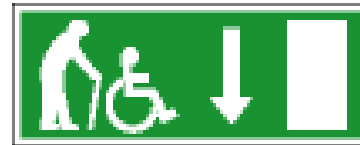
Fire exit signs



Emergency exit signs: Rectangular or square in shape, white pictogram on a green background (green part to take up at least 50% of the area).

Means of Escape in Case of Fire - Guidance continued

Typical Fire Safety Signs



Signage relating to persons with mobility or sensory difficulties:



Fire assembly point signage

Emergency signs: Rectangular or square in shape, white pictogram on a green background (green part to take up at least 50% of the area).

Establishment:.....

2.1 / 10 In the Event of Fire - Provision of Fire Fighting Equipment.

Block/Area:.....

| Guidance | System | Yes/No | Proposed action |
|---|---|--------|-----------------|
| <p>Is sufficient fire fighting equipment, of the correct type for the risk, present to tackle a small fire?</p> <p>If fire breaks out in the workplace and trained employees can safely extinguish it using suitable fire fighting equipment, the risk to others will be removed. Therefore, all workplaces where people are at risk from fire need be provided with suitable fire fighting equipment (See Section 5.1).</p> <p>The most useful form of fire fighting equipment for general fire risks is the water type extinguisher or suitable alternative. One such extinguisher should be provided for around each 200 square metres of floor space with a minimum of one per floor.</p> <p>Areas of special risks involving the use of oil, fats or electrical equipment may need carbon dioxide, dry powder or other types of extinguisher (See Section 5.1).</p> <p>Fire extinguishers should be sited on escape routes, preferably near to exit doors or where they are provided for specific risks, near to the hazards they protect.</p> <p>Notices indicating the location of fire fighting equipment should be displayed where the location of the equipment is not obvious or in areas of high fire risk where the notice will assist in reducing the risk to people in the workplace.</p> <p>Ensure that fire extinguishers in vehicles are included in the checks and routine tests.</p> <p>Guidance continued overleaf</p> | Is suitable and sufficient fire fighting equipment provided? | | |
| | Is the fire fighting equipment positioned on escape routes or adjacent to fire exits? | | |
| | Are sufficient numbers of employees competent in the use of fire fighting equipment? | | |
| | Is fire fighting equipment clearly visible or signed? | | |
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Provision of Fire Fighting Equipment – Guidance continued:

Sufficient numbers of employees, trained in the safe use of the fire extinguishers provided should always be present when the workplace is occupied. This is particularly important for those working in areas where there are special risks.

Departmental Safety Advisers can arrange for suitable training courses.

Environmental Services arranges for the routine maintenance and testing of all fire fighting equipment by a Term Contractor. The Term Contractor is required to enter details of the service visits on the “Test and Inspection Record Sheet” and send a service record sheet to the Finance Section of Environmental Services (A copy of the service record sheet will also be left at the establishment).

Any faults discovered by the checks or otherwise are to be recorded on the “Fire Fighting Equipment - Defects Record Sheet” and reported immediately to the appropriate contact listed on Sheet 01 at the front of this folder.

2.1 / 11 In the Event of Fire - Fire Emergency Plan and Training.

Establishment:.....

Block/Area:.....

| Guidance | System | Yes/No | Proposed action |
|--|---|--------|-----------------|
| <p>By planning ahead and ensuring everyone knows what to do in case of fire, the reaction time will be reduced.</p> <p>Each workplace needs to have an emergency plan. The plan must include the action to be taken by employees in the event of fire, the evacuation procedure and the arrangements for calling the fire brigade.</p> <p>For small workplaces this could take the form of a simple fire action notice posted in positions where employees can read it and become familiar with it.</p> <p>High fire risk or larger workplaces will need more detailed plans which take account of the findings of the risk assessments ,e.g. employees significantly at risk and their location. For larger workplaces, notices giving clear and concise instructions of the routine to be followed in case of fire should be prominently displayed. The notice should include the method of raising an alarm in the case of fire and the location of an assembly point to which employees escaping from the workplace should report.</p> <p>In order to assist people with mobility or sensory difficulties to escape from fire it may be necessary for employees to be trained in the correct procedures to cope with this eventuality.</p> <p>If the risk assessment identifies the need to create safe havens discussions must take place with the Fire Service (01865 242223).</p> <p>It is recommended that advice on the specific needs of people with mobility or sensory difficulties is obtained from the County Council Access Officers on Oxford (01865) 815591.</p> <p>Guidance continued overleaf</p> | <p>Does the Fire Emergency Plan include:</p> <ol style="list-style-type: none"> 1. Action to be taken by employees in the event of fire? 2. Evacuation procedures? 3. Arrangements for calling the fire brigade? 4. Arrangements to liaise with emergency services when an incident occurs? | | |
| | <p>Has information been provided to Emergency Services regarding rescue & fire fighting (In respect of any special risks involved in the workplace)?</p> | | |
| | <p>Is training carried out regarding the Fire Emergency Plan?</p> | | |
| | <p>Do all employees receive induction training regarding the Fire Emergency Plan?</p> | | |

Fire Emergency Plan and Training – Guidance continued:

Training and Instruction:

All people regularly employed in a workplace should be aware of the risk of fire, particularly if they work with hot processes or use highly flammable substances. They also need to know the action to be taken in case of fire, including:

- How to warn others of the fire including the operation of the fire warning apparatus provided
- The location and use of escape routes
- Assisting or directing visitors or members of the public from the workplace
- The location of a nominated assembly point
- The use of the fire equipment provided
- How to summon the fire service.

In larger workplaces it may not be necessary to train all employees in the operation of the fire equipment but everyone should know what hazards the fire extinguishers are provided to cover and the danger of using the wrong type of extinguisher in areas of special risks. Sufficient numbers of employees trained in the use of the fire extinguishers provided should always be present when the workplace is occupied. This is particularly important for those working in areas where there are special risks.

In workplaces employing large numbers of employees, it may be appropriate to nominate certain employees to carry out specific tasks in the event of fire. These tasks might include acting as floor marshals, ensuring that the floor is completely evacuated during a fire evacuation, and reporting that fact to a control point. Others may have the task of closing down processes during an evacuation or ensuring that security is maintained whilst the workplace is evacuated. The training should ensure that these tasks are carried out efficiently and safely.

For employees that do not have English as their first language an alternative way of communicating this information must be arranged.

Special Risks:

Where special risks are identified during the risk assessment process it is essential that details for dealing with those risks are clearly identified in the emergency plan and that adequate training is provided to all persons who may have to action those emergency procedures. This will include provisions for people with visual, hearing or mobility difficulties.

2.1 / 12 Maintenance, Testing and Monitoring.

Establishment:.....

Block/Area:.....

Maintenance & Testing:

| Guidance | System | Yes/No | Proposed action |
|---|--|--------|-----------------|
| <p>It is important that all safety equipment is fit for its purpose and is properly maintained and tested.</p> <p>All equipment provided to assist escape from the premises, such as fire detection and warning systems and emergency lighting, and all equipment provided to assist with fighting fire, should be regularly checked and maintained by a suitable competent person.</p> | <p>Has all safety equipment been regularly checked and maintained in accordance with the requirements identified within this folder?</p> | | |

Monitoring:

| Guidance | Hazard | Yes/No | Necessary action to eliminate or reduce the hazard | Residual Risk |
|--|--|--------|--|---------------|
| <p>Most workplaces change to some degree over time with the introduction of new equipment, activities and processes or changes in personnel. These changes may affect the risk of fire.</p> <p>Enter details of any reviews undertaken on the 'Fire Risk Assessment – Review Dates' Sheet 2.3.</p> | <p>Are procedures in place to control any changes to, or the introduction of additional hazards in, the workplace?</p> | | | |

FIRE RISK ASSESSMENT

SUMMARY SHEET OF SIGNIFICANT FINDINGS

Establishment:..... Area of Risk Assessment:.....

Date of Risk Assessment:..... Completed by:..... Position:.....

| Significant findings | Proposed Measures | | |
|---|-------------------|----------------------------|----------|
| | | By Who: | By When: |
| | | Completed (Date and Sign): | |
| | | By Who: | By When: |
| | | Completed (Date and Sign): | |
| | | By Who: | By When: |
| | | Completed (Date and Sign): | |
| | | By Who: | By When: |
| | | Completed (Date and Sign): | |
| Use additional sheets as necessary | | | |

Competent Person: Position:..... Signature:..... Date:.....

Head of Establishment: Signature:..... Date:..... Review Date:.....

RISK ASSESSMENT

REVIEW DATES

| Review Date | Reason for Review | Result of Review | Signature and Position Held |
|-------------|-------------------|------------------|-----------------------------|
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FLOOR PLAN OF PREMISES

Include in this section of the fire safety folder any plans showing the position of the following:-

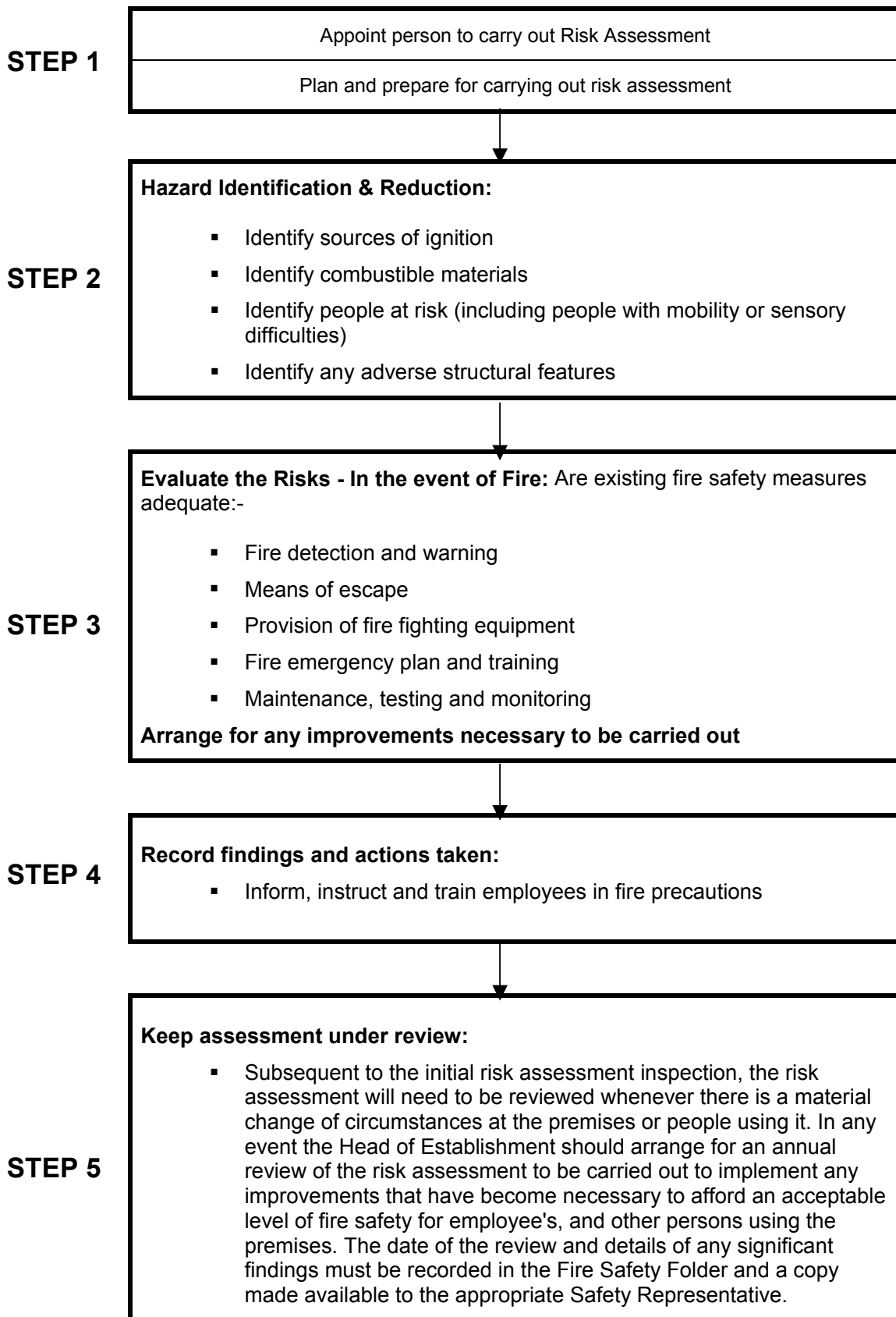
- Means of escape.
- Location of call points.
- Location of sounders.
- Location of heat and smoke detectors.
- Location of emergency lighting.
- Location of fire fighting equipment.
- Safety signs:-
 - Fire fighting equipment.
 - Emergency routes.
 - Prohibitions.
- Siting and marking of external fire assembly points

FIRE RELATED SYMBOLS

| | |
|-------------|---------------------------------------|
| | Fire resisting construction |
| | Fire resisting doors |
| S | Cold smoke seals |
| SC | Self closing devices |
| SC/A | Automatic releases |
| SD | Security doors |
| ERD | Emergency release device |
| FL | Fusible link |
| FFF | Doors free from fastenings |
| K | Key in box |
| PB | Doors fitted with push bar |
| RS | Roller shutter doors |
| UO | Up and over doors |
| N1 | General fire notices |
| N2 | Staff fire notices |
| N3 | Guest bedroom notices |
| N4 | Method of calling Fire Service notice |
| N5 | Notice on doors |
| N6 | Slide to open notice |
| N7 | Fire exit keep clear notice |
| N8 | Fire door keep shut notice |
| N9 | Restriction notice |
| N10 | Automatic fire door keep clear notice |
| IP | Fire alarm indicator panel |
| S | Switch for artificial lighting |
| | Opening |
| ----- | Clearways |
| | Ramp |
| | Hose reels |
| | |
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|-----------------|--|
| | Fire blanket |
| | Fire extinguisher - carbon dioxide |
| | Fire extinguisher - dry powder |
| | Fire extinguisher - foam |
| | Fire extinguisher - halon |
| | Fire extinguisher - water |
| FRG | Fire resisting glazing |
| FRG (60) | Fire resisting glazing - 60 mins |
| VP | Vision panel |
| SL | Sub standard wall/ceiling linings |
| E | Fire exit sign |
| | Exit directional signs |
| | Emergency lit exit boxes |
| | Emergency lit exit directional signs |
| | Emergency lighting points (Non-maintained) |
| | Emergency lighting points (Maintained) |
| | Manual fire alarm sounders |
| | Audible warning device |
| | Visual warning device |
| | Fire alarm call point |
| | Automatic heat detection |
| | Automatic smoke detection |
| | Beam detector |
| Hrl | Handrail |
| GrI | Guardrails/balustrades/walls |
| WP | Weather protection |
| VL | Vertical ladder |
| RL | Raking ladder |
| | |
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FIRE RISK ASSESSMENT – FLOWCHART



REFERENCES

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- The Fire Precautions (Workplace) Regulations 1997 (as amended).
- Home Office booklet - Fire Safety (An employers guide)
- Oxfordshire County Council booklet - Risk Management (Protecting people, property and premises) a guide for Site Managers (Issued 1992).
- Education Service booklet - A guide to Risk Management in Schools.

FIRE ALARM SYSTEM - CHECKS AND ROUTINE TESTS

The Head of the Establishment must ensure that the following checks and tests are carried out:-

DAILY

Check the fire alarm panel (where applicable) for any indicated faults and that all other indicators are "normal".

Check that all automatic door release mechanisms are automatically activated at the pre-set time.

WEEKLY

Test operation of system by operating a manual call point (using a different call point on each test) and ensure that all alarm sounders are audible. Check that automatically held doors are released and are fully closed.

[Where a central battery system is installed check electrolyte levels in batteries. If low report as below.]

Note: Where an alarm is automatically passed to the Fire Service, via a receiving station, the following procedures must be carried out:-

- a) Telephone the receiving station (Phone number on digital communicator), quote your security code and notify that a test is to take place;
- b) On completion of test telephone the receiving station for confirmation that the signal has been received and to notify that the test is complete:

Details of the weekly test are to be recorded on the "Test and Inspection Record Sheet".

Any faults discovered by test or otherwise are to be recorded on the "Fire Alarm Defects Record Sheet" and reported immediately to the appropriate contact listed on Sheet 01 at the front of this folder.

Delegated: Establishments must make adequate arrangements for the routine maintenance and testing of the fire alarm system. Ensure the contractor enters details of the service visits on the "Test and Inspection Record Sheet".
(Schools)

Non-delegated: Environmental Services arranges for the routine maintenance and testing of the fire alarm system by the Electrical Term Contractor. The Term Contractor is required to enter details of the service visits on the "Test and Inspection Record Sheet" and send a service record sheet to WS Atkins.
(Non schools)

FIRE ALARM SYSTEM

IDENTIFICATION NUMBER AND LOCATION OF CALL POINTS AND SOUNDERS

| CALL POINTS | | SOUNDERS | |
|-------------|----------|----------|----------|
| Number | Location | Number | Location |
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FIRE ALARM SYSTEM

TEST AND INSPECTION RECORD

| Date | Call Point Used | Comments | Signature and Position Held |
|-------------|------------------------|-----------------|------------------------------------|
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Any defects should be entered on the "Fire Alarm System - Defects Record Sheet".

FIRE ALARM SYSTEM – DEFECTS RECORD

| Date | Defect and Location | Signature & Position Held |
|---|---------------------|---------------------------|
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |

Report any defects to the appropriate contact listed on Sheet 01 at the front of this folder.

FIRE ALARM SYSTEM – ALARM ACTIVATION

| Date | Reason alarm activated | Signature & Position Held |
|---------------|------------------------|---------------------------|
| Action taken: | | Signed:..... |
| Action taken: | | Signed:..... |
| Action taken: | | Signed:..... |
| Action taken: | | Signed:..... |
| Action taken: | | Signed:..... |
| Action taken: | | Signed:..... |
| Action taken: | | Signed:..... |
| Action taken: | | Signed:..... |

EMERGENCY LIGHTING SYSTEM

CHECKS AND ROUTINE TESTS

The Head of the Establishment must ensure that the following checks and tests are carried out:-

DAILY

That any known faults are receiving attention.

WEEKLY

Where torches are used as part of the emergency escape procedures that they are in the correct position and working properly.

MONTHLY

Energise all luminaires by simulating a mains failure. The test should only be carried out in daylight and can be achieved by turning off the key switches, where fitted, or by isolating the local lighting circuits at the distribution board (For advice ask your WS Atkins - Property Maintenance Surveyor).

Details of the monthly tests are to be recorded on the "Test and Inspection Record Sheet".

Any faults discovered by the tests or otherwise are to be recorded on the "Emergency Lighting System - Defects Record Sheet" and reported immediately to the appropriate contact listed on Sheet 01 at the front of this folder.

Delegated:
(Schools)

Establishments must make adequate arrangements for the routine maintenance and testing of the fire alarm system. Ensure the contractor enters details of the service visits on the "Test and Inspection Record Sheet".

Non-delegated:
(Non schools)

Environmental Services arranges for the routine maintenance and testing of the fire alarm system by the Electrical Term Contractor. The Term Contractor is required to enter details of the service visits on the "Test and Inspection Record Sheet" and send a service record sheet to WS Atkins.

EMERGENCY LIGHTING SYSTEM

TEST AND INSPECTION RECORD

| Date | Comments | Signature and Position Held |
|------|----------|--------------------------------|
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Any defects should be entered on the "Emergency Lighting - Defects Record Sheet".

EMERGENCY LIGHTING SYSTEM – DEFECTS RECORD







| Date | Defect and Location | Signature & Position Held |
|---|---------------------|---------------------------|
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
| Action taken: | | |
| Date Defect Rectified:.....Signed:..... | | |
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Report any defects to the appropriate contact listed on Sheet 01 at the front of this folder.

FIRE EXTINGUISHERS

All new portable fire extinguishers are now coloured red with a zone of colour which indicates the contents of the extinguisher. This colour indication appears on the front of the extinguisher above the operating instructions and will be clearly visible when it is correctly mounted. (It should be noted however, that the existing fire extinguishers on which the entire body is colour coded remain acceptable until such time as they need to be replaced).

Remember: fire extinguishers must not be used on chip or fat pan fires as the jet from the extinguisher may force burning fat out of the pan.

| Type | Colours | How it works | Danger | How to use |
|---|---|---|---|--|
| STANDARD DRY POWDER OR MULTIPURPOSE DRY POWDER |  | <p>STANDARD DRY POWDER knocks down flames. Best for liquids such as grease, fats, oil, paint, petrol (except chip or fat pan fires).</p> <p>MULTIPURPOSE DRY POWDER knocks down flames and, on burning solids, melts to form a skin smothering the fire. Provides some cooling effect.</p> <p>Best for wood, cloth, paper, plastics, coal etc. Fires involving solids. Liquids such as grease, fats, oils, paint, petrol etc. (except chip or fat pan fires).</p> | <p>This type of extinguisher does not cool the fire very well and care has to be taken that the fire does not re-ignite. Additionally, although it is safe to use on live electrical equipment, it does not readily penetrate spaces inside the equipment and similar care has to be taken to ensure the fire does not re-ignite, the simplest method of which is usually to isolate the power supply.</p> <p>Smouldering material in deep seated fires such as upholstery or bedding can cause the fire to start up again.</p> | <p>Point the jet discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out.</p> <p>If the extinguisher has a shut-off control wait until the air clears and, if the flames are still visible, attack the fire.</p> |
| WATER |  | <p>WATER works mainly by cooling burning material.</p> <p>Best for wood, cloth, paper, plastics, coal etc. Fires involving solids.</p> | Do not use on burning fat or oil or on electrical appliances. | Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out. |
| AFFF (AQUEOUS FILM-FORMING FOAM) [MULTIPURPOSE] |  | <p>AFFF (AQUEOUS FILM-FORMING FOAM) [MULTIPURPOSE] forms a fire extinguishing film on the surface of a burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials.</p> <p>Best for wood, cloth, paper, plastics, coals etc. Fires involving solids. Liquids such as grease, fats, oils, paints, petrol etc. (except chip or fat pan fires).</p> | | For fires involving solids, point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out. For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid. |
| FOAM |  | <p>FOAM forms a blanket over the surface of the burning liquid and smothers the fire.</p> <p>Best for a limited number of liquid fires – check manufacturer's instructions for suitability of use on fires involving liquids.</p> | These extinguishers are generally not recommended for home use. | Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of fire are out. For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on the fire is in a container, point the jet at the inside edge of the container or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid. |
| CARBON DIOXIDE CO2 |  | <p>CARBON DIOXIDE CO2 vaporising liquid gas which smothers the flames by displacing oxygen in the air.</p> <p>Best for liquids such as grease, fats, oil, paint, petrol etc. (except chip or fat pan fires). Clean, effective and safe on live electrical equipment.</p> | <p>This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again. Gas from CO2 extinguishers can be harmful if used in confined spaces as it displaces oxygen in the air. Ventilate the area as soon as the fire has been extinguished.</p> | The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire. |
| VAPORISING LIQUID (INCLUDING HALON*) |  | <p>VAPORISING LIQUID (including Halon*) vaporising liquid gas which gives rapid knock down by chemically inhibiting combustion.</p> <p>Best for liquids such as grease, fats, oil, paint, petrol (except chip and fat pan fires).</p> | <p>This type of extinguisher does not cool the fire very well and care should be taken to ensure that the fire does not re-ignite. Fumes from vaporising liquid gas extinguishers can be harmful if used in confined spaces, particularly if used on hot metal. The area should be well ventilated as soon as the fire has extinguished.</p> | <p>The vaporising liquid gas is expelled in a jet which should not be aimed into burning liquids as this risks spreading the fire. The discharge nozzle should therefore be aimed at the flames and kept moving across the area of the fire.</p> <p>* Owing to the ozone depleting potential of halon, its future use and availability will be restricted to "Essential Uses". Production and consumption of new halon ceased in 1994.</p> |

In view of the unwelcome effects of halons and their future restricted permitted use, alternative forms of extinguisher are being used to protect County buildings.

FIRE FIGHTING EQUIPMENT

CHECKS AND ROUTINE TESTS

The Head of the Establishment must ensure that the following checks are carried out:-

DAILY

That all fire fighting equipment is in its correct position and that any known faults are receiving attention.

MONTHLY

Carry out a routine check of all fire fighting equipment to ensure that it has not been discharged and does not show signs of damage or leakage.

Details of the monthly checks are to be recorded on the "Test and Inspection Record Sheet".

Any faults discovered by the checks or otherwise are to be recorded on the "Fire Fighting Equipment - Defects Record Sheet" and reported immediately to the appropriate contact listed on Sheet 01 at the front of this folder.

Environmental Services arranges for the routine maintenance and testing of all fire fighting equipment by a Term Contractor. The Term Contractor is required to enter details of the service visits on the "Test and Inspection Record Sheet" and send a service record sheet to the Finance Section of Environmental Services (A copy of the service record sheet will also be left at the establishment). Details of the routine maintenance and testing is available from Environmental Services on Oxford (01865) 815781.

FIRE FIGHTING EQUIPMENT

IDENTIFICATION NUMBER AND LOCATION (SHEET A)

| Number | Location | Type and Use |
|--------|----------|--|
| | | <p style="text-align: center;">WATER</p> <p style="text-align: center;">Wood, cloth, paper and similar materials</p> <p style="text-align: center;">NOT TO BE USED ON ELECTRICAL, PETROL, OIL AND FAT FIRES</p> |
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| | | <p style="text-align: center;">HOSE REELS</p> <p style="text-align: center;">As for water extinguishers</p> |
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| | | <p style="text-align: center;">DRY POWDER</p> <p style="text-align: center;">Petrol, oil and fat fires. Suitable for electrical fires. Can be used on wood, paper etc.</p> |
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FIRE FIGHTING EQUIPMENT

IDENTIFICATION NUMBER AND LOCATION (SHEET B)

| Number | Location | Type and Use |
|--------|----------|---|
| | | CARBON DIOXIDE As for dry powder |
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| | | FIRE BLANKET Petrol, oil and fats in small containers. Persons clothing. |
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| | | FOAM Liquids or liquifiable solids, burning liquids. Oil, fat, paint etc. |
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FIRE FIGHTING EQUIPMENT

IDENTIFICATION NUMBER AND LOCATION (SHEET C)

| Number | Location | Type and Use |
|--------|----------|---|
| | | <p data-bbox="1193 405 1315 439">HALON</p> <p data-bbox="1129 526 1374 792">Best for liquids such as grease, fats, oil paint, petrol etc. (except chip and fat pan fires).</p> |
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FIRE FIGHTING EQUIPMENT

TEST AND INSPECTION RECORD

| Date | Comments | Signature and Position Held |
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Any defects should be entered on the "Fire Fighting Equipment - Defects Record Sheet"

FIRE FIGHTING EQUIPMENT – DEFECTS RECORD

| Date | Defect and Location | Signature & Position Held |
|---|---------------------|---------------------------|
| Action taken: | | |
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Report any defects to the appropriate contact listed on Sheet 01 at the front of this folder.