Fire Safety Awareness

Your Name: 

Workplace: 

Start Date: 

Completion Date: 

Contents

1. Introduction
2. Fire Prevention
3. Fire Procedures
4. Fire Extinguishers
5. Workplace Awareness
6. Questions
Introduction

This Fire Safety Awareness workbook has been produced to introduce you to the basics of fire safety, advice on what to do if you discover a fire and practical ways to prevent a fire.

This workbook provides information on:

- Understanding fire, it’s dangers and effects
- Understanding how to prevent and control fire
- Recognising the different types of fire extinguishers and what they are used for
- Knowing how to report a fire
- Knowing what to do when you hear a fire alarm
- Knowing what to do if you discover a fire
- Have a basic understanding of fire legislation and regulations

If you need additional information on Fire Safety Awareness you can ask your supervisor or line manager. You can also find information on these websites;

http://www.hse.gov.uk
http://www.communities.gov.uk/fire/firesafety/firesafetylaw/
http://firekills.direct.gov.uk
1. Fire Prevention

1.1 Understand the principles of “The Fire Triangle

In order for a fire to start, three components must come together. These are HEAT, FUEL and OXYGEN which are collectively known as:

"The Fire Triangle"

Facts....

Without sufficient OXYGEN and HEAT, a fire cannot begin and it cannot continue.

Without FUEL, a fire will stop.

HEAT is responsible for the ignition of a fire and is commonly caused by discarded smoking materials (such as cigarettes) or electrical faults.

If HEAT is removed by the application of a substance, for example water, the amount of HEAT available to the fire reaction is reduced. Turning off the electricity in an electrical fire removes the ignition source.

Without FUEL a fire will go out. FUEL can be removed naturally, thereby decreasing the heat. Examples of fuel are paper, cardboard, wood, textiles and gas.

The third component of the fire triangle is OXYGEN which is in the air around us. If the supply of OXYGEN decreases in concentration, the combustion process slows. The air supply can be reduced to prevent a fire from spreading, for example closing doors and windows. However in most cases, there is usually plenty of air left when a fire goes out.

If you put a spoon over a lit candle, it will go out as it no longer has any OXYGEN.
The **DANGERS** of fire are all around us. Most fires can be prevented by individuals being aware of how their own actions or neglect may cause a fire and how their actions could prevent a fire. Fires can have devastating effects, causing death or serious life changing injuries. It is important to be aware of the dangers of a fire and how you can prevent a fire.

### 1.2.1 Understand the dangers of fire: Electrical faults

There are particular danger signs to look out for on all electrical items. If you think something needs fixing or changing, do it straight away.

**For plugs and sockets, keep an eye out for the following:**

- Hot plugs or sockets, scorch marks, fuses that often blow, or flickering lights - they are all signs of possible loose wiring or other electrical problems
- Badly wired plugs – any coloured wires sticking out could come loose and debris could also get into the plug
- Overloaded sockets – plugging too many electrical appliances into one socket can lead to overheating

**Risks with cables and leads include:**

- Getting frayed and damaged – make sure the outer coverings of all power leads are in good condition and replace them if necessary
- Being badly positioned – they shouldn’t be anywhere that they could be tripped over, or near water, cookers or other sources of heat
- Running them under rugs or carpets is not a good idea as they can wear out without anyone noticing – put them elsewhere, preferably in cable housing to protect them

**For electrical appliances, you should never:**

- Get them wet – this includes plugs and sockets, for example, don’t put a vase of flowers on top of the TV
- Leave them on at night – unless they are designed to be left on, like freezers
- Put anything in the microwave that is made of metal or has a metallic finish or parts
1.2.2 Understand the dangers of fire: Smoking materials

IF PEOPLE SMOKE, it is vital that they are always careful about how they extinguish and dispose of cigarettes, contents of pipes and matches.

**Smoking is one of the most common causes of fire in the home**

Lighters and matches need to be kept in a safe place, always away from children irrespective of the child’s age and how many times you have told them not to touch. Also keep them away from any kind of combustible materials.

* Only smoke in designated smoking areas *

1.2.3 Understand the dangers of fire: Accumulation of rubbish, paper and other materials that can easily catch fire

If there is an accumulation of RUBBISH, PAPER and OTHER MATERIALS in store cupboards, corridors, walkways, this means there is a greater risk of fire. In fact this could happen anywhere where items are left to accumulate. These can also cause problems if fire escape routes are blocked by items on fire so people cannot get out and there are higher risks of fire spreading.

COMBUSTIBLE MATERIALS left close to heat sources increases the risk of fire. When storing materials you need to consider the following:

- The type of material
- The quantities kept
- The storage arrangements
1.2.4 Understand the dangers of fire: Misuse of heaters

All HEATERS have the potential to be a fire hazard. Below are some key points you need to think about when using a portable heater.

- **Use and maintain** heaters as directed in the user manual
- **Never use** portable heaters to dry clothes
- **Do not** sit too close to a portable heater
- **Do not** obstruct the ventilation of a heater
- **Make sure** an appropriate fire guard is in place
- **Make sure** it is situated somewhere safe, at least 1 meter from combustible materials, on an even surface where it cannot be knocked over

1.2.5 Understand the dangers of fire: Cooking

The KITCHEN has a number of hazards which have the potential to cause fire. You need to pay particular attention to the dangers of grilling and cooking food (especially when using chip pans).

The Government produced “FIRE SAFETY IN THE HOME” which gives safety advice to help PREVENT a fire occurring when you are cooking:

- Wipe surfaces after spills / a build up of fat and grease on a hob can ignite a fire
- Avoid wearing loose-fitting clothes that could catch fire
- Keep flammable objects away from gas hobs
- Keep microwave vents clear from obstruction
- Avoid leaving children in the kitchen alone when the cooker hob (gas or electric) is on
- Take extra care if you have to leave the kitchen by taking pans off the heat or turn them down. Always make sure saucepan handles do not stick out
- Keep tea towels and cloths away from the oven and hob
- Double check the cooker has been turned off when you have finished cooking
- Keep water away from electrical appliances and sockets
Did you know? Chip pan fires are the largest cause of fire-related injuries in the home.

Find and read the Fire Safety in the HOME leaflet on the [http://www.direct.gov.uk](http://www.direct.gov.uk) website.

1.2.6 Understand the dangers of fire: Others (candles, arson etc.)

When lighting a CANDLE, consider the LOCATION and how SECURE the candle holder is.

If you leave a room where a CANDLE is burning, please note:

- Put it out with a candle snuffer or spoon ✓
- Never leave a room where a candle is burning ✗
- Blowing out candles increases the risk of fire ✗

ARSON is the crime of intentionally setting fire to buildings, structures or wild land areas. It is the single most common cause of fire on business premises. To help protect your organisation from arson, you can:

- Monitor the entrance, for example, using a camera. Having one monitored entrance is better than having two entrances that are not monitored at all.
- Doors and windows should be in good repair and locked when not in use.
- Letter boxes should have metal containers fitted on the inside.
- Have good security measures to deter intruders.
- Use good quality locks and padlocks.
1.3 Understand the effects of fire...

Fire can have a number of devastating effects, physically, emotional, financially and materially. Fire can cause serious injuries or death.

1.3.1 Understand the effects of fire: Burns

A burn is an injury to the skin tissue usually caused by contact with intense heat, electricity, chemicals, light, radiation or friction. A burn can be superficial, partial-thickness or full-thickness.

Burns can cause immense pain and one of the biggest concerns following a burn, is that the affected area is vulnerable to becoming infected.

A superficial (slight) burn can be treated at home by flooding the burn with cool water...

If a burn is...

- Larger than the size of your palm
- Situated on the face, neck, hands or groin
- A full-thickness burn
- A partial-thickness burn

...then the individual needs to be treated by a qualified medical practitioner.

DO NOT burst blisters from burns

1.3.2 Understand the effects of fire: Smoke

SMOKE INHALATION is the number one cause of death related to fires.

It occurs when you breathe in the products of combustion (burning) during a fire. The smoke is a mixture of heated particles and gases and when inhaled can damage the body by simple asphyxiation.
There are numerous signs of smoke inhalation, these include:

- Coughing
- Difficulty breathing / shortness of breath
- Burns to the nose, mouth and face
- Hoarseness / Croakiness
- Headaches
- Acute mental status changes
- Carbonaceous sputum (burned saliva)

If an individual has any of these symptoms, they should be checked over by a qualified medical practitioner.

1.3.3 Understand the effects of fire: Toxic fumes

The inhalation of TOXIC FUMES can have a similar effect to smoke inhalation. Symptoms include:

- Light-headedness
- Confusion
- Headaches
- Vertigo
- Flu-like effects for smaller exposures.

Larger exposures can lead to significant toxicity of the central nervous system and heart and even death. Sources of toxic fumes include; lead paint, Carbon Monoxide and Toxic Welding Rod Fumes.

1.3.4 Understand the effects of fire: Loss of consciousness

If an individual has inhaled smoke or toxic fumes, the end result can be LOSS OF CONSCIOUSNESS or ASPHYXIA.

“Loss of consciousness” is an alteration of mental state involving complete lack of responsiveness.

SUFFOCATION is a deficient supply of oxygen to the body that arises from being unable to breathe normally. Most fire related deaths are caused by smoke suffocation, not burning.
“In a house fire, you might think that the smoke would wake you and give you and your family time to escape. But after just two or three breaths of toxic smoke, you would most likely be unconscious. Your lungs would fill up and you would not be able to breathe. It is very unpleasant and similar to drowning.”

Source: Directgov website 2011

1.3.5 Understand the effects of fire: Possible death

Someone with smoke inhalation can get worse quickly
so you need to act fast

The damaged airways and lungs prevent oxygen from getting into the blood, and respiratory failure may then develop. This could result in possible death.

Dial 999

1.3.6 Understand the effects of fire: Property damage

Following a fire, your property or workplace would most likely be damaged. This could include doors and windows broken by the fire fighters and / or smoke damage to interior walls, upholstery and furniture.

You should discard any food and medicines exposed to high heat, smoke or damaged by fire.
1.3.7 Understand fire prevention and how fire can be prevented and controlled

To prevent fire, you need to stop heat, fuel and oxygen coming together to “break the fire triangle”.

If one of these three elements is not present, a fire cannot start and cannot continue to burn.

Here are some guidelines which could help prevent a fire:

- Ensure all waste is disposed of safely; this includes highly flammable materials and waste outside a building.

- If you smell gas,
  - Open all windows and outside doors
  - DO NOT turn any electrical switches on or off
  - Immediately inform your manager and anyone in the vicinity
  - Evacuate the building and notify the emergency services for gas
  - DO NOT use matches or smoke a cigarette

- Close doors and windows when work areas are not in use to prevent a possible fire spreading.

- Smokers must disregard cigarettes properly making sure all light items are put out completely.

- Electrical appliances must be maintained and replaced if damaged or worn.

- Sockets must not be overloaded.

Think about what could be a potential fire risk in your workplace. How could you reduce the risk of fire and save lives?
2. Fire Procedures

2.1.1 Understand the importance of fire procedures: What to do (and NOT to do) if the fire alarm is activated

If you discover a fire in your workplace or at home, it is vital you are aware of the correct procedures to be followed. This will give you and other people the best opportunity for a safe evacuation and a higher chance of survival.

At your place of work, if a fire alarm is activated you need to quickly and calmly walk to the nearest fire exit. Calmly shout to notify anyone else in the vicinity.

If you are with a visitor to your building at the time, ask them to follow you.

Once outside the building you should make your way directly to the Fire Assembly Point and report to the Fire Warden / Marshall or Responsible Person.

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**NEVER** stop to collect personal possessions or finish a piece of work.

**DO NOT** go to the toilet or kitchen – just go directly outside.

**NEVER** go back inside until you have been told it is safe to do so by the Fire Service / Fire Warden / Marshall or Responsible Person.

**You should NOT use the lift or escalators** (unless you are supporting a disabled person to use a lift that is specially designed to evacuate disabled people and you have been instructed on how to operate the lift and the procedures to follow.)

**DON’T PANIC** as this can affect your ability to make safe decisions and can make other people panic which puts everyone in more danger.

If you are at home, **keep calm and act quickly. Get everyone out** as soon as possible. **Do not waste time** investigating what has happened or rescuing valuables.

If there is smoke, keep low where the air is clearer

Call 999 as soon as you are clear of the building

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Find out what the fire evacuation procedures are for the places you work in. Always know where the emergency exits are.
2.1.2 Understand the importance of fire procedures: What to do (and NOT to do) if you discover a fire

If you discover a fire...

- Raise the fire alarm, calmly shout something like “Fire – evacuate now” as you leave ✓
- Do not panic as you will endanger lives ❌
- Evacuate the building from the nearest fire exit ✓
- Do not risk being trapped or put yourself or others in danger ❌
- If you are the last person out, close the doors behind you as you leave the building to prevent the fire from spreading ✓
- Once outside and in a safe place, telephone 999 and ask for the fire service ✓
- Go to your Fire Assembly Point and report to the Fire Warden / Marshall or Responsible Person ✓

2.2.1 Understand the importance of fire procedures: How to deal with fire

Only attempt to tackle a fire if you are confident you are able to do so safely and you have been shown how to use an extinguisher and you know what type of extinguisher to use.

If you are in any doubt, GET OUT, STAY OUT and leave it to the professionals.

If your clothes catch fire - STOP, DROP AND ROLL!

By lying down it makes the fire harder to spread. If possible smother the fire with a heavy material like a coat or blanket.

DO NOT run around as you will make the fire worse.
While evacuating a building you come to a door that is closed. If you can see smoke or flames seeping through the cracks or the door is warm to touch, **DO NOT ENTER, FIRE IS ON THE OTHER SIDE**

3. Fire Extinguishers

3.1.1 Understand the different types of extinguisher available and their correct use: Water Extinguisher (Red)

**Use on...** Paper, wood, textiles and solid materials fires  
**DO NOT use on...** Liquid, electrical or metal fires

A water extinguisher expels water under pressure forming a jet of approximately 6 metres which lasts about 1 minute. It works by cooling the burning material, reducing the heat the fire needs to continue.

3.1.2 Understand the different types of extinguisher available and their correct use: Carbon Dioxide (CO₂) Extinguisher (Red with Black “CO₂” Label)

**Use on...** Liquid and Electrical fires  
**DON’T use on...** Metal fires

A CO₂ extinguisher works by expelling a powerful concentration CO₂ under great pressure, reducing oxygen in the air. A typical CO₂ extinguisher will have a range of 2 metres (less outside) and lasts for about 12 seconds.

You should aim the jet at the base of the flames and move continuously from side to side across the area of the fire.
**WARNING!** CO₂ extinguishers can cause freeze burns if the nozzle or base comes into contact with skin. This is due to their low operating temperature.

**DANGER!** CO₂ can asphyxiate in a confined space. After extinguishing the fire, leave the area and do not re-enter until safe to do so.

3.1.3 Understand the different types of extinguisher available and their correct use: **Spray Foam Extinguisher (Red with Cream “FOAM” Label)**

*Use on...* Liquid, paper, wood and textile fires

*DON’T use on...* Electrical or metal fires

A spray foam extinguisher works by expelling a fine spray which forms a film on top of the burning material / liquid. This seals the vapours and excludes oxygen from the fire. It has a range of 4 metres and lasts for 30 seconds.

In the case of flammable liquid fires, ensure that the foam flows gently over the top of the liquid until the fire is extinguished.

3.1.4 Understand the different types of extinguisher available and their correct use: **Dry Powder Extinguisher (Red with Blue “Powder” Label)**

*Use on...* Liquid, electrical, wood, paper and textile fires

*DON’T use on...* Metal fires

A dry powder extinguisher contains a chemical which reacts with the fire to exclude oxygen. It knocks down the flames by chemically inhibiting combustion. It has a range of 2 metres.

Aim the jet at the base of the flames and drive the flames towards the far edge with a rapid sweeping motion until extinguished.
**WARNING!** Dry powder has no cooling effect, so re-ignition can occur if the fire is not completely put out.

**WARNING!** When using inside buildings, the powder is likely to restrict visibility.

### 3.1.5 Understand the different types of extinguisher available and their correct use: Wet Chemical extinguisher (Red with yellow “Wet Chemical” Label)

**Use on...** Fires involving cooking oils and fats  

**DON’T use on...** Flammable liquids such as petrol or diesel

The wet chemical extinguisher is extremely effective as the wet chemical knocks the flames out and cools the burning oil.

The resulting solution seals the surface preventing re-ignition.

Fire tests have established that it is capable of extinguishing a 75 litre deep fat fryer.

### 3.1.5 Understand the different types of extinguisher available and their correct use: How to use an extinguisher properly

**How to use a fire extinguisher**

To remember how to use a fire extinguisher safely - use the acronym P.A.S.S.
Pull
Aim
Squeeze
Sweep

Pull out the pin at the top of the extinguisher. The pin releases a locking mechanism enabling you to discharge the contents of the extinguisher.

Aim at the base of the fire, NOT at the flames.

Squeeze the lever slowly to release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.

Make sure you know the instructions on your fire extinguisher as different fire extinguishers recommend operating them from different distances.

Aim at the base of the fire, NOT at the flames!

DON’T walk away once the fire is out - WATCH the area for a few minutes in case it re-ignites.

RECHARGE the extinguisher after use.

Do not attempt to use a fire extinguisher unless you have been shown what to do

Your first priority is your own safety
When to use a fire blanket

A fire blanket is a useful safety device made of non-flammable materials. They are useful for small fires which cannot be put out with water.

A fire blanket can be used if you have a stove or pan which catches fire or if someone's clothes catch fire. The fire blanket can be wrapped around a person to put the fire out.

Fire Classifications

The UK recognizes six fire classes:

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
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<tbody>
<tr>
<td>Class A</td>
<td>Fires involve organic solids such as paper and wood.</td>
</tr>
<tr>
<td>Class B</td>
<td>Fires involve flammable or combustible liquids. Petrol, grease and oil fires are included in this class.</td>
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<tr>
<td>Class C</td>
<td>Fires involve flammable gases.</td>
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<tr>
<td>Class D</td>
<td>Fires involve combustible metals.</td>
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<tr>
<td>Class E</td>
<td>Fires involving electrical appliances (no longer used as when the power supply is turned off an electrical fire can fall into any category)</td>
</tr>
<tr>
<td>Class F</td>
<td>Fires involve cooking fat and oil.</td>
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</table>
4. Workplace Awareness

During working hours it is important that you are aware of what to do if a fire should occur within your own workplace, when travelling, or visiting other locations.

Preparation and knowledge can save lives

4.1.1 Understand workplace guidelines: Reporting a fire

To report a fire you need to telephone 999 for the emergency services. The operator will ask you which service you require and you will have to ask for the FIRE SERVICE. It is important you stay calm while you are being transferred to the FIRE SERVICE emergency call centre. Take deep breaths and practice what you need to say so you communicate clearly and factually. The call centre operator will ask you the following types of question:

1. What is on fire?
2. What is the address?
3. Is anyone trapped inside?

If you are trapped in a fire situation and are unable to leave your property safely, the fire control operator will stay on the line with you and give you fire survival guidance to help you until the fire professionals arrive.

You will find lots of information about fire safety on the internet. Visit www.fireservice.co.uk and find out more.

Being well informed could save the lives of your colleagues, friends, family, customers, members of the public and yourself.

A Break Glass Call Point is an emergency alarm where you break the glass to raise the alarm. There are usually sited where they can be easily seen and usually mounted 1.4m from the floor. They can be found in public buildings, on the floor landings of stairways and at exits to open air.

Glass should ONLY be broken in an emergency
### 4.1.2 Understand workplace guidelines: Fire safety in the workplace

**WHAT DO YOU NEED TO KNOW?**

Please fill in the below in relation to your own organisation and workplace(s).

It is recommended that you copy (or extract) this and the next page and put it somewhere where you can regularly refer to it to refresh your memory, for example, put it on the wall near the kettle so you see it when you make a drink, on the fridge using a magnet, on a notice board.

Where are the nearest fire exits and where do they lead to?

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Where are the nearest break glass call points in case you need to raise the fire alarm?

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Where are the fire extinguishers? Do I know how to use them and am I permitted to?

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What are the emergency evacuation procedures?

Where is the fire assembly point outside?

Who is the Fire Warden(s) / Marshall(s) or Responsible Person?

What are your responsibilities towards other people?

If you are unsure of any of the answers, ask your manager

If you work at different locations, you will need to consider each location you regularly work in
4.1.3 Understand workplace guidelines: Fire alarms

A FIRE ALARM is the easiest way to raise the alarm at work. A fire alarm can be adapted for a person who is profoundly deaf or has hearing problems by the installation of flashing lights, increasing the sound of the alarm, or with vibrating mechanisms.

FACT...You are twice as likely to die in a house fire if you don’t have a working smoke alarm...

FACT...You should test your fire alarm once a week at home and it should be routinely tested once a week at work.

4.1.4 Understand workplace guidelines: Fire exits / safety signs and symbols

FIRE EMERGENCY EXIT DOORS are usually display a green sign like one of these...

FIRE DOORS usually have a sign with white lettering in a blue circle on a white background.

A FIRE DOOR that automatically opens or closes when a fire alarm is activated will have a sign similar to these on it.
These are other **FIRE SAFETY SIGNS** you may see...

4.1.5 Understand workplace guidelines: Evacuation procedures / fire drills

It is best practice within your working environment to rehearse what to do if a fire starts. This is known as a FIRE DRILL which gives everybody an opportunity to practice and understand how to evacuate the building safely. It also highlights any potential risks or problems which could arise if the situation was real, such as escape routes being blocked or partially blocked.

**FACT**... Your workplace is legally required to carry out fire drills and inform staff of safety procedures in the event of a fire.

**IS THIS A REAL FIRE ALARM OR PRACTICE FIRE DRILL?**

In a real fire situation, the emergency lighting would come on, the sprinkler system would start and there might be smoke.

*It is essential that you take a fire drill seriously and use the opportunity to practise your emergency evacuation procedures.*

*This could save your life in the event of a real fire.*

When visiting other places of work, you should sign in. In the event of a fire, this is how people will establish if anyone is in the building. It is essential that you also sign back out of the building when you leave so people or fire fighters are not putting themselves in danger by looking for you, when in fact, you may have left some time before the fire started.

Find out about your workplace fire drill procedures...
4.1.6 Understand workplace guidelines: The role of the Fire Warden / Responsible Person

The role of a Fire Warden / Fire Marshall or Responsible Person is...

- Take appropriate action in the event of fire
- Ensure that escape routes are available for use
- Play a leading part in fire drills
- Assess fire risks and identify hazards in the workplace
- Record and report their observations

If a fire is discovered, the Fire Warden / Fire Marshall or Responsible Person should wear a **yellow** high-visibility vest like this one, or an armband and make sure:

- The alarm has been raised
- Staff from the building or area involved are evacuated
- Check that any staff or visitors with disabilities are assisted as planned
- Fight the fire if it is safe to do so
- Check everybody has reached the **Fire Assembly Point** and take a roll call

4.1.7 Understand workplace guidelines: Fire legislation / regulations / guidance

The minimum fire safety precautions that should be in place at your work premises are:

- A suitable fire-detection and warning system
- Equipment to fight a small fire
- Identified safe routes to leave the premises
- Suitable fire exit doors
The main requirements of The Regulatory Reform (Fire Safety) Order 2005 are:

- To carry out fire risk assessments
- To consider who may be especially at risk
- To eliminate or reduce the risk from fire as far as is reasonably practical

It applies to all public places, shops, schools, hospitals, hotels etc.

Under The Fire Precautions (Workplace) Regulations 1997, employers are required to:

- Carry out a fire risk assessment
- Monitor and review the risk assessment, and revise as appropriate
- Plan for an emergency
- Inform staff or their representatives of the risks
- Provide staff information and training
- Nominate persons to assist

Under The Fire and Rescue Services Act 2004, fire and rescue authorities now have to promote fire safety and prepare for:

- Fighting fires and protecting people and property from fires
- Rescuing people from road traffic accidents
- Dealing with other specific emergencies, such as flooding or terrorist attacks

4.2.1 Understand fire Safety in other locations

What should you do if a fire breaks out in your home?

- Get everyone out
- Stay safe
- Call 999
- Do not panic
What should you do if your car catches fire?

- Move to the side of the road
- Turn the engine off
- Get everyone out of the vehicle immediately
- Get far away from the vehicle and stay away from the vehicle
- Keep onlookers and others away
- Warn oncoming traffic
- Call emergency services when you are at a safe distance

**DO NOT attempt to try to put out the fire yourself**

What should you do if the fire alarm goes off when you are in a shop?

Follow the EXIT SIGNS AND LEAVE IMMEDIATELY leaving un-paid for items behind.

What should you do if the fire alarm goes off when you are swimming in a public pool?

FOLLOW the staff’s instructions and exit signs to exit quickly and safely.
Questions: Fire Safety Awareness

1. Fire Prevention

1.1.1 Understand the principles of “The Fire Triangle”

<table>
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<tr>
<th>What 3 elements make up The Fire Triangle?</th>
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<table>
<thead>
<tr>
<th>How can The Fire Triangle be broken, and how does this affect a fire?</th>
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In the space next to each item below, write down which are heat sources and which are fuel sources. Use the words HEAT or FUEL to show your answers...

- Faulty electrical wire
- Electrical equipment left on when not in use
- Careless disposal of cigarettes / contents of pipes / matches
- Accumulation of rubbish, paper or other materials that can easily catch fire
- Combustible materials left close to heat sources
- Misuse of portable heaters
- Obstruction to the ventilation of heaters
- Inadequate attention to the dangers of grilling and cooking food (esp. chip pans)
- Candles
### 1.2.1 Understand fire prevention and its dangers: Electrical faults

Write down 5 things you can do to prevent a fire starting from an electrical fault...

1. 

2. 

3. 

4. 

5. 

### 1.2.2 Understand fire prevention and its dangers: Smoking materials

How can smoking materials cause fires?

What can a smoker do to reduce the risk of fire?

### 1.2.3 Understand fire prevention and its dangers: Accumulation of rubbish, paper or other materials that can easily catch fire

How does the accumulation of rubbish, paper or other materials that can easily catch fire, increase the risk of fire?
1.2.4 Understand fire prevention and its dangers: Misuse of heaters

How can a portable heater be a potential fire hazard?


1.2.4 Understand fire prevention and its dangers: Cooking

Why is it safer to wear tight fitting sleeves or have your sleeves rolled up, when you are cooking?


What can you do to reduce the risk of fire when you are cooking?


1.2.6 Understand fire prevention and its dangers: Others (Candles, arson etc.)

Why is it safer to put out a candle with a snuffer or a spoon rather than blowing it out?


How can you protect your business or organisation from an arson attack?

1.3.1 Understand the effects of fire: Burns

What is a burn and how can a superficial burn be treated?

If someone gets a blister from being burnt what must they **NOT** do to the blister...

1.3.2 Understand the effects of fire: Smoke

List 5 symptoms of smoke inhalation...

1.
2.
3.
4.
5.

What can you do in a fire situation to reduce the risk of smoke inhalation?
1.3.3 Understand the effects of fire: Toxic fumes

List 4 signs of illness that could be related to toxic fume inhalation...
1. 
2. 
3. 
4. 

List 3 possible sources of toxic fumes...
1. 
2. 
3. 

1.3.4 Understand the effects of fire: Loss of consciousness

What could cause an individual to lose consciousness?

How many breaths of toxic smoke does it take before you are unconscious?

1.3.5 Understand the effects of fire: Possible death

What is more likely to cause death in a fire?

How can deaths from fires be reduced?
### 1.3.6 Understand the effects of fire: Property damage

**What damage might you experience following a fire?**

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<tr>
<th>Question</th>
<th>Answer</th>
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### 1.4.1 Understand fire: How it can be prevented and controlled

**How can fire be prevented and controlled?**

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**How can fire risks from combustible materials be reduced?**

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<th>Answer</th>
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**What should you do if you smell gas?**

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</table>
2. Fire Procedures

2.1.1 Understand the importance of fire procedures: What to do (and NOT do) if the fire alarm is activated

What should you do if the fire alarm is activated in your place of work?

What should you NOT do if the fire alarm is activated in your place of work?

2.1.2 Understand the importance of fire procedures: What to do (or NOT do) if you discover a fire

What should you do if you discover a fire in your place of work?

What should you NOT do if you discover a fire in your place of work?
2.2.1 Understand the importance of fire procedures: How do deal with fire

How should you deal with fire? Complete this sentence...

"Get out and

What would you do if your clothes caught fire?

What could you do quickly and safely to help contain a small fire?

When evacuating a building, you come to a door that is closed. What should you do before proceeding?
### 3. Fire Extinguishers

#### 3.1.1 Understand the different types of extinguisher available and their correct use: Red Extinguisher

<table>
<thead>
<tr>
<th>What is inside a RED fire extinguisher?</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>The RED extinguisher can be used on fires involving...</td>
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<tr>
<td>Please list...</td>
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<tr>
<td></td>
</tr>
<tr>
<td>The RED extinguisher should NOT be used for...</td>
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<td>Please list...</td>
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</tbody>
</table>

#### 3.1.2 Understand the different types of extinguisher available and their correct use: Red Extinguisher with the BLACK label

<table>
<thead>
<tr>
<th>What is inside a red fire extinguisher with a BLACK label?</th>
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<tr>
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<tr>
<td>The fire extinguisher with the BLACK label can be used on fires involving...</td>
</tr>
<tr>
<td>Please list...</td>
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<tr>
<td></td>
</tr>
<tr>
<td>The fire extinguisher with the BLACK label should NOT be used for...</td>
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<td>Please list...</td>
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</tbody>
</table>
### 3.1.3 Understand the different types of extinguisher available and their correct use: Red Extinguisher with the Cream Label

**What is inside a fire extinguisher with a Cream label?**

<table>
<thead>
<tr>
<th>Material inside</th>
<th>Action</th>
<th>Condition</th>
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</table>

The extinguisher with the Cream label can be used on fires involving...

**Please list...**

<table>
<thead>
<tr>
<th>Material inside</th>
<th>Action</th>
<th>Condition</th>
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</table>

The extinguisher with the Cream label should NOT be used for...

**Please list...**

<table>
<thead>
<tr>
<th>Material inside</th>
<th>Action</th>
<th>Condition</th>
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</table>

### 3.1.4 Understand the different types of extinguisher available and their correct use: Red Extinguisher with the Blue label

**What is inside a fire extinguisher with a Blue label?**

<table>
<thead>
<tr>
<th>Material inside</th>
<th>Action</th>
<th>Condition</th>
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<tbody>
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</table>

The extinguisher with the Blue label can be used on fires involving...

**Please list...**

<table>
<thead>
<tr>
<th>Material inside</th>
<th>Action</th>
<th>Condition</th>
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</table>

The extinguisher with the Blue label should NOT be used for...

**Please list...**

<table>
<thead>
<tr>
<th>Material inside</th>
<th>Action</th>
<th>Condition</th>
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<tbody>
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</table>
3.1.5 Understand the different types of extinguisher available and their correct use: Red extinguisher with the Yellow label

What is inside an extinguisher with a **YELLOW** label?

The extinguisher with the **YELLOW** label can be used on fires involving...

Please list...

The extinguisher with the **YELLOW** label should NOT be used for...

Please list...

3.1.6 Understand the different types of extinguisher available and their correct use: How to use an extinguisher correctly

Describe how you would use an extinguisher correctly using the acronym P.A.S.S...
4. Workplace Awareness

4.1.2 Understand the workplace guidelines: Reporting a fire

What information do you need to provide when dialling 999 and requesting the fire service?

What is a Break Glass Call Point and where would you expect to find one?

4.1.2 Understand the workplace guidelines: Fire safety in your workplace

What do you need to know to ensure you have the correct fire safety knowledge for your workplace?

4.1.3 Understand the workplace guidelines: Fire alarms

How often should you test your smoke alarm at home?

How often would you expect the fire alarm at work to be tested?
How can a fire alarm be adapted so that deaf people can be alerted?

4.1.4 Understand the workplace guidelines: Fire exits / safety signs and symbols

What colour would you expect a fire exit sign to be?

What colour would you expect a fire door sign to be?

4.1.5 Understand the workplace guidelines: Evacuation procedures / fire drills

Describe your evacuation procedure / fire drill at your workplace...

What occurs in a real fire that wouldn't necessarily occur in a fire drill?
## 4.1.6 Understand the workplace guidelines: The role of the Fire Warden / Responsible Person

Describe the role of a Fire Warden or Responsible Person...

If a fire is discovered, what should the Fire Warden or Responsible Person do?

## 4.1.7 Understand the workplace guidelines: Fire legislation / regulations / guidance

What are the legal responsibilities of your organisation regarding fire safety?

## 4.2.1 Understand fire Safety in other locations

Write down what you would you do if a fire breaks out in your home?
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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</thead>
<tbody>
<tr>
<td>What should you do if your car catches fire?</td>
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<tr>
<td>What should you do if the fire alarm goes off when you are in a shop?</td>
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<tr>
<td>What should you do if the fire alarm goes off when you are swimming in a public pool?</td>
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<tr>
<td>When should you NOT tackle a fire?</td>
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</table>
Shall we find out what you have learnt?

Now that you have completed this section you can have a go at the online assessment for Fire Safety Awareness.

To do this you will need to visit [www.cis-assessment.co.uk](http://www.cis-assessment.co.uk) and log on by entering your username and password in the boxes provided.

You will then be able to select Fire Safety Awareness Assessment. Don’t forget to read the instruction page before you start.

Once you have completed this assessment and had a discussion about the results with your line manager, you may want to do a little more learning and/or return to your results and record additional evidence. It is absolutely essential that you know what to do in the event of an emergency.

You can also print out the results pages (which include any additional information you have added) for your Induction Folder and/or Continuous Professional Development Portfolio.

http://www.cis-assessment.co.uk

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