

## Fire Prevention

Fire can cause injury, death and damage to property. The UK's **Fire and Rescue Service (FRS)** responds to emergency 999 calls in the event of fire.

An organisation's **Fire Emergency Plan** explains the procedures to follow in the event of a fire.

### How do fires start?

- **heat** – a source of ignition, eg faulty or misused electrical equipment
- **fuel** – something that will burn, eg soft furnishings, dry waste or packaging materials
- **oxygen** – found in the atmosphere, eg natural airflow through doors and windows from air-conditioning systems.



If any one of these is missing, a fire cannot start. It is important that steps are taken to avoid the three coming together and thereby reduce the chances of a fire occurring.

### What you can do to prevent fire:

- read the Fire Emergency Plan and be aware of your escape routes
- attend fire safety training
- keep fire doors shut at all times (or, if held open on automatic releases, keep them clear)
- ensure escape routes are clear
- close windows and doors at night
- report any damage to fire detection, warning or fire fighting equipment
- if you see, or smell smoke, raise the alarm and investigate immediately
- be aware of the risks from any flammable, highly combustible or hazardous materials used or stored on the premises.

### You should know:

- how and where to raise the alarm (for example by operating the nearest fire alarm call point)
- arrangements for calling the Fire and Rescue Service
- location of, and where appropriate, how to use fire-fighting equipment
- location of escape routes
- if you are responsible for any visitors on site, how to direct them to a fire exit
- how to open emergency doors
- your assembly point
- the authorised procedure for a return to the workplace
- fire drill arrangements.

## Fire Prevention

### What to do in case of fire:

- operate the fire alarm usually at the nearest fire alarm call point
- follow your organisation's fire emergency and evacuation procedures
- contact the Fire and Rescue Service if you are designated to do this
- use the correct type of portable fire extinguisher (if safe to do so and you have received training) to try and put out a small fire but do not take personal risks
- where appropriate, stop machines and processes and isolate power supplies
- if there are fire wardens/marshals on site, always follow their instructions
- evacuate the premises using the nearest designated fire evacuation route or alternative route do not use the lift unless it is designated as a fire lift
- report to the assembly point.



Employees must co-operate with their employers to ensure the workplace is safe from fire and its effects. They must not do anything that will place themselves or other people at risk.

**Note - The Regulatory Reform (Fire Safety) Order 2005 imposes a legal requirement to prevent fires and reduce the risk of fire, and places a legal duty on both the employer and employees for fire safety.**

*Remember: If you have any concerns about fire safety, then speak to your supervisor or safety representative.*

### Legislation and resources

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006
- INDG370: Fire and Explosion. How Safe is Your Workplace?

### Additional Information

East Sussex Fire & Rescue Service has created an online facility highlighting the occurrence, outcomes and associated safety and fire prevention messages from real fires; see [www.blackmuseum.info](http://www.blackmuseum.info)

## Fire Prevention

Please read the handout carefully. Answer the following questions and give this page back to the person providing the toolbox talk.

**Q: What three things are needed before a fire can start?**

**A:** .....  
.....  
.....

**Q: List three things that you can do to prevent fire?**

**A:** .....  
.....  
.....

I have read and understood the information set out above:

Name: .....

Signature: .....

Date: .....

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