



Mandatory Training Workbook 2015

Fire Safety

All Staff

My



Checklist

- *Read through this section of the workbook.*
- *Complete the on-line assessment on [My PACT](#)*
- *If further information is required please contact the Fire Safety Officer on ext 1012*

Learning Outcomes – mapped to Core Skills Framework

- Understand the characteristics of fire, smoke and toxic fumes
- Know the fire hazards involved in the working environment
- Be aware of the significant findings of relevant fire risk assessments
- Practise and promote fire prevention
- Know instinctively the right action to take if fire breaks out or if smoke is detected
- Be familiar with the evacuation procedures and associated escape routes at their location and at their time of duty
- Take part in practical training sessions, which should include evacuation techniques.

This section aims to explore your role in the event of a fire. It will cover basic fire safety, good housekeeping, actions to be taken on discovering a fire, actions to be taken on hearing a fire alarm, procedures for evacuation and staff responsibilities during a fire incident

Basics

- **Fire prevention**
- **Know what to do**
- **Extinguishing fires**
- **Look after fire safety items**
- **What to do with patients**

Care with smoking

Many fires are started in hospitals by smoking materials. Ensure you know the No Smoking Policy

Responsibilities for Fire Safety

You should work your way through the whole of the section and then complete the on-line assessment. By completing the assessment the trust will record that you have completed your statutory training in Fire Safety. It is a legal requirement for the trust to provide you with this training and to ensure that you have the skills and knowledge to help you know what to do in the event of a fire. The Trust has a responsibility for ensuring fire safety is managed effectively in all premises it owns and where its staff are based. This includes everything from ensuring that the integrity of the building construction is appropriate to stop fire spreading quickly, through to ensuring staff are trained to respond if a fire occurs.

This course is only one part of your fire safety awareness training. You are responsible for ensuring that you undertake some training at a local level including identifying escape routes from your place of work, evacuation techniques, you should consult your line manager for more information on this. You may also be required to undertake more training at a local level and may be asked to demonstrate to a fire safety officer that you are competent in fire safety practices.

To contribute to our aim of providing a 'safe' environment, everyone has a responsibility for managing fire safety.

- Ward/Department/Unit Managers are responsible on a day to day basis for the implementation of fire safety arrangements in their areas of responsibility.
- Estates Department are responsible for the maintenance of 'physical' fire precautions measures in all buildings, for example, fire alarms and fire doors.

- Clinical Staff are responsible for ensuring the fire risks presented by patients are considered in their clinical risk assessment, and that appropriate control measures are implemented accordingly.
- **All staff** are responsible for reporting any fire safety problems, defects or concerns they may have, attending training and ensuring good fire safety housekeeping arrangements are maintained in their place of work.

Understand the characteristics of Fire

A chemical reaction producing smoke, heat and flames

- ***Can produce toxic fumes***
- ***Will cause disorientation***
- ***Will damage property***
- ***May cause injury or death***

The Fire Triangle

For a fire to exist it needs three elements:

- ***FUEL for the fire to burn***
- ***AIR (oxygen) for the fire to breathe***
- ***HEAT for the fire to continue burning***



If any of these elements are missing, or removed, the fire will go out. Stopping these three sources of fire from coming together reduces the chances of a fire occurring.

Fire Safety Housekeeping

All staff should maintain their work areas in a manner that does not create potential fire hazards. Steps that can be taken by all staff to reduce the risk of fire include:

- Store paper stocks, card, recycling bags, chemicals, aerosols, cleaning agents and other combustible/flammable materials away from potential ignition sources.
- Store flammable materials in metal cabinets wherever possible
- Do not overload electrical extension cables by having several items all plugged in at once
- Do not have an extension lead or adaptor plugged into another extension lead
- Fully unwind reel – type extension cables as the electricity running through the wound up cable generates heat and can create a fire within the reel.
- Do not run electrical cables over or close to radiators, heated pipes or other heat sources
- Ensure electrical cables are not pulled or stretched
- Switch off or disconnect electrical equipment at the end of the working day, except for the essential equipment such as the main computer server
- Ensure only qualified electricians are employed to carry out any work involving repairs or modifications to electrical wiring
- Ensure all electrical equipment has been PAT tested (Portable appliance testing), this includes any personal equipment brought into the Hospital.
- Inform the estates Department and or/ Fire Officer when work is planned within the building that could create a potential fire risk.

The importance of Fire Safety and Risk Assessment

Fire safety is vitally important for our staff, patients and visitors.

In 2007 in the NHS there was

- *1,579 Hospital Fires*
- *3 Deaths*
- *65 Serious Injuries*

The biggest cause of fire in NHS premises is arson

Risk assessment is carried out locally in each premise to identify the potential causes of fire and ensure the appropriate preventative measures are taken to minimise the risk. Considerations include:

- *Building Structure and Usage*
- *Signage and Equipment*
- *Evacuation and Procedures*

For Local Risk Assessment Findings please contact the Fire Officer.

Fire Safety Measures

Fire Doors

All Fire doors (if maintained properly) are designed to give at least 30 minutes protection against smoke and flames. Some doors, usually in higher fire risk areas such as kitchens and boiler rooms, are constructed to give 1-hour protection. Fire doors are therefore an essential and effective means of hindering the spread of a fire and should therefore be treated with respect.

Do Not Wedge Fire Doors Open!

If fire doors are wedged open over a prolonged period of time they can be damaged and are no longer effective. If a fire were to occur behind a damaged door, the smoke and flames would soon come round the bottom of the door and any protection offered by it would be eliminated.

Some fire doors are held open with magnets and then close automatically when the fire alarm operates.

Do all the fire doors in your workplace close properly with the door fitting securely back into its catch and frame without gaps around the door? If not, this must be reported to the Estates Department via the helpdesk, to your line manager and the people responsible for maintaining the fire precautions within your building.

Remember:

Fire doors.....

- *Stop the spread of fire and smoke*
- *Protect escape routes, create safe areas*
- *Don't wedge or obstruct*

If you are aware of a faulty fire door, REPORT IT!!!

Fire Extinguishers

There are several different types of fire extinguishers available and they are grouped into classes depending on the type of the fire they are to be used upon.











The classes are as follows:

NB all new fire extinguishers are now manufactured as red coloured with a different coloured 'flash' to tell them apart



Up to 5% of the body of the fire extinguisher will be labelled in a particular colour depending on its contents. See table (on next page).

Symbols found on fire extinguishers & what they mean

					
	Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles 	✓	✓	✓	✗	✓
Flammable liquids 	✗	✓	✓	✓	✗
Flammable gases 	✗	✗	✓	✗	✗
Electrical contact 	✗	✗	✓	✓	✗
Cooking oils & fats 	✗	✗	✗	✗	✓

Fire blankets smother the fire, thereby eliminating the oxygen supply for small class A or B fires eg. Chip pans and waste paper bin fires.



If using fire extinguishers:

- Know the location of each
- Know each type
- Use the correct one
- Use only one
- Use only if safe to use it
- Don't put yourself at risk

Designated Fire Escape Routes

Wherever possible, two designed escape routes to a final exit door should be available. In such circumstances where this is not possible (e.g. an upper floor office accessed by the only one staircase), particular attention must be given to the standard of protection along that route, and the level of maintenance given to the safety measures.

Designated fire escape routes are protected by fire doors and have directional signs located throughout the length of the escape route to direct people to the final exit door. Fire alarm call points will be located along these routes so the alarm can be raised without leaving a protected area. Emergency lighting will also usually be installed along these routes.

Fire Action

Staff training is essential in fire safety so that everyone is aware of their responsibilities and the procedures they need to follow. It is for this reason that regular fire drills must be performed. Actions to take in the event of the fire alarm being raised could be potentially very different depending on the nature, layout and use of the premises concerned. It is essential that you find out what the arrangements are in your workplace.

On discovering a fire:

1. Operate the nearest alarm
2. Alert others in the area (shout FIRE)
3. Dial ...**2222**..... on internal phone and state **FIRE**
4. Attack the fire if suitably trained and its safe to do so
5. leave the building quickly and calmly taking the safest and shortest route **DO NOT STOP FOR PERSONAL BELONGINGS**
6. Where possible, close all doors and windows
7. Do not use the lifts
8. Assemble at the appropriate assembly point and inform the person in charge, nominated Fire and Safety Officer, H&S Officer, Fire or Police Officer if you are aware of any person unaccounted for.

On hearing the Fire Alarm:

- Leave the building quickly and calmly taking the safest and shortest route. **DO NOT STOP FOR PERSONAL BELONGINGS.**
- Where possible, close all doors and windows.
- Office Managers, modern matrons, etc. – all persons in charge of an area should ensure a speedy evacuation and all persons go to fire Assembly point.
- Assemble at the appropriate assembly point and inform the person in charge, nominated Fire and Safety Officer, H&S officer, Fire or Police officer if you are aware of any person unaccounted for.
- Do **NOT** re-enter the building until told to do so by the person in control, e.g. Fire Officer or Health and Safety Officer.

Continuous Signal

1. Evacuate area in accordance with fire emergency plan.



Intermittent signal

1. Close doors and windows
2. Prepare for the possible evacuation of patients
3. Await instructions from the Fire Brigade or Emergency Fire Team

Evacuation within Hospital Premises

- Evacuation within hospital premises is based upon the principle of progressive horizontal evacuation.
- Rather than evacuation immediately to the outside, people are moved along the same floor level, through the next fire compartment (through next set of doors), and progressively move in such a way until there is no choice but to then go downstairs and/or to the outside.
- This method of evacuation means that those who are ill, or whom it would be less than favourable to evacuate immediately outside, are kept in a safe and protected environment until, hopefully, such time as the fire service arrive and can make the area they have been evacuated from safe.

Patient evacuation

- Move patients nearest the fire FIRST
- Start with the most able first
- Take patients to the furthest point in the next compartment
- Close doors to affected area each time you pass through

Other Things to Remember.....

- Disabled colleagues
- Visitors
- Close doors and Windows

Escape from fire

- Corridors and stairs should be kept free of obstructions
- Exits should be clearly marked and accessible
- **REPORT FIRE HAZARDS** such as blocked fire escapes to your line manager immediately

Flammable Liquids, Gases & Chemicals

Throughout the hospital we come into contact with chemicals some of which are flammable. Care should be taken when dealing with flammable substances

Hand gels pose a risk because most of them contain over 70% water based alcohol.

Care should be given to storage of large quantities of liquids or gases as some may require a special cupboard

- Flammables should be clearly labelled & stored securely away from heat
- No smoking
- Take care with gas cylinders



MEDICAL OXYGEN can be DANGEROUS

- Oxygen makes fire worse
- Report leaks
- Store cylinders properly in designated storage areas
- No smoking near oxygen
- Clean Hands- be especially careful that oxygen does come into contact with petroleum jelly or mineral oils as this is flammable.
- Know where to turn it off
- **Only senior medical staff are allowed to turn off medical gases**

Arson

- Frequent cause of NHS fires
- Healthcare premises are an easy target
- An arsonist could be anyone
- Cut down their chances
- If suspicious – take action
- Call security

We can all prevent fires. Know what to do if you suspect a fire. Remember what to do if you hear the alarm. Look after your fire doors, keep escape routes clear. Know how to deal with small fires.

BE CAREFUL

You must also ensure that you have read and understand the general fire action notices at the fire alarm call points located in your area.



DO YOU KNOW YOUR WARD/DEPARTMENT'S EMERGENCY FIRE ACTION PLAN?

IF NOT ASK YOUR LINE MANAGER FOR IT.

ACTIVITY: FIRE SAFETY

Do not forget to complete the on-line assessment on [My PACT](#)

For information on practical fire training please contact the Fire Safety Officer on ext 1012



Please note:

- If you achieve 80% or more you have been successful
- If you do not achieve 80% you will not be deemed as compliant with your essential mandatory training and will need to repeat the test.