

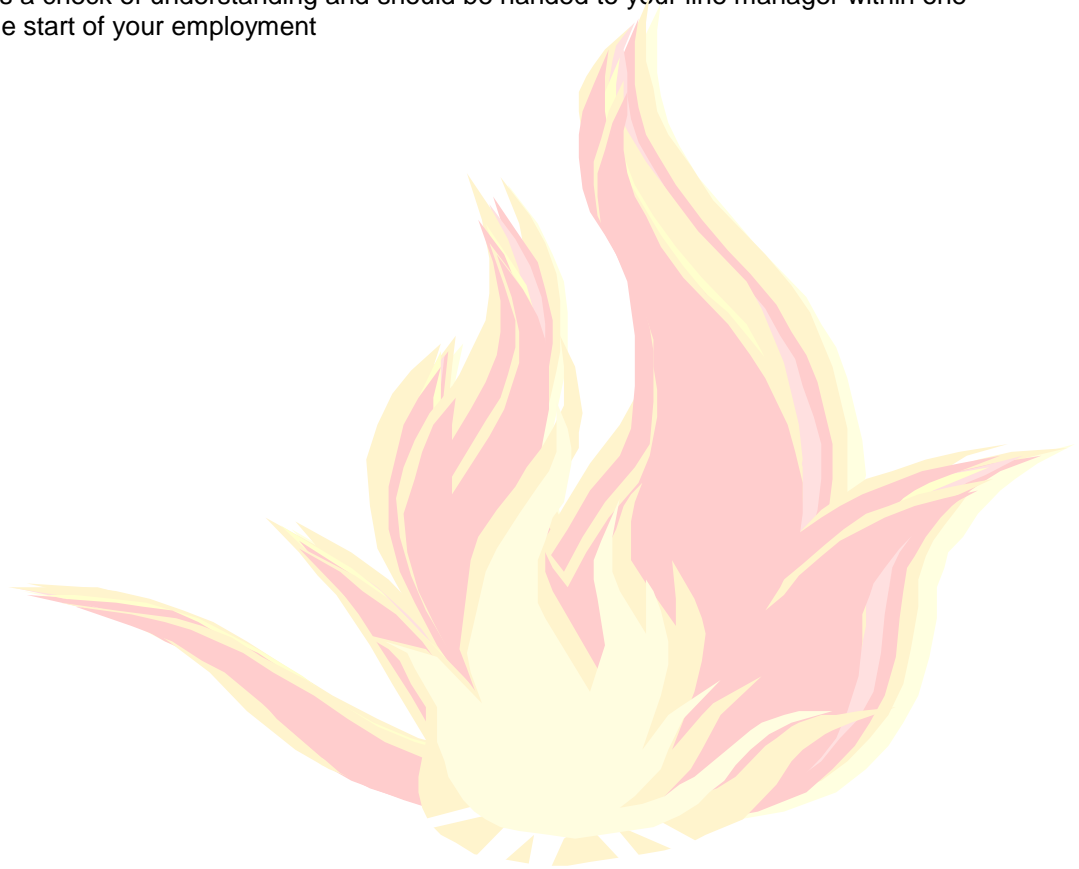
Fire Safety Induction Training Book

This booklet should be introduced to new employees on their first day of employment.

Section 1: is a checklist of those facts and features that you should be shown on your first day by your line manager

Section 2: is a self learning package, you should complete it during your first month of employment

Section 3: is a check of understanding and should be handed to your line manager within one month of the start of your employment



Initial issue: Insert Date

Section 1: First Day Checklist

Title and address of premises to which this document is relative:

.....

Employee:

Name.....Date.....

You should be shown, or have explained, the following by your Line Manager

FIRE INSTRUCTIONS.....

TELEPHONE NUMBER TO CALL FIRE BRIGADE.....

FIRE ALARM CALL POINTS.....

FIRE EXTINGUISHERS.....

LOCATION OF FIRE EXITS.....

LOCATION OF ASSEMBLY AREA.....

Name of Manager

Signature of employee

Date.....

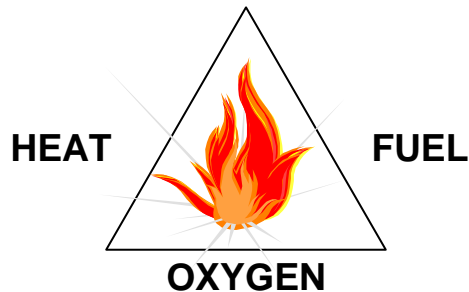
Section 2: Self learning package

What is fire?

In order for a fire to occur, three elements need to be present:-

HEAT, FUEL & OXYGEN

These three elements are often described as 'The triangle of fire' and if the three elements are allowed to come together, there is the potential for a fire to occur.



Oxygen is generally always present, the other two elements however vary depending on the environment.

In your working environment fuel is present in four types or groups:

Solid fuel	Liquid fuel	Electrical	Gaseous
Paper	Alcohol gel	Computers	Propane
Cardboard	Oils	Televisions	Butane
Textiles	Paints	Cooking appliances	Note: Oxygen is not flammable
Furnishings	Surgical spirits	Lighting	

Self test 1

Please complete before going on to the next section

LIST THREE EXAMPLES OF EACH OF THE FOLLOWING, WHICH CAN BE FOUND SPECIFICALLY IN YOUR WORKPLACE:

HEAT

1.....

2.....

3.....

FUEL

1.....

2.....

3.....

If HEAT, FUEL and? are allowed to mix the? of fire is complete.

FIRE PREVENTION IN THE WORKPLACE

It is your responsibility to be aware of the causes of fire and to prevent fires from occurring in the workplace.

Some common causes of fire are:-

Arson or deliberate ignition

Poor housekeeping leading to excessive storage of combustible materials or the accumulation of waste.

Electrical

Misuse of electrical equipment such as:

- overloading sockets or adaptors

- Obstructing vents on electrical equipment.

- using equipment for purposes for which it was not designed.

- using faulty or defective equipment.

- leaving appliances switched on when not in use.

Smoking

Smoking in unauthorised areas and the careless disposal of smoking materials.

COOKING

Misuse of cooking appliances such as toasters and microwave ovens.

Self test 2

Please complete before going on to the next section

FIRE PREVENTION

Please insert your answers

I can help prevent fire

1. By ensuring that.....materials do not accumulate around the workplace.

2. By notsockets

3. By not using.....electrical equipment

- 4 By ensuring that smoking only takes place in.....areas

- 5 By ensuring that cooking appliances are not.....

Should a fire break out in your workplace there are many features in your building designed to protect you and to help in the event of a fire

These items are covered in the next section

FIRE SAFETY PROVISION IN THE WORKPLACE

Your workplace has many features, which are there to assist and help in the event of a fire they are:

1 **A FIRE ALARM** (Alerts everyone in the event of a fire)

The Fire Alarm may be activated:

- a) Manually via The red Fire Alarm **CALL POINTS**
- b) Automatically via Heat or Smoke **DETECTORS**

You must know:

- a) The sound of the **FIRE ALARM**
- b) The location of the **CALL POINTS.**

2 **FIRE INSTRUCTION NOTICES** are generally positioned adjacent to Manual Fire Alarm Call Points and detail information about what to do when the alarm sounds.

3 **FIRE SIGNS** are found throughout the department and show the way to emergency exits, highlight fire safety features and remind you of the need to keep fire doors closed.

4 **FIRE FIGHTING EQUIPMENT** is generally found in the corridors and enables you to fight the fire. **IF NECESSARY AND SAFE TO DO SO** It is your duty to know the location of all fire fighting equipment in you working area.

5 **EMERGENCY LIGHTING** lights up the risk areas and escape corridors in the event of a power failure.

6 **FIRE RESISTING DOORS**

- a) Contain the fire and smoke for at least **30** minutes.
- b) May be fitted with self-closing devices or automatic hold open devices, linked in to the FIRE ALARM.

THEY MUST NEVER BE WEDGED OR PROPPED OPEN

Self test 3

Please complete before going on to the next section

Please answer the following questions:

FIRE DOORS will contain the fire and the smoke for at least.....if they are

FIRE DOORS must never be.....or.....open

The FIRE ALARM is there to ensure that every one knows that there is a

The TWO methods of activating the FIRE ALARM are:

Manually by operating the.....
or.....via the.....Detectors

SIGNS will show me the way to.....It is my duty to be aware of the location of all FIRE.....

FIRE INSTRUCTIONS are positioned adjacent to
and tell me whatin the event of a

The instructions for any person discovering a fire are:

1. Raise the alarm by shouting
2. Remove anyone in immediate danger and close the door
3. Break the glass of the nearest fire alarm call point
4. Dial 999 and alert the Fire Service to the situation
5. Fight the fire ONLY IF IT IS SAFE TO DO SO

The instructions for the rest of the staff when they hear the fire alarm are:

1. Leave the building
2. Close all doors and windows on route
3. Escort all patients and visitors (those not in the waiting area) from the building
4. Reception staff should clear the waiting area
5. Go to the assembly point

Everyone should remain at the assembly point until the Fire Service declare the building safe to re-occupy.

The Fire Service will ask the following when they arrive:

1. Is everyone accounted for
2. Where is the fire
3. What is the nature of the fire
4. How do we get to the fire (are there any locked doors etc.)
5. Are there any hazards in the vicinity of the fire

Self test 4

Please complete before going on to the next section

The instructions for any person discovering a fire are:

1. Raise the alarm by
2. Remove anyone in immediate danger
3. Break the glass of the nearest fire alarm call point
4. Dial?and alert the Fire Service to the situation
5. Fight the fire

The instructions for the rest of the staff when they hear the fire alarm are:

1.?
2. Close all? on route
3. Escort all? (those not in the waiting area) from the building
4. Reception staff should clear the?area
5. Go to the assembly point

The Fire Service will ask the following when they arrive:

6. Is?accounted for
7.? is the fire
8. What is the? of the fire
9. How do we get to the fire (are there any locked doors etc.)
10. Are there any? in the vicinity of the fire

FIRE EXTINGUISHERS (OLDER TYPE)

The most common fire extinguishers in your workplace are:

1. **WATER** For wood, paper, textiles and solid materials **(RED CYLINDER)**
2. **CARBON DIOXIDE (CO₂)** For electrical appliance fires **(RED with BLACK markings/fittings)**
- 3 **DRY POWDER** For liquid fuel and electrical appliance fires **(Red with Blue markings/fittings)**
- 4 **FOAM** For liquid fuel fires **(Red with Cream markings/fittings)**
- 5 **FIRE BLANKETS** For all small fires and fires involving clothing

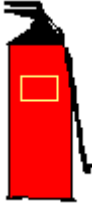
The above are all portable equipment, in addition to which some areas may have water hose-reels, which are fixed equipment and may be automatic or require manual operation.

SELF QUESTIONNAIRE 5

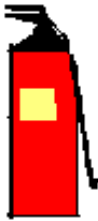
Please complete before going on to the next section

Identify the contents and use of each of the following fire extinguishers.

Extinguisher



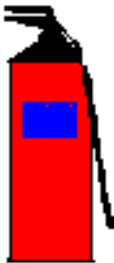
Contains.....
And can be used on fires
involving.....
.....



Contains.....
And can be used on fires
involving.....
.....



Contains.....
And can be used on fires
involving.....
.....



Contains.....
And can be used on fires
involving.....
.....

MULTIPLE CHOICE QUESTIONS

Please answer all the questions and return the completed sheet to your line manager within 1 Month of the date of issue.

Name.....

Workplace

Please circle a, b or c for the answer you think is correct.
If you make a mistake, cross out the circle and circle your new answer.

1) The three elements needed for a fire are: -

- a. heat / smoke / oxygen
- b. oxygen / fuel / paper
- c. fuel / oxygen / heat

2) If I discover a fire I must: -

- a. tell my manager
- b. wait for the detector to activate the alarm
- c. raise the alarm

3) Responsibility for calling the fire service rests with:-

- a. the senior nurse
- b. the person discovering the fire
- c. the department manager

4) Fire doors must be:-

- a. propped open
- b. kept clear
- c. wedged open

5) Some fire doors may be held open by devices linked into:-

- a. the fire alarm
- b. the lighting circuit
- c. the security alarm

6) In the event of a fire in the building our assembly point is:-

- a. on the footpath opposite the building
- b. in the car park at the rear of the building
- c. in the car park at the front of the building

7) In the event of a fire in the building, patients and visitors should be:-

- d. escorted from the building
- e. shut in their rooms
- f. moved beyond one set of fire doors

8) All new types of fire extinguishers are coloured:-

- a. blue
- b. red
- c. black

9) If my waste paper bin caught fire I would use the following fire extinguisher:-

- a. dry powder
- b. water
- c. carbon dioxide (co2)

10) When the Fire Service arrive, they will want to know:-

- a. What time did the fire start?
- b. Have you accounted for everyone?
- c. Which of you is in charge?

Please hand the completed document to your line manager and request that it is held on file