

Fire Safety and Awareness

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Surname:

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Company:

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Date:

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Please complete the above, in the blocks provided, as clearly as possible.

Completing the details in full will ensure that your certificate bears the correct spelling and date.

The date should be the day you finish & must be written in the DD/MM/YYYY format.

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N.B: We are aware that official practice is to use the terms “service users” or “people using this service” to describe those receiving care. We prefer the term “client” and use it throughout our training package.

Key:



worksheet



important



example

Fire Safety and Awareness

Learning outcomes.

- Recognise the importance of fire safety.
- Understand how fires can be prevented.
- Identify the types of emergency equipment and its uses.
- Understand the need for formal and informal risk assessments.
- Recognise their role in fire safety.

Fundamental standards.

The fundamental standards are the standards by which CQC will inspect social care. The standards are based on the regulations from the Care Act 2014 and CQC have changed the focus for the purposes of inspection.

The fundamental standards are those standards that no care setting must fall below.

The standards are based on five areas as follows:

Safe.	People are protected from abuse and avoidable harm.
Effective.	People's care, treatment and support show quality of life and promote good outcomes, and providers should show evidence to prove it.
Caring.	Care should be person centred involving dignity and respect, and compassion.
Responsive.	Following correct working procedures as agreed by your workplace and as set out in the client's care plan.
Well led.	Management leadership and governance should ensure all of the above happens. Staff training should be recognised and openness and fairness be apparent.

These areas are known as key lines of enquiry or KLOES. Each KLOE has a set of criteria which CQC use to check whether the fundamental standards are being met.

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The fundamental standards are as follows:

Person centred care. Ensuring that those receiving the care are at the centre of all decisions.

Dignity and respect. Providing the client with dignity and respect in all aspects of their care.

Need for consent. Asking the client's permission before carrying out tasks that affect them.

Safe care and treatment. Following correct working procedures as agreed by your workplace and the client's care plan.

Safeguarding service users from abuse. Following agreed working and safeguarding procedures and being aware of signs and symptoms.

Meeting nutritional needs. Being aware of dietary needs, working with the care plan, ensuring clients have the right equipment and conditions to eat.

Cleanliness, safety and suitability of premises and equipment. Carrying out required checks of premises and equipment, implementing cleaning rotas and carrying out safety checks.

Receiving and acting on complaints. Having a complaints policy and procedure in place that is accessible to all and act in accordance with the policy when dealing with complaints.

Good governance. Ensuring that all aspects of the workplace is overseen and policies and procedures are implemented and monitored regularly.

Staffing. Fit and proper persons employed.
Fit and proper person requirement for Directors is followed.

Duty of candour. Relevant information must be volunteered to all persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.

Our Redcrier manuals will provide your staff with training to support attainment of the fundamental standards.



Unit One

The importance of fire safety.

Ultimate responsibility for fire safety within the workplace rests with employers.

They must:

- Provide fire safety equipment.
- Put in place emergency procedures.
- Provide training for all staff.
- Display information for visitors.

To comply with Fire Safety Regulations, Regulatory Reform (Fire Safety) Order 2005 employers must carry out, and formally record, risk assessments to identify fire hazards and implement measures to reduce the likelihood of fires occurring. These provisions will form part of the written health and safety policy within the workplace.

On a day to day basis, everybody must take responsibility for ensuring the workplace is a safe place and this includes preventing the risk of fires.

It is important to be aware of fire safety because ultimately it can save lives. Remember that if a fire occurs you need to:

- Be prepared.
- Be confident.
- Be calm.

All employees have a legal duty to:

- Be aware of emergency procedures.
- Comply with the findings of employer's risk assessments.
- Report fire risks.

Misusing or tampering with equipment provided for fire safety is an offence under the Health and Safety at Work Act 1974 and may result in prosecution and disciplinary action. Damaged equipment puts lives at risk. It is important to be aware of fire safety because ultimately it can save lives.

Fire Safety and Awareness

Fires are usually avoidable incidents, the most common causes in the workplace are:

1. Arson.
2. Flammables and combustible materials.
3. Electrical faults.
4. Human error.
5. Negligence.

Human actions cause fires; whether it is by deliberate intention - arson; carelessness - cigarettes, candles; or negligence - lack of maintenance of electrical equipment. Employers and employees together have a responsibility to reduce the likelihood of fires occurring by introducing safe procedures, working responsibly and identifying, reporting and repairing potential fire hazards.

The cost of a fire in a commercial building can run into £ millions.

The costs to employers when fires occur may be more than they can support, leading to business closures and job losses. Damage to buildings will have to be repaired; there may be an ongoing investigation into the cause of the fire; insurance premiums could increase and there is the possibility that individuals may be prosecuted if the fire was caused by avoidable human error.

Although the costs involved in dealing with the aftermath of a fire may be huge, this is not the main reason for working to prevent them. Houses can be rebuilt, rooms can be cleaned and redecorated but people are not so easily fixed, the possibility of someone being killed or seriously injured is an unacceptable risk and everything possible must be done to ensure that fires do not happen.

Injury and death can be caused by:

- Flames and heat – burns, shock.
- Smoke and toxic fumes – lung damage, asphyxiation.
- Reduced oxygen – suffocation.
- Collapse of buildings – crushing.

Staff and clients are not the only ones at risk in the event of a fire occurring, visitors, neighbours, passers by and fire crews may also be put in danger. Some people will be more vulnerable than others due to mobility problems, lack of familiarity with the environment, sight difficulties etc. It is, therefore, essential that any safety measures take into account all possible users of the building(s).

Although it is important for all staff to receive fire training particular attention should be paid to staff members who work at night. This is because fires are more likely to happen during the night and this is often the time when staffing levels are at their lowest.



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Night staff need to be particularly vigilant as fewer people moving around means fewer pairs of eyes to observe problems.

Safety systems might include:

- Regular tours of the premises.
- Checklists to ensure all flammable materials are safe.

Disconnection of non essential electrical equipment.

- Removal of all rubbish prior to the night shift.
- Extra restrictions on smoking.
- Security systems to discourage unauthorised persons from entering the premises or surrounding area.

Fire training has to be taken seriously, in the event of a fire occurring the conditions will be very different to those you may have imagined. Smoke makes visibility impossible, exits may be blocked and stairs unusable, the more confident you are about evacuation procedures etc the less likely it is that you will panic. Being able to remain calm in an emergency is vital, especially if you are responsible for the safety of others.

Fires do not have to be large to cause serious damage, smoke and poisonous fumes can kill so quickly that by the time staff are aware of the danger it may already be too late. For this reason the aim of this course is to highlight fire prevention and awareness rather than to train people to put fires out. Emergency fire precautions will be covered but the emphasis is on ensuring that fires do not start in the first place rather than limiting their effects when they do.

There are several important elements to fire safety and prevention:

- Risk assessment to recognise and reduce hazards in the workplace.
- Training and information to ensure staff awareness of hazards and safe procedures.
- Good housekeeping to reduce risk from dust and debris.
- Regular maintenance of emergency equipment.
- Regular fire drills.

While completing this course try to be extra observant while you work. Look out for the position of emergency equipment such as extinguishers and alarm call points. Consider what you would do if you discovered a fire and, if you are at all unsure, find out what your responsibilities would be if there was an evacuation.



Fire Safety and Awareness

Unit One Questions

1. When are fires most likely to start?
2. What effects could a fire in your workplace have on you?
3. In what different ways can fires kill and injure people?
4. What legal duties do you have regarding fire safety and prevention?
5. Who is at risk if a fire occurs in your workplace?
6. What are the four most likely causes of fires in the workplace?
 - 1.
 - 2.
 - 3.
 - 4.

Fire Safety and Awareness



FIRE EXTINGUISHER - QUICK GUIDE

Old Colour BS 5406		New Colour BS EN3		A Class A Paper or Wood etc.	B Class B Flammable Liquids	C Class C Flammable Gas Fires	D Class D Metal Fires	Electrical Fires
		✓	Do Not Use	✗	may be ineffective	may be ineffective	✗	Do Not Use
		✓	Do Not Use	✗	may be ineffective	may be ineffective	✗	Do Not Use
		Note: Multi-Purpose Foams may be used. ✓	Note: Specialist Foams required for industrial alcohol. ✓	may be ineffective	may be ineffective	may be ineffective	✗	Do Not Use
		may be ineffective	Secondary ✓	may be ineffective	may be ineffective	may be ineffective	Primary ✓	
		✓	Note: Specialist DP required for Solvents & Esters. ✓	✓	✓	Note: Specialist Dry Powders may be required. ✓	✓	
		may be ineffective	Primary ✓	General Note - May be used in conjunction with other extinguishing agents / or fire extinguishing techniques.				
		SPECIALIST HOT COOKING OIL FIRES ONLY Specifically for dealing with high temperature (300°C+) cooking oils used in large industrial size catering kitchens, restaurants and takeaway establishments with deep fat frying facilities.						