



# Fire Safety

## Identifying fire Hazards

### The fire triangle

For a fire to start, three things are needed:

- A source of ignition.
- Fuel –flammable gases, flammable liquids, flammable solids
- Oxygen.

Sources of ignition could be:

- Smokers material e.g. cigarettes and matches.
- Naked flames.
- Electrical, gas or oil-fired heaters.
- Cooking.
- Boilers
- Machinery
- Faulty or misused electrical equipment
- Hot surfaces

Sources of fuel could be:

- Flammable liquid based products such as paint, varnish, adhesives
- Flammable liquids and solvents such as petrol
- Flammable chemicals
- Wood
- Paper and card
- Plastics, rubber and foam
- Flammable gases
- Furniture
- Textiles
- Loose packaging material
- Waste materials

Reducing the hazards caused by potential sources of ignition:

- Removing unnecessary sources of heat from the workplace or replacing them with safer alternatives, ensuring the heat producing equipment is used in accordance with the manufacturer's instructions and is properly maintained
- Ensuring all electrical fuses and circuit breakers etc are the correct rating and suitable for the purpose
- Ensuring that sources of heat do not arise from faulty or overloaded electrical or mechanical equipment
- Operating a safe smoking policy. Smoking is not permitted in any of JRH Supports properties
- Ensuring that all equipment that could provide a source of ignition, even when not in use, is left in a safe condition
- Making sure smouldering material (including smokers' material) is properly extinguished.

Reducing the risks caused by materials and substances which burn:

- Ensuring flammable materials and liquids and gases are handled, transported, stored and used properly
- Ensuring that flammable waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of
- Removing flammable materials and substances or reducing them to a minimum.
- Ensuring furniture and furnishing meet with fire safety regulations.

### **Fire detection and fire warning.**

Within the supported living properties, smoke alarms should be checked on a regular basis. This is recorded in the health and safety audit. Batteries should be replaced as required and at least annually. All fire fighting equipment should be checked annually in accordance with the manufacturers instructions.

### **In the event of there being a fire**

Everyone needs to leave the building by the nearest exit. Staff should try to ensure that everybody leaves the building safely but they should not put their own lives in danger. The fire brigade should be alerted immediately by ringing 999 either using a mobile phone or possibly a neighbour's telephone. No one should re-enter the building until they are told it is safe to do so. If able to do so staff can use the fire fighting equipment but again they should not put themselves in danger.

Regular fire drills will take place in the supported living properties – at least every six months. These are recorded and any issues noted so that action can be taken to rectify them.

### **Fire procedures and training**

This will be covered initially in the staff induction. They will also be shown the electricity and gas turn off points. All staff will also receive annual refresher fire training.

### **Fire safety checks**

Regular checks should take place to ensure that:

- Escape routes are kept clear
- Electrical equipment when not in use is switched off and where possible unplugged
- Smokers' material is not left smouldering
- Naked flames are extinguished or left in a safe condition
- All flammable waste is removed to a safe place
- Windows and doors are closed when leaving the building.

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