Fire prevention policy

Fire is a potential hazard in any premise. The consequences of fire could be fatal. The aim is always to ensure that outbreaks of fire do not occur. If fire should occur, it must be detected rapidly, contained effectively, and extinguished quickly.
The Directors are responsible for overall Fire Precautions and Fire Safety, ensuring that the implementation of this policy. In the event of a fire incident the manager or most senior member of staff that is available, assumes responsibility as the Fire Co-ordinator and overall control of the situation, staff, children and any visitors that may be on site. In the event of an emergency a member of management should be able to act as a focus for liaison purposes thereafter.

Testing and maintenance of fire warning installations
The fire marshal officer is responsible for ensuring the routine testing, maintenance and recording of tests at regular intervals of the fire warning installation (smoke detectors) in the premises.

Maintenance of Fire Appliances
In line with the requirements of the applicable legislation all fire appliances will be inspected and tested at annual intervals. Used, or defective, equipment must be reported to the manager immediately.

Staff training
All new staff will receive, fire training during their probation period. The training provided to employees will ensure that they receive a basic knowledge of fire prevention and that they understand the actions that need to be taken in the event of a fire. The settings management team will maintain a record of all staff training.

Duties of employees
The Health & Safety at Work Act, 1974 Sections 7&8 set out responsibilities of employees and the sections briefly state that:

- They need to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions at work.
- No person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare in pursuance of any of the relevant statutory requirements.
- Employees have a duty to report any hazards or defective fire appliances in the first instance to the Manager who will contact the directors who will then arrange the repairs.
- All employees are required to ensure that electrical sockets are not over-loaded. No un-tested external appliances are to be connected to the company's electricity supply without satisfactory testing or authorisation from the manager.

The following objectives apply to every employee:
- To take adequate fire prevention measures in all areas where they work.
- To acquaint themselves with the fire prevention procedures that are applicable to their working environment and to ensure that they attend fire training sessions arranged for them.
- To refrain from any act which could expose themselves, fellow members of staff or visitors to any danger.

Temporary staff
Managers must ensure as far as possible that temporary staff and staff on short-term contracts are given adequate instruction in fire prevention and fire awareness.

Misuse of equipment
Any wilful damage or misuse of Fire Equipment or Fire Alarms will be viewed seriously. Disciplinary and/or legal action will be considered against any individual involved. This applies to staff on and off duty.

Purchasing of goods and materials
Any member of staff, who purchases goods or equipment, will ensure that all goods purchased will conform to current safety standards. They will do this by producing the goods to the manager for the manager to assess. New equipment should only be used by trained employees in accordance with the manufacturer's instructions.

Storage of flammable goods
Managers who carry stocks of flammable goods must ensure that these are stored safely. Where necessary the advice of the directors must be sought.

Smoking
Smoking is not permitted in the building.

FIRE EXTINGUISHER TYPES

What are the types of fire?

There are six different types or classes of fire, each of which has extinguishers to tackle the specific types of fire. Newer fire extinguishers use a picture/labelling system to designate which types of fires they are to be used on.

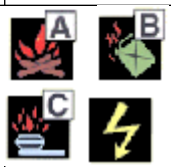
 **Class A**	**Solid**
 **Class B**	**Liquid**
 **Class C**	**Gas**
 **Class D**	**Metal**
 **Class F**	**Cooking Oil**
 **Electrical**	**Electrical**

Additionally, most fire extinguishers have a numerical rating which is based on tests conducted by professional fire-fighters that are designed to determine the extinguishing potential for each size and type of extinguisher.

In the instance of:

- Class ‘A’ fires; the numerical value is the size of fire in cubic metres that the extinguisher can put out.
- Class ‘B’ fires the numerical value represents the number of litres of flammable liquid that can be extinguished.
- Class ‘C’ fires have no numerical value as flammable gas is exceedingly difficult to measure in cubic metres - it depends on the ratio of gas to air there is in the local atmosphere.
- Class ‘D’ fires have a numerical value; this represents size of fire in cubic metres that the extinguisher can put out.
- ‘E’ Class fires have no numerical value – please remember once the source of the electricity is shut down, the electrical fire will revert to a different class.
- ‘F’ class fires is the same as in ‘B’ class fires – it represents the amount of litres of flammable liquid (cooking oils etc) that can be extinguished.

What are the types of fire extinguisher?

Fire Extinguishers/category/ extinguishers/	Class of Fire	Description of Use
Water Fire Extinguisher		**WATER FIRE EXTINGUISHERS** are especially designed for tackling Class A fires (wood, paper, straw, textiles, coal etc.). ACT Fire & Safety Limited fire extinguishers have also passed the electrical conductivity test at 35kv.
Foam Fire Extinguisher		**FOAM FIRE EXTINGUISHERS** are ideally suited where both class A & B fire risks exist. Aqueous Film Forming Foam or AFFF is particularly suited to fight liquid spill fires such as petrol, oil, fats, paints etc. and works by forming a film on the liquid to extinguish the fire. This extinguisher has also passed the electrical conductivity test at 35kv.
CO2 Fire Extinguisher		**CARBON DIOXIDE FIRE EXTINGUISHERS** are suitable for class B risks involving flammable liquids and especially for electrical hazards. These extinguishers have been a natural replacement for Halon. CO2 is harmless to electrical equipment and as such is ideal for modern offices, electronic risks, and fires caused by the combustion of liquids such as: oils, fats, solvents, etc.
Powder Fire Extinguisher		**POWDER FIRE EXTINGUISHERS** are especially suited to mixed fire risk environments and a good all-round extinguisher. They are also suitable for flammable liquid risk, such as methane, propane, hydrogen, natural gas etc.
Wet Chemical Fire Extinguishers		**WET CHEMICAL FIRE EXTINGUISHERS** are especially designed for tackling cooking oil / deep fat fryer (Class F) fires, but also have an effective capability for extinguishing Class A fires (wood, paper, straw, textiles, coal etc.). This extinguisher has also passed the electrical conductivity test at 35kv.

How to use a fire extinguisher?

Even though extinguishers come in several shapes and sizes, they all operate in a similar manner. Here is an easy acronym for fire extinguisher use:

P A S S -- **P**ull, **A**im, **S**queeze, and **S**weep

Always make sure that you select the appropriate extinguisher for the fire type, this normally noted on the extinguisher.

Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.

Aim the nozzle toward the base of the fire.

Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.

Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!

The fire should now be extinguished

Fire evacuation procedures
All Employees are required to be aware of fire hazards. Corridors and fire exits must not be blocked. Fire extinguishers and smoke detectors must not be tampered with.

During induction, staff will have been informed of the fire evacuation procedure that they must follow.
Employees must evacuate the buildings on being advised that there is a fire in the building or upon hearing a fire alarm irrespective of whether they believe it to be a hoax, a drill, or the real thing.

Fire action
On discovering a fire:

1. Raise the alarm or, where appropriate, activate the alarm system by operating the nearest fire alarm call-point.
2. If the fire is small or self-contained try to fight the fire with the use of a fire extinguisher, but without endangering yourself. Do not take risks that could be a risk to your health and safety.