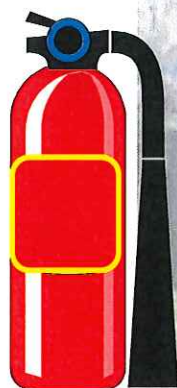


## FIRE AWARENESS & EXTINGUISHER TRAINING

### Fire Extinguishers

All premises should have the correct number and type of fire extinguishers to meet the risks within the premises. There are 4 main types of extinguisher within our premises. Most modern extinguishers are predominantly red with a small colour section to identify which type it is:



#### Red

##### Water

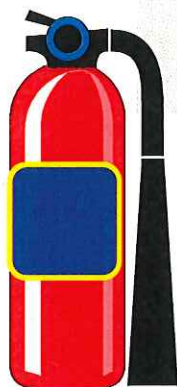
- Used for wood, paper, textile and solid material fires
- Direct the jet at the base of the flame and keep it moving across the fire



#### Black

##### Carbon dioxide

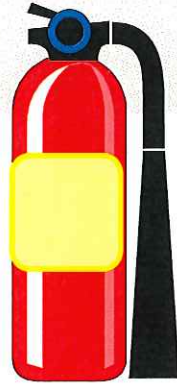
- Used for electrical and liquid fires
- Direct jet towards near edge of fire and sweep backwards
- Do not hold the discharge horn as it gets cold in use



#### Blue

##### Dry Powder

- Used for liquid and electrical fires
- Direct jet towards near edge of fire and sweep backwards
- Not suitable for small enclosed areas



#### Cream

##### Foam

- Used for wood, paper, textile and liquid fires
- Direct jet over fire with a gentle sweeping action to allow foam to drop and smother fire

We have instructed our fire extinguisher service contractor to offer training to colleagues during their annual visits to premises. This training is ideal for colleagues to gain a greater understanding of the use of extinguishers. Also it will be an opportunity to hear and experience an extinguisher being discharged as they vary in size and type, and can be loud when used. Ensure you take advantage of the training available.

**IMPORTANT NOTE** - please remember that at all times our priority is YOUR safety. In the event of a fire the most important task is to raise the alarm and evacuate the premises. You should only attempt to tackle the fire if you can do so safely and the correct type of fire extinguisher is available.



## The Chemistry of Fire

Fire is a chemical reaction brought about by the combination of fuel, oxygen and the application of sufficient heat to cause ignition.

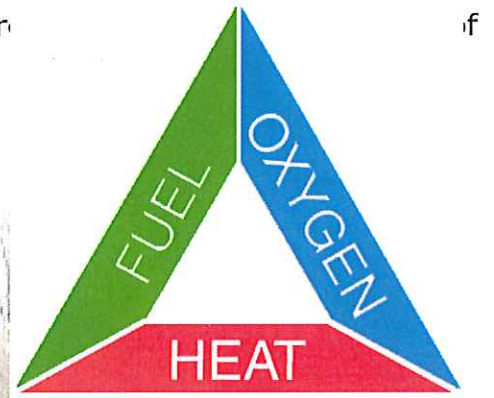
Combustible materials give off flammable gases when heated. If the temperature is high enough, and sufficient oxygen is present, ignition will occur.

The "Fire Triangle" is a simple representation of these three factors and a fire will not start or will go out.

Fire extinction is generally achieved by removing one of the three factors in the fire triangle:

- Deprive the burning substances of oxygen.
- Cooling the burning substances to a temperature where combustion is not sustained.
- Depriving the fire of combustible materials.

These principles form the basis of successful fire prevention.



## Common Causes of Fire

It is important that conditions which increase the risk of a fire are known and understood by all personnel;

- Arson – the most frequently experienced fires are those started deliberately.
  - Electrical equipment – either through incorrect use or the lack of regular maintenance.
  - Smoking – careless disposal of smoking materials or smoking in un-designated areas is a common cause of fire.
  - Portable heaters – if not carefully placed and wisely used portable heaters can start fires
  - Hot surfaces / equipment – everyday appliances such as toasters can cause fire through misuse or carelessness.
  - Housekeeping – waste must be regularly cleared away to control the risk of fire; exit routes and doors kept clear; keep combustibles away from equipment that gets warm or may overheat if vents are obstructed.



## The Effect of Fires in the Workplace

The effect of fire occurring within any premises can be devastating. Most people have only experienced fires outside where heat, flames and smoke can flow safely away (eg controlled Bonfire night displays). Where combustion occurs within a building, the scope for damage to lives and property are much higher.

In an enclosed space, smoke rising from a fire can be trapped by the ceiling and spreads in all directions to form an ever-deepening layer over the entire room or space. During this process smoke will pass through any holes or gaps in the walls, ceiling and floor, and into other parts of the workplace. The heat from the fire also gets trapped in the building, greatly increasing the temperature.

Even a small fire occurring at work can have a major impact. Significant amounts of smoke can be created, which is a major obstacle to the safe evacuation of the premises. Damage to stock and building contents can result in trading interruptions, which are often uninsurable.