



TESTWOOD SCHOOL

# Fire Safety Briefing

Your required actions  
and responsibilities



JBo 01/09/2023

## **Fire Safety: your responsibilities.**

Testwood has a 'Responsible Person' as defined by the 'The Regulatory Reform (Fire Safety) order 2005.' The responsible person must ensure that there is a Fire Risk Assessment for Testwood School and that key points are communicated to the staff at the school.

All employees must beware of 'The Action to Take in the Event of a Fire.'

This must include:

- The method of raising the alarm in the event of a fire.
- The location of fire alarm call points and the manner of operation
- The location of fire exits, the routes to them and the manner of opening the doors.
- The location of the Fire Assembly point.
- The location of Fire Extinguishers, the type of fire for which they are suitable and the manner of operating them.

*You have a legal obligation to keep yourself and others safe from fire. You must not act in such a way to cause yourself or others to be placed at risk either by your actions or omissions.*

## **Actions to take in the Event of Fire**

### **Discovering the Fire.**

1. Raise the alarm by operating the nearest Fire Alarm Call point.
2. Ensure all staff and pupils are evacuated safely by the nearest safe escape route follow Fire exit signs. (See evacuation notice in each room).
3. The responsible person will ensure that the HFRS is called.
4. Report to the Fire Assembly Point.



## On Hearing the Fire Alarm

1. Wait 20 - 30 s to check that it is not a false alarm and the alarm bell is not silenced. If the alarm stays on evacuate the building by the nearest escape route following the FIRE EXIT signs
2. Close all doors behind you as you leave. **DO NOT** lock them.
3. Report to the FIRE ASSEMBLY Point

In all situations

- Evacuate quickly but **DO NOT** run.
- All students and staff to walk in silence.
- **DO NOT** stop to collect personal belongs.
- **DO NOT** allow or INSTRUCT pupils to take bags with them.
- **DO NOT** re-enter the building until you have been told it is safe by the Fire Brigade or the Responsible Person.

## Internal Fire Doors

The importance of fire doors can not be overstressed.



The purpose of a fire door is to protect escape routes from the effects of fire and to slow down the spread of a fire, for a minimum period of twenty minutes. **Fire doors must not be chocked open under any circumstances.**

By closing windows and fire doors during an evacuation you will help to contain the spread of oxygen (that the fire needs to sustain itself) heat, smoke and toxic fumes.

## Fire Exits

A fire exit is the final door from the premises leading to the outside. They **MUST** be kept clear at all times so that there is a clear passage to exit from the building.



## The Theory of Fire.

Fire is a chemical reaction or a series of reactions comprising three elements, FUEL, OXYGEN, and HEAT (ignition source). When all three elements are present together the result is FIRE.

This is known as 'The Fire Triangle'.



For example:

- Fuel                      Combustible solids, Flammable liquids, Flammable Gasses, combustible metals, Cooking Oils / Fats.
- Oxygen                  Always present in the Air, Additional Sources from oxidising substances.
- Heat                      Naked Flames, Hot surfaces, Electrical Equipment, Static Electricity, Un-extinguished Cigarettes.

Removing one or more of the elements that make up the Fire Triangle will cause the fire to be extinguished.

Care **MUST** be taken to ensure that the element that has been removed is not re-introduced re-ignition might occur.

Remember:

Re-ignition can happen easily. For example

- Excluding oxygen from the fire by the use of CO<sub>2</sub> extinguisher or a fire blanket will not remove the heat, so if the CO<sub>2</sub> dissipates or the fire blanket is removed before the fire has had a chance to cool, re-ignition will occur.
- Cooling the fire with water might not completely remove the heat source, which could result in the fuel being reheated until it reaches the temperature at which the fire will reignite.

In the event of a fire the Fire Brigade should always be called but especially if there is any doubt whether a fire, which has been put out using a portable extinguisher, is in fact fully extinguished. Fires can

continue to burn within the fabric of a building without being obvious until the point of flashover.

**Using Fire Extinguishers and the fire they can tackle.**

All fire extinguishers are now painted red and have a coloured panel on them which indicates the type of extinguisher they are.

Red for Water  
Black for CO<sub>2</sub>

Cream for Foam  
Yellow for wet chemical

Blue for powder

Remember to use an extinguisher all you have to do is

- Pull (out the pin)
- Aim (the hose)
- Squeeze (the handles)
- Sweep (the hose gently side to side)



Class 'A'	Fires involving combustible solid material such as wood, paper or textiles.
Extinguisher	Water, Foam (AFFF) ABC multipurpose powder,
To use	Fire Blanket



Class 'B'	Fires involving flammable liquid such as petrol, diesel, paint, solvents or oils (but not cooking oils).
Extinguisher	Foam (AFFF), Powder, CO <sub>2</sub> , Fire Blanket
To use	



Class 'C'	Fires involving flammable gasses such as butane, propane or acetylene.
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Class 'D' Fires involving combustible metals such as lithium, magnesium or potassium.

Extinguisher To use These fires should only be tackled by specialist trained fire fighters. Fires involving gas are best controlled by turning the gas supply off if possible.

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Class 'F' Fires involving Cooking oils or fats such as in deep fat fryers.

Extinguisher To use Wet chemical, fire blanket.



Fire involving Electrical equipment / risks

Extinguisher To use CO<sub>2</sub> (Carbon Dioxide), Powder.

Caution: for fires involving sensitive electrical equipment in an office type environment CO<sub>2</sub> is recommended.



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It has been proven that in the panic of a fire situation you will not take time to read the extinguisher label or the sign above. Therefore it is vital that you know where your fire extinguishers are located and what types of fires they are suitable for **before** you need them. **Please inform the site team of any equipment that has been used so that it can be cleaned in line with Coronavirus restrictions.**

### **Assembly Points**

**Assembly Point A:** School field at cricket square. This is the main assembly point for staff and students in the school day 8.00 a.m. to 4.00 p.m.

**Assembly Point B:** Car Park adjacent to staff room. For use before school up to 8.00 a.m. and after 4.00 p.m.

**Assembly Point C:** Grassed area by student gate. For use during an evening school event when it is dark/more dangerous to use Assembly Point A.

# Fire Prevention

We must take all practical steps to prevent fires from starting in the first place and that evacuation routes are kept free from obstructions. Please review your work area on a regular basis, at least once a term and be vigilant about the following. **If you see hazards in any area of the school and you cannot rectify it quickly yourself you must report this to the Fire Officer/Caretakers/Senior Team.**

- Prevent an accumulation of combustible material
- All electrical items must be PAT tested and display this certificate
- Check for frayed cables or those that are snagged and may become frayed
- All flammable materials must be stored safely
- Turn off electrical devices that do not need to remain on overnight when you leave the premises.
- Do not force open fire doors
- All escape routes must have CLEAR and VISIBLE signage
- All escape routes must be clear of obstructions and tripping hazards
- Please inform the Senior Team/Fire Officer if you or a visitor requires assistance in the event of needing to evacuate the buildings

**REMEMBER: Property can be replaced, people cannot. Make the safety of everyone your highest priority.**

J Booker September 1<sup>st</sup> 2023