elfh

elearning for healthcare

FIRE SAFETY

VOLUNTEER INDUCTION

THE ELEMENTS OF FIRE

What is fire?

- It is a chemical reaction producing smoke, heat and flames
- Produces dangerous toxic gases
- May cause disorientation
- May damage property
- May cause injury or death

THE ELEMENTS OF FIRE

A fire needs three elements:

Oxygen

Heat

Fuel

Take one of these elements away and the fire will be extinguished.

THE ELEMENTS OF FIRE

One of the biggest cause of fires in organisations is electricity.

Therefore, you must:

- Turn off equipment when not in use
- Report faulty equipment to a member of staff
- Avoid using extension cables
- Ensure electric cables are not trapped or pinched
- Ensure vents on electric equipment are not obstructed

RISK ASSESSMENT

Fire regulations say that all organisations should:

- **Carry out regular and timely fire risk assessments**
- **Ensure that their staff and volunteers know where the fire exits are and that they are familiar with the evacuation protocol**
- **Ensure that their staff and volunteers familiarise themselves with the organisation's fire safety policy and fire risk assessment**

REDUCING THE RISK OF FIRE

FIRE DOORS

Keep fire doors closed, they must NOT be wedged open

FIRE ALARM

Fire alarms alert people when smoke or heat is detected

FIRE SIGNAGE

Fire signs are designed and used to meet fire safety needs and help ensure you comply with current legislation. Legislation states that "all premises should clearly mark emergency exits and escape routes".

EMERGENCY ESCAPE LIGHTING

Emergency escape lighting is part of an emergency lighting system that provides illumination for the safety of people leaving a location.

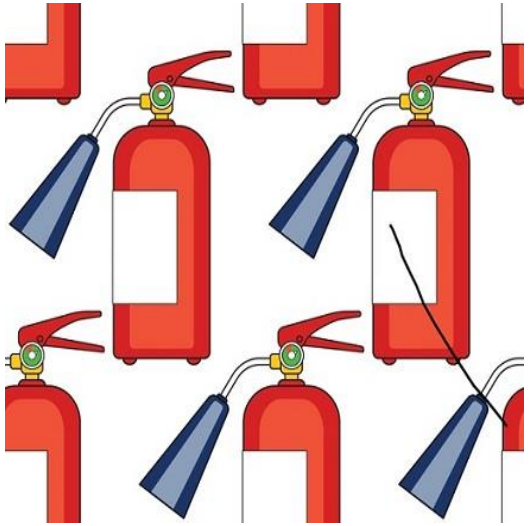
REDUCING THE RISK OF FIRE

What can be done to reduce the risk of fire?

Fire fighting equipment

Fire fighting equipment is available to use at the scene of a fire.

There are a number of different kinds of extinguisher available depending on the location.



Evacuation procedures

You will be given information about local fire evacuation procedures on your induction.

Each organisation will have a specific evacuation plan.

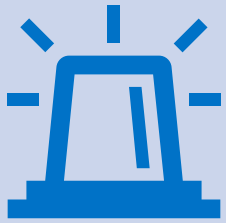
IN THE EVENT OF A FIRE

WHILST VOLUNTEERING, WHAT SHOULD YOU DO IF YOU SMELL SMOKE, SEE FLAMES OR HEAR A FIRE ALARM?

EACH ORGANISATION'S PROCEDURE WILL VARY SLIGHTLY BUT YOU SHOULD FOLLOW THESE GENERAL GUIDELINES:

If you smell smoke:

- If you see a fire, smell smoke or suspect a fire - raise the alarm
- Do not tackle the fire
- Close doors and windows if it's safe to do so
- Follow local evacuation procedures. Trained staff will deal with any vulnerable people



If you hear a fire alarm:

- Exit the building as quickly as possible
- Do not stop to collect personal belongings
- Do not use standard lifts
- Meet well away from the building at an agreed assembly point
- Do not return to the building until told it is safe to do so
- Follow any instructions from fire marshals/wardens and the emergency services

AS A VOLUNTEER, WHAT ARE YOUR RESPONSIBILITIES IN RELATION TO FIRE SAFETY?

As a volunteer you should:

- Understand and comply with your organisation's fire safety policy
- Comply with the no smoking policy, ensure cigarette ends are put out properly and disposed of safely
- Keep fire doors closed to stop the spread of fire, heat or smoke
- Know what to do if you discover a fire or hear a fire alarm
- Know what phone number to call in the case of a fire
- Be familiar with your building's evacuation routes
- Know where the fire extinguishers are in case you need to direct members of the fire brigade
- Report any ideas for reducing the risk of fire in your area

KEY POINTS

- A fire needs three elements to stay alight: oxygen, heat and fuel
- The most common cause of fire in organisations is electricity
- Protective measures should be taken to reduce the risk of fire, such as keeping fire doors closed and reducing fire hazards
- All staff and volunteers should familiarise themselves with the organisation's procedure in the event of a fire
- All staff and volunteers should be acquainted with the location of fire exits and the evacuation protocol for their working area
- Regular and timely fire risk assessments should be carried out by trained staff

THANK YOU!

The content of this training was developed by NHS England, E-Learning for Healthcare and has been adapted by **Bradford Teaching Hospitals NHS Foundation Trust**, to provide an accessible format, ensuring that all volunteers have the same basic learning when they start in their role.