

FIRE SAFETY TRAINING

General Fire Safety in the Workplace — Delegate Handout

258,000

Fires attended by UK fire & rescue services in 2023/24

321

Fire-related deaths in England 2023/24

80%

Of businesses that suffer a major fire never reopen

KEY LEGISLATION

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

- ▶ Applies to all non-domestic premises in England and Wales
- ▶ Places duties on the "responsible person" (employer, owner or occupier)
- ▶ Requires a suitable and sufficient fire risk assessment to be carried out and reviewed regularly
- ▶ Requires appropriate fire safety measures, training and emergency procedures to be in place
- ▶ Failure to comply can result in enforcement notices, prohibition orders, fines or imprisonment

THE 5-STEP FIRE RISK ASSESSMENT

1

Identify Fire Hazards

Sources of ignition, fuel and oxygen

2

Identify People at Risk

Staff, visitors, vulnerable persons

3

Evaluate & Reduce Risk

Remove hazards, add controls

4

Record Findings

Document significant hazards & controls

5

Review & Update

At least annually or after any change

FIRE PREVENTION — GOOD HOUSEKEEPING

- ▶ Keep fire exits clear and unobstructed at all times
- ▶ Store flammable materials safely away from ignition sources
- ▶ Dispose of waste regularly — do not allow build-up
- ▶ Report faulty electrical equipment immediately
- ▶ Never overload electrical sockets or extension leads
- ▶ Ensure fire doors are kept closed and never propped open

EMERGENCY EVACUATION PROCEDURE

- ▶ On discovering a fire — raise the alarm immediately
- ▶ Call 999 — do not assume someone else has called
- ▶ Follow the designated evacuation route to the assembly point
- ▶ Do not use lifts — use stairs only
- ▶ Fire warden to sweep their zone and report to assembly point
- ▶ Do not re-enter the building until told it is safe to do so

FIRE WARDEN RESPONSIBILITIES

- ▶ Assist with the fire risk assessment process
- ▶ Ensure fire exits and routes are kept clear
- ▶ Check fire extinguishers are in place and in date
- ▶ Conduct regular fire safety checks and inspections
- ▶ Lead evacuation of their designated zone during an emergency
- ▶ Report fire safety concerns to the responsible person

Training: 0333 500 5000

firesafetyinstructor.co.uk

Source: Regulatory Reform (Fire Safety) Order 2005 | Home Office Fire Statistics 2023/24