



BEAUTY & TRAINING



FIRE SAFETY

Fire Precautions Act 1971

- An Act to make further provision for the protection of persons from fire risks; and for purposes connected therewith.
- Legislation that states that all staff must be familiar with and trained in fire and emergency evacuation procedures for their workplace.



Fire risk assessments

You must carry out and regularly review a fire risk assessment of your premises. This will identify what you need to do to prevent fire and keep people safe.

You must keep a written record of your fire risk assessment if your business has 5 or more people.

1. Identify the fire hazards.
2. Identify people at risk.
3. Evaluate, remove or reduce the risks.
4. Record your findings, prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly.

FIRE SAFETY RISK ASSESSMENT

▶ Follow the 5 key steps ▶ Fill in the checklist ▶ Assess your fire risk and plan fire safety

1 Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).
You need to keep sources of ignition and fuel apart.

How could a fire start?
Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

What could burn?
Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

☐ Have you found anything that could start a fire?
Make a note of it.

☐ Have you found anything that could burn?
Make a note of it.

4 Record, plan and train

Record
Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

Plan
You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

Train
You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

☐ Have you made a record of what you have found, and action you have taken?

☐ Have you planned what everyone will do if there is a fire?

☐ Have you discussed the plan with all staff?

Have you?

☐ Informed and trained people (practised a fire drill and recorded how it went)?

☐ Nominated staff to put in place your fire prevention measures, and trained them?

☐ Made sure everyone can fulfil their role?

☐ Informed temporary staff?

☐ Consulted others who share a building with you, and included them in your plan?

2 People at risk

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

☐ Have you identified?

☐ Who could be at risk?

☐ Who could be especially at risk?
Make a note of what you have found.

5 Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

☐ Have you assessed the risks of fire in your workplace?

☐ Have you assessed the risk to staff and visitors?

☐ Have you kept any source of fuel and heat/sparks apart?

☐ If someone wanted to start a fire deliberately, is there anything around they could use?

☐ Have you removed or secured any fuel an arsonist could use?

☐ Have you protected your premises from accidental fire or arson?

How can you make sure everyone is safe in case of fire?

☐ Will you know there is a fire?

☐ Do you have a plan to warn others?

☐ Who will make sure everyone gets out?

☐ Who will call the fire service?

☐ Could you put out a small fire quickly and stop it spreading?

How will everyone escape?

☐ Have you planned escape routes?

☐ Have you made sure people will be able to safely find their way out, even at night if necessary?

☐ Does all your safety equipment work?

☐ Will people know what to do and how to use equipment?
Make a note of what you have found.

Completed the checklist?
Do you need more information?

The checklist above can help you with the Fire Risk Assessment but you may need additional information especially if you have large or complex premises.











We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at www.communities.gov.uk/fire

Fire detection and warning systems



- You must have a fire detection and warning system.
- You may need different types of detectors, depending on the type of building and the work carried out in it.

Classifications of Fire

























		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
		Flammable Liquids	Grease, Oil, Paint, Solvents
		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
		Combustible Metal	Magnesium, Aluminum, Etc.
		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

Fire Extinguishers

- The types of equipment you need depend on your business premises.
- You'll need to have any equipment properly installed, tested and maintained and train your staff to use them if necessary.

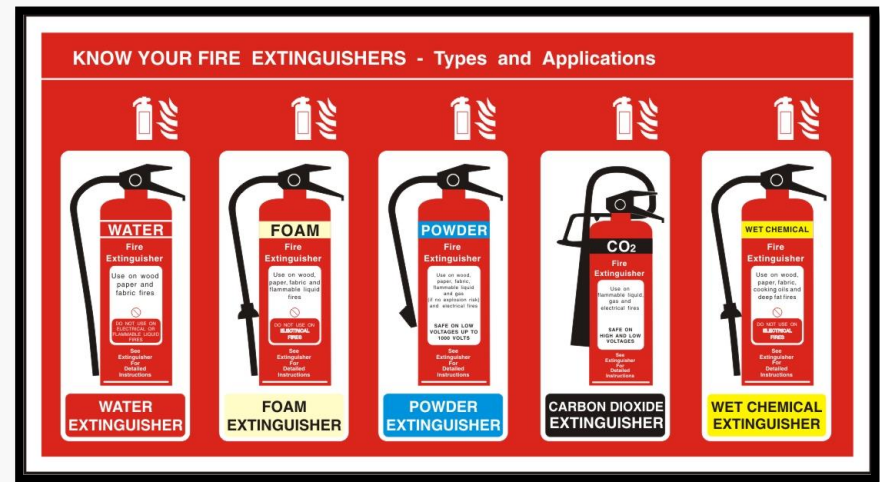
EXTINGUISHER

TYPE OF FIRE

Colour	Type	Solids (wood, paper, cloth etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	 Yes	 No	 No	 No	 No
	Foam	 Yes	 Yes	 No	 No	 Yes
	Dry Powder	 Yes	 Yes	 Yes	 Yes	 No
	Carbon Dioxide (CO2)	 No	 Yes	 No	 Yes	 Yes

Fire Fighting Equipment

- Extinguisher- used to tackle different types of fires.
- Fire blankets- to smother small localised fire or if a persons clothing is on fire.
- Water hoses- used to extinguish large fires





Safety Signs



You must carry out regular checks

Ensure all fire alarm systems are working

The emergency lighting is working

Record any faults in systems and equipment

All escape routes are clear and the floor is in good condition

All fire escapes can be opened easily

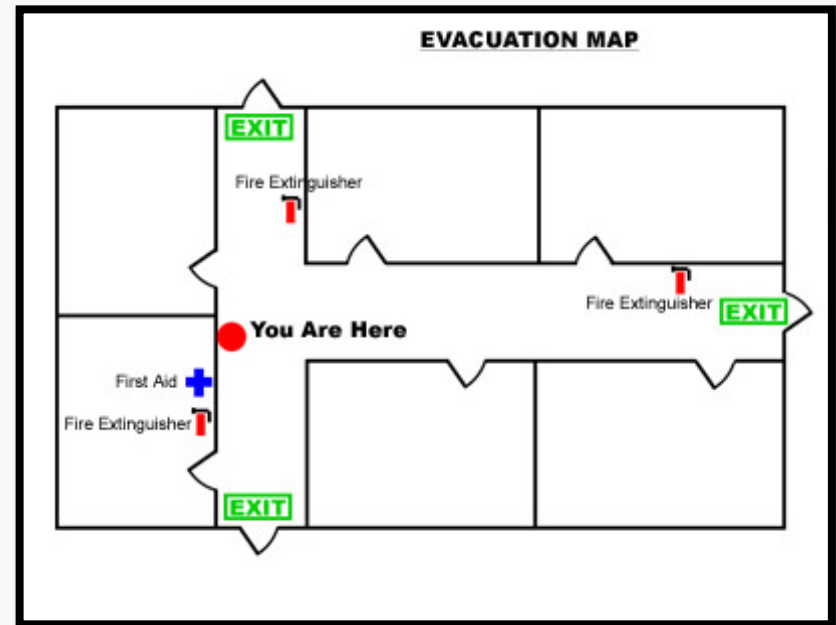
Automatic fire doors close correctly

Fire exit signs are in the right place

Fire safety and Evacuation plan

Your plan must show how you have:

- A clear passageway to all escape routes
- Clearly marked escape routes that are as short and direct as possible
- Enough exits and routes for all people to escape
- Emergency doors that open easily
- Emergency lighting where needed
- Training for all employees to know and use the escape routes
- A safe meeting point for staff
- You should also make special arrangements for people with mobility needs, for example make sure there are people to help wheelchair users get downstairs if there's a fire.





The Rules for Fighting Fires

Remember the 3 A's

1. **ACTIVATE** - the building alarm system or notify the fire department by calling 911. Or, have someone else do this for you.
2. **ASSIST** any persons in immediate danger, or those incapable on their own, to exit the building, without risk to yourself.
3. Only after these two are completed should you **ATTEMPT** to extinguish the fire.

Only fight a fire if:

- The fire is small and contained
- You are safe from toxic smoke
- You have a means of escape
- Your instincts tell you it's OK

**THINK
SAFETY
FIRST!**

Close windows
and doors to
stop the fire
spreading.

You should carry out at least
one fire drill per year and
record the results. You must
keep the results as part of
your fire safety and
evacuation plan.

Follow emergency
evacuation procedures, by
evacuating the building
quickly and calmly and meet
at the Fire Assembly point.

You need to
train new staff
when they start
work and tell all
employees
about any new
fire risks.