

Premises Fire Management Team Training

Last reviewed: September 2022



Learning Outcomes

At the end of this session staff should be able to:

- Identify the duties of the Premises Fire Management Team
- Identify the nature and most common causes of Fire in the workplace
- Identify passive and active protection
- Recognise Fire spread and combustion
- Gain an understanding of the actions that must be taken in the event of a Fire
- Classify different types of Fires
- Gain knowledge of Fire fighting equipment



Fire Safety Legislation

- The Fire & Rescue Services (NI) Order 2006
- The Fire Safety Regulations (NI) 2010



Premises Fire Management Team

- Appropriate Person
- Premises Fire Officer
- Deputy Premises Fire Officer
- Evacuation Controller
- Fire Wardens
- Assistant for individuals with a Personal Emergency Evacuation Plan (PEEP)



Appropriate Person

- In Fire Safety Legislation, the Appropriate Person is the person ultimately accountable for Fire Safety
- This will be the employer or the person who has day to day 'control' of a premises. In the context of a school this will be the School Principal and in the case of other Education Authority buildings this will be the Local Senior Premises Manager
- The Appropriate Person must ensure a Full Fire Risk Assessment and Annual Review of the Fire Risk Assessment (FRA) is carried out and the identified actions are implemented.



Appropriate Person – Completion of the Annual FRA Review

Completed by the Appropriate Person to ensure the FRA is kept up to date. The annual FRA review should take into account any significant changes from the previous FRA that may affect Fire safety.

Examples may include:

- Structural changes to the layout of the building
- Changes in the number of persons using the premises
- Changes to the hours the premises is occupied
- Fire hazards and their elimination or control
- Deterioration of any of the Fire Protection measures
- Management of Fire Safety
- If there has been any sort of Fire incident, no matter how minor



Premises Fire Officer (PFO)

- The PFO may manage Fire Safety on behalf of the Appropriate Person
- Ensure compliance with all Fire Safety matters
- Prepare and update as required, all Fire Safety Documentation (e.g. Emergency Evacuation Plan etc.)



Premises Fire Officer – Routine Checks

- Weekly Checks e.g., testing the Fire alarm system, checking for defects & covers on detectors, opening final exit doors and ensuring escape routes are kept clear
- Monthly Checks e.g., emergency lighting, extinguishers, magnetic locks & hold open devices, Fire doors
- Report all defects as soon as they are observed
- Carrying out Fire drills



Premises Fire Officer - Record Keeping

The PFO needs to keep up to date records on all Fire Safety matters in the Fire Logbook e.g.

- Routine checks
- Maintenance
- Training and Fire Drills

Records of all Fire Safety matters are required to be readily available for inspection by the Northern Ireland Fire and Rescue Service. These records may be required as evidence following a Fire. **They can be kept digitally**



Deputy Premises Fire Officer (DPFO)

- The DPFO may assist the PFO with the management of Fire Safety on behalf of the Appropriate Person
- Assist the PFO to ensure compliance with all Fire Safety matters
- Assist the PFO in the preparation and update of all Fire Safety Documentation (e.g. Emergency Evacuation Plan etc.)



Evacuation Controller

- The Evacuation Controller co-ordinates the evacuation during a Fire alarm or other emergency
- They should be fully aware of the Emergency Evacuation Plan
- They should appoint Fire Wardens to pre-assigned locations. During an Emergency Evacuation, Fire Wardens will report the status of their area the Evacuation Controller
- They ensure all Refuge Areas are checked and occupants have been brought to the Assembly Point.
- They ensure all persons with a Personal Emergency Evacuation Plan (PEEP) are evacuated and the PEEP Assessment is complete and kept with the Emergency Evacuation Plan
- They should be the main point of contact with the emergency services



Evacuation Controller – Liaising with the Emergency Services

- Has everybody left the building?
- How many people are missing and/or injured?
- Where is the Fire?
- What is on Fire?
- What hazards are there?
- Are there floor plans of the building?
- Means of access?



ONCE AT THE ASSEMBLY POINT THE EVACUATION CONTROLLER MUST CONFIRM THAT EVERYONE IS ACCOUNTED FOR



Fire Warden

- Know the area you are responsible for (floor/corridor/block)
- Ensure Fire Doors are kept closed
- Ensure that escape routes are available for use
- Identify hazards in the workplace
- Ensure Smoke and Heat Detectors are not covered or missing



Fire Warden

- Ensure a Manual Control Point (MCP) has been activated and that everyone is aware of the alarm. MCP's are located at Fire exit doors and at changes of level in the building
- Check the area for which you have responsibility is clear of all persons and all doors are closed
- Ensure staff, students and visitors leave promptly
- Check that anyone with a disability receives assistance
- Liaise with the Evacuation Controller at the assembly point
- Prevent evacuees from re-entering the building until safe



Fire Warden

- Make yourself familiar with the risks in the building
- Understand the control measures
- Pass on guidance to others
- Be alert to new risks being introduced
- Report hazards to the PFO
- Set an example and be a role model to improve the culture of Fire Safety.



Assistant for individuals with a PEEP

An individual who has agreed to be trained to assist with the evacuation of a person with a disability or someone requiring assistance. This may include the provision of assistance to members of the public and visitors.



The Nature Of Fire

- All Fires start small, however, can quickly become life threatening.
- A typical room Fire will consume its contents within a few minutes.
- Building Fires can generate temperatures in excess of 1000^o centigrade
- In a Fire, smoke is the main killer, it is highly toxic and can be hot enough to burn your lungs.



Delft Technical College

(Fire started due to electrical fault in coffee vending machine)



School Roof Fire

(Caused by contractors carrying out hot work in roof space)



Westminster Art College

Note how effective the Fire doors were



Fires Involving Cooking

- Unattended cooking is one of the main causes of building Fires.
- Unattended toasters cause many unwanted Fire alarms.



Electrical Fires

- Overloaded sockets and extension leads are a common cause of Fires.
- Hair Straighteners - are often left switched on unattended on soft surfaces such as duvets, leading to numerous Fires.
- Electrical switchgear should always be enclosed in a Fire resistant cupboard



Deliberate Fire Setting

Deliberate Fire setting costs the Fire and Rescue Service up to 40% of its budget each year and over 60% of Fires in NI are started maliciously



Passive / Active Fire Protection

Passive Fire Protection	Active Fire Protection
Fire Doors	Automatic Fire Alarms
Cavity Barriers	Automatic Fire Shutters
Flame Retardant Paint and Varnish	Sprinkler Systems
Secure Bin Compounds	Gaseous Suppression Systems



Fire Doors

- Smoke inhalation is the **main killer in Fires**
- Fire doors can be the most important protective measure. In good condition they can resist the spread of smoke and Fire for at least 30 minutes. They are a fundamental component of escape route protection.
- Remember that Fire doors should never be wedged or propped open and that door closers should not be disconnected.
- Wedged open/propped open/defective Fire doors put **lives at risk!**



Fire Doors – The Checks

- “Doors fitted with self closing devices shall be maintained self closing at all times and shall not be provided with any means of keeping them in an open position.”
- “The penalty for contravening any specific regulation made under the Order, on conviction is a fine or imprisonment for not more than two years or both.”



Fire Exits and Escape Routes

Do not block Fire Exits



Fire Exits should never be obstructed or used as temporary storage, they must be kept clear at all times

Do not block Escape Routes



Escape routes are often found to be blocked by temporary storage, which sometimes becomes permanent

Never Reduce Escape Route Width



If the width is reduced then there may not be enough time for everyone to escape



The Fire Triangle - Combustion

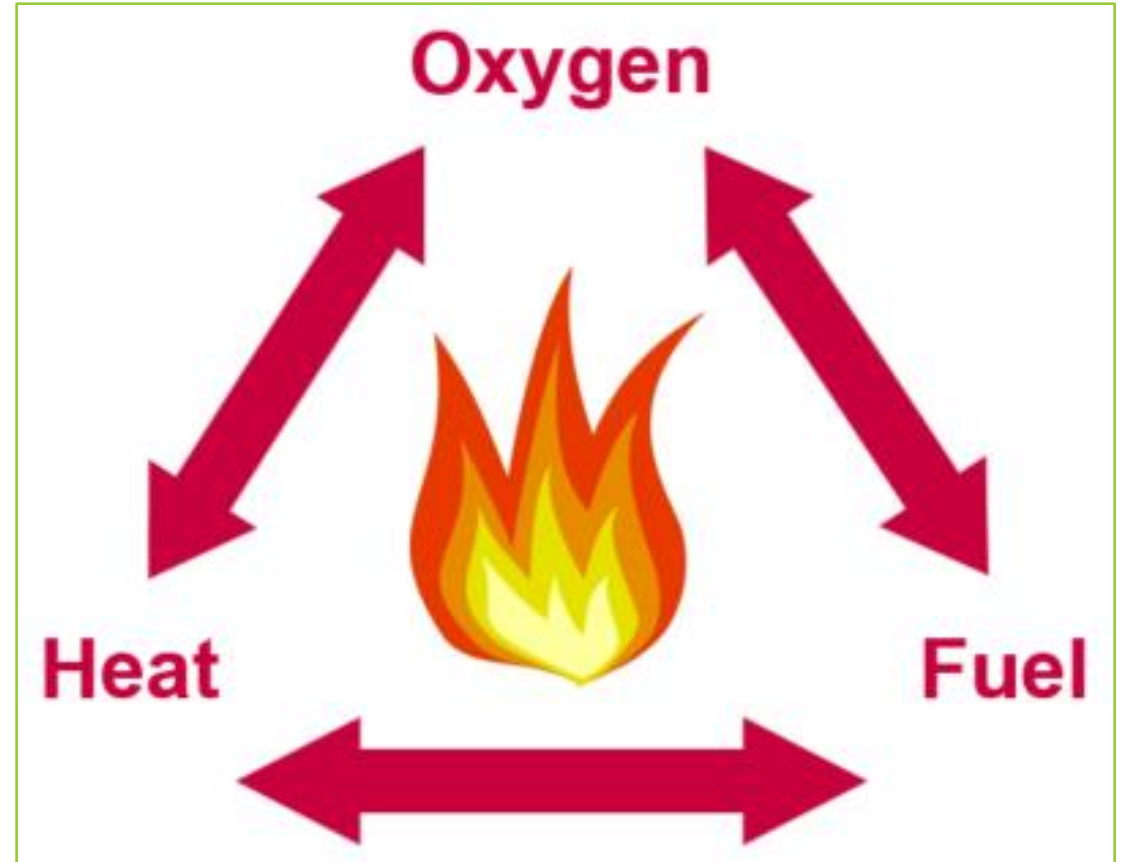
Fire is a chemical reaction involving three components:

- Oxygen
- Heat
- Fuel

All three of these elements must be present at the same time for a Fire to start.

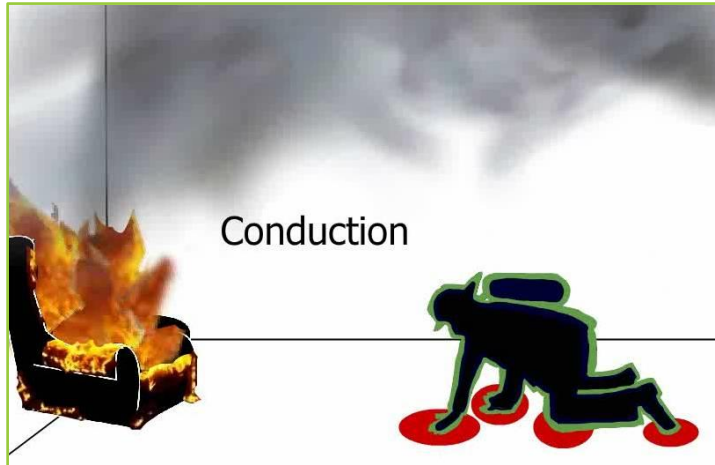
Taking steps to avoid these three elements from mixing will significantly reduce the chances of a Fire occurring.

If you remove any of these components a Fire will go out.

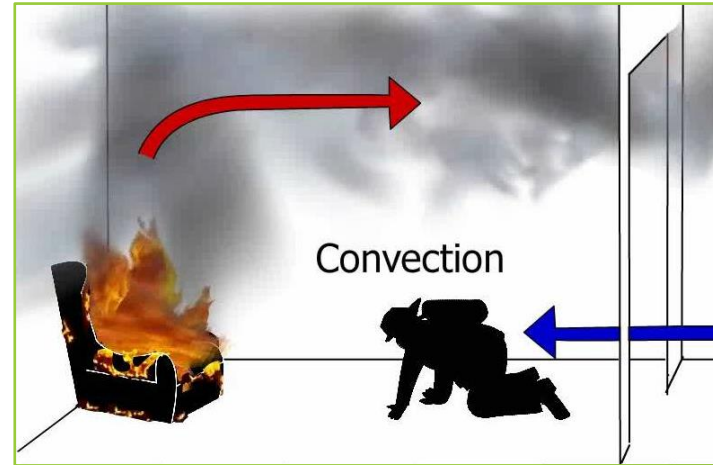


Fire Spread

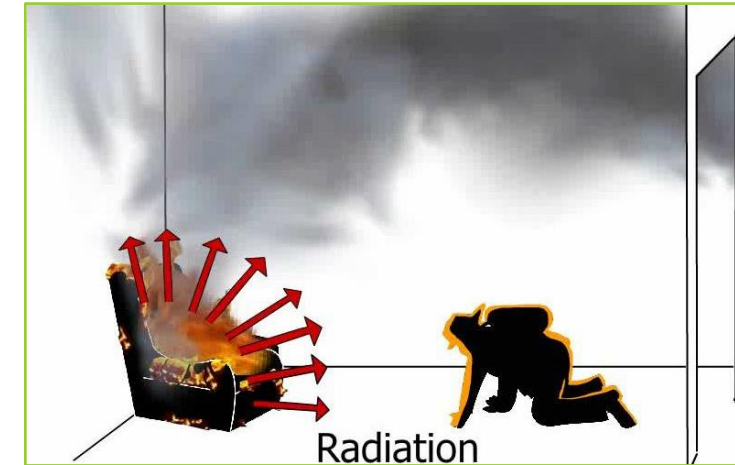
Conduction Through Structural Elements



Convection Through Ambient Air



Direct Radiation



Fire Fighting Equipment

Water



Used on Fires involving paper, wood, textiles etc. Water should **not** be used on flammable liquids or electrical equipment.

CO₂



Used on live electrical Fires and flammable liquids. CO₂ may **not** be effective on oil or fat Fires in pans.

Foam



Used as water but can also be used on flammable liquids. Foam should **not** be used on electrical equipment.

Fire Blanket



Used to smother small Fires in pans or involving a person's clothing etc.



Classification of Fires

- Fires are given a classification depending on the type of fuel that is burning.
- Once we know the classification, we can decide on the best method of extinguishing the Fire.
- To extinguish a Fire, we can either:
 1. Reduce the heat
 2. Remove the oxygen
 3. Remove the fuel



Classification of Fires

Type Extinguisher	Fire						Comments
	CLASS A Combustible materials (e.g. paper & wood)	CLASS B Flammable liquids (e.g. paint & petrol)	CLASS C Flammable gases (e.g. butane and methane)	CLASS D Flammable metals (e.g. lithium & potassium)	Electrical Electrical equipment (e.g. computers & generators)	CLASS F Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Wet Chemical	✓	✗	✗	✗	✗	✓	Use on extremely high temperatures



Useful Links

[Educational-Premises.pdf \(nifrs.org\)](#)

This guidance is for all employers, head teachers, governors, vice-chancellors, occupiers and owners of educational premises. The guidance informs what you have to do to comply with Fire safety law, helps you to carry out a Fire risk assessment and identify the general Fire precautions you need to have in place.

[Fire-Safety-Law-Are-You-Aware-of-Your-Responsibilities.pdf \(nifrs.org\)](#)

This guidance is produced by the Department of Health, Social Services and Public Safety (DHSSPS) on the new Fire safety regime. The new regime was introduced for non-domestic premises by Part III of the Fire and Rescue Services (Northern Ireland) Order 2006 and reinforced by the Fire Safety Regulations (Northern Ireland) 2010.

[Fire-Safety-Law-The-Evacuation-of-Disabled-People-from-Buildings.pdf \(nifrs.org\)](#)

This guidance is centred on the evacuation of people with disabilities from non-domestic premises. Persons with Fire safety obligations need to be aware that the wider aspects of Fire safety law apply equally to people with disabilities. Fire prevention or risk reduction practices and the operation of the emergency Fire action plan should all consider the effects on people with disabilities.

[Offices-and-Shops.pdf \(nifrs.org\)](#)

This guidance explains what a Fire Risk Assessment is and how to complete a Fire Risk Assessment for shops and offices. A Fire Risk Assessment should be the foundation for all the Fire precautions in your premises.

[Sleeping-Accommodation.pdf \(nifrs.org\)](#)

This guidance is for use when assessing the adequacy of Fire precautions in premises providing sleeping accommodation. The guide also provides recommendations for the Fire safety management of the premises.



Thank you for taking the time to complete this training

Please note that in order to register as having successfully completed this training, you **MUST** fill out and submit the 'Confirmation of Training Completion – Premises Fire Management Team Training Form'. Please click [here](#).

If you have any queries, please contact the **QSHE - Environmental and Fire Risk Compliance Service** on 028 9041 8066 or email at EAEnvironmentalCompliance@eani.org.uk