



COMMON SENSE GUIDE TO FIRE SAFETY AND MANAGEMENT

Subash Ludhra

COMMON SENSE GUIDES TO HEALTH AND SAFETY

ROUTLEDGE



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Common Sense Guide to Fire Safety and Management

An essential and short guide for those who need to know more about fire safety and management without wanting to spend hours reading dozens of different documents. Whether it's for use alongside a training course or simply to brush up on your knowledge, it's perfect for equipping you with the principles of fire safety.

Friendly and accessible, this *Common Sense Guide* covers all the main aspects of fire safety and management in manageable chapters to provide you with the knowledge and understanding you need to look after yourself and others.

- Suitable for those with little understanding of fire safety and management
- Includes questions at the end of each module to consolidate your fire safety knowledge
- Certificate offered to those who complete the exam at the end of the book and return to be marked externally.

Subash Ludhra is a past president of The Chartered Institution of Occupational Safety and Health (IOSH) and considered to be an expert in the field of Risk Management. Having qualified as an Occupational Hygienist, Subash Ludhra now manages Anntara Management Ltd; an international risk management and loss control consultancy business that operates in the UK and overseas.

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Foreword

As the Chief Executive Officer of a large group of Companies, I can appreciate the vital importance of Fire Safety Management, to control risks and to protect our people and operational assets from the effects of fire.

Fire can be devastating; for the people caught up in an event and also for the company or operator of the premises. Quite apart from the obvious risk to precious life, the disruption and damage that can be done can be difficult to calculate.

It is a fact that many people and companies never recover from a major fire but even more important than that is the ongoing effect that it has on our people, in the short, medium and long term.

Therefore I believe that the case for effective management of Fire Safety is undeniable and a significantly important part of that is the need for ongoing high-quality information, instruction, training and understanding of the issues.

This *Common Sense Guide to Fire Safety and Management* is an excellent reference for those individuals with little or no prior knowledge of Fire Safety and Fire Safety Management who need to know more about them. This guide is offered to support basic training without being too specific.

Any source of information that helps to improve our knowledge of fire safety in an easy to understand format is to be commended.

It is an honour and a privilege to be asked by the author to write this foreword and I wish you well as you strive each and every day to improve fire safety and reduce fire risk.

John Shropshire – CEO
The Shropshire Group

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Welcome

It is often said that we all know what is right and what is wrong, what we should and should not do. Surely it's just "common sense". Unfortunately common sense is not as common as we would like to believe. The definition of common sense is "the ability to behave in a sensible way and make practical decisions". Most individuals and employers will at some time do things that are not sensible or practical and some will do this regularly.

This guide has been developed to help improve your knowledge of Fire Safety and the management of fire risks within the workplace in a light-hearted way. It is designed to further heighten the common-sense element of your existing knowledge.

Although the guide refers to UK legislation/best practice, the principles are applicable internationally. However, you should answer all questions within the guide, based on the UK legislation.

By taking the time to improve your knowledge and learn more about fire and fire safety in the workplace you can:

- **avoid having a fire in the workplace**
- **know what to do in the event of a fire outbreak**
- **help to prevent fires spreading**
- **carry out a simple fire-risk assessment**
- **make your workplace or home safer.**

Every year, approximately 30 people are killed (directly or indirectly) while at work through fires and thousands more are injured. The cost to industry and society as a whole is huge.

Most importantly, if you are injured as a result of a fire or suffer ill health you and your family are likely to suffer.

DID YOU KNOW?

- Each year around 30 people are killed as a result of work-related fires.
- Annually over 2,500 people are injured as a result of fires.
- The UK fire and rescue services attend over 35,000 fires at work every year.
- Fire and explosion incidents account for approximately 2% of the major injuries reported to the enforcement authorities.
- Fires start and spread much quicker than most people expect.

By working through this accessible guide you will learn more about fire safety in the workplace and as a result you will be better placed to recognise the hazards and dangers associated with fire in any workplace or even your own home 24 hours a day.



Fire

How this guide works

AIMS

The aim of this guide is to provide you with a basic understanding of:

- the principles of fire
- how fires start and spread
- fire risk assessment
- the principles of fire prevention
- fire evacuation
- fire alarms, detection and fire fighting.

OBJECTIVES

By the time you finish this guide, you will be able to:

- explain the basic principles of fire
- define hazard and risk
- help reduce the risk of a fire starting or spreading within your workplace
- identify sources of ignition/heat within the workplace
- identify sources of fuel within your workplace
- identify sources of oxygen within your workplace
- know what to do in the event of a fire
- explain how fires spread
- identify the main dangers associated with fire
- explain how fires can be extinguished
- explain how fire can be detected
- understand the fire-risk-assessment process
- explain the role of the fire marshal/warden.

