

Fire Hazards and Safety

Introduction

Fire is a universal hazard across the workplace. Every person on Harrow Independent College 's premises should be familiar with the precautions and procedures in place. HIC's Health & Safety Committee has the responsibility across HIC to install and maintain all:

1. FIRE WARNING SYSTEMS,
2. FIRE FIGHTING EQUIPMENTS,
3. SMOKE DOORS and DETECTORS,
4. FIRE EXIT doors.

If any concerns about fire safety arise, these should immediately be informed to HIC's Health & Safety Officer; Kandiah Kandeepan, who is also the Designated fire marshal at the College.

Effective Ways of Avoiding Fire Hazards

This is necessary for all members of staff to understand the effective ways of avoiding fire hazards. All staff are required to understand and do the following jobs:

1. Ensure good housekeeping in work areas, for example; no papers, files, cardboard or materials are stored on floors or against radiators and electrical points.
2. Ensure all fire routes, corridors and staircases are unobstructed and no combustibles are left in these areas.
3. Ensure all doors, and in particular SMOKE DOORS and FIRE EXITS, are kept unobstructed at all times, and that they open easily. Contact Health & Safety Officer/personnel in case of difficulty.
4. Check periodically all power sockets, plugs and cables in your area of responsibility for damage or scorching. If you find this report it immediately to the Health & Safety Officer.
5. Never allow any SMOKE DOOR or FIRE EXIT door to be propped open at any time. Smoke can travel throughout a building in a few seconds.
6. Fire extinguishers must be wall mounted and not removed. Under no circumstances must members of staff attempt or use fire extinguishers or any other item for the purpose of extinguishing a fire unless trained to do so.
7. Co-operate with FIRE MARSHALS in case of any fire.
8. Ensure that all staff takes part in FIRE DRILLS and are familiar with FIRE EVACUATION PROCEDURES, a copy of which should be posted in your area.

9. Ensure each room and space, including frequently used storage areas, has a FIRE ACTION notice displayed. Notify your Health & Safety Officer if any are missing. The Health & Safety Officer is responsible for supplying and placing these notices.
10. Check periodically all FIRE EXIT signs for appropriateness. The Health & Safety Officer is responsible to check the appropriateness.
11. If you are in any doubt or think signs are missing, contact the Health and Safety Officer for advice.
12. Check periodically to see that all FIRE EXTINGUISHERS have been tested within the past year. The Health & Safety Officer is responsible to ensure this.
13. On each extinguisher is a label which has to be initialled and dated by a fire engineer.
14. If you find an extinguisher which has gone more than a year without being tested, inform Health & Safety Officer.
15. Check also throughout the areas for which you are responsible that you have the correct type of extinguisher for the activities being carried out:

Recognise the Extinguishers

RED extinguishers are for wood, paper, cardboard and textile fires.

BEIGE extinguishers are for burning liquid fires.

BLUE extinguishers are for burning liquid and electrical fires.

BLACK extinguishers are also for burning liquid and electrical fires.

Fire extinguishers may be colour coded or labelled as to their use.

Evacuation Procedures

Introduction

HIC has developed comprehensive Emergency Evacuation Procedures. Though the main emphasis is evacuation in the event of a fire being discovered the same procedure would apply for the need for evacuation of any other incident, which was, life threatening i.e. suspected bomb, toxic substances or terrorist activity.

Evacuation Personnel

HIC will appoint personnel who will be responsible to deal with the evacuation process in the event of fire or an activated fire alarm. HIC will appoint following officers for managing fire evacuation event.

Fire Marshal

The Fire Marshals are the main personnel to deal with any fire or activated event. The Fire Marshall is in charge of the Institution's evacuation procedure. In the event of fire everyone is bound to follow the instructions of the Fire Marshall. No-one is allowed to enter the institution without approval of the Fire Marshall in the event of fire or activated fire alarm. The Fire Marshall will be responsible to deal with all the activities as delegated by the Health & Safety Officer.

Fire Assembly Point

The Assembly Point Location is: Corner of the pavement at Kings road near the Gym.

Fire Evacuation Procedure (Step by Step)

Step 1:

Sound the alarm by activating the nearest break glass unit;

Step 2:

Go to a safe place and telephone the Fire Service dialling - **999**

Step 3:

Give as much detail as possible about the location of the fire, the address etc.

308 –Eastcote Lane , Harrow HA2 9AH- Tel – 0208-4236227

College Fire Marshal Mobile :- 07957-317-668

Step 4:

When this call has been made contact the Institution Office. – as above

Step 5:

Leave the building by the nearest safe exit

Step 6:

Report to your designated Assembly Point

Please note that any wheelchair person should be accompanied with carers or members of staff all the time in order to expedite the evacuation process for them. The assembly point at the front would be the pavement at the corner of this parade and for those who leave through the rear fire exit door should use the service road at the back to reach the same assembly point.

REMEMBER

Do not re-enter the building until instructed that it is safe to do so by either the fire service members or Institution's Fire Marshall.

Remember your life is more precious, so do not take risk to save your own or others property.

Do not take risk to save others because you are not trained to do so. Taking such risks means you are risking your life along with others.